

**Riverview Overlook (d/b/a Occoquan Landing) Community Association
Board Meeting**

Date: November 08, 2012

Time: 8:00PM

Location: 1415 Admiral Drive

Attendees: Board – Steve Heath, Michele McQuigg, Michelle Bechtoldt, Maria Kincaid, Jack Reba, and Norman Howard

Residents – Anna Longo (1417 Admiral Drive)

Agenda

1. Call to Order – At 8:00pm by meeting chair, Steve Heath.
2. Resident Time – Anna Longo gave a status report on the above ground cables. She indicated that Verizon had completed its work and Comcast should be completed in ten days. She also reminded the Board that the community signs at Flagship and at Admiral Drive needed to be repainted. She noted that one of the outdoor lights in the Admiral Drive park was dimmed and needed to be checked out.
3. Approval of Minutes – Secretary Bechtoldt presented the minutes of the October 16, 2012, meeting to the Board. Maria Kincaid motioned, and Michele McQuigg seconded, to approve the minutes. This motion was unanimously approved by the Board members in attendance except for Steve Heath who abstained as he was absent from that meeting.
4. Approval of Agenda – President Steve Heath presented the agenda to the Board. Jack Reba motioned, and Michelle Bechtoldt seconded, to approve the agenda as amended. This motion was unanimously approved by the Board members in attendance.
5. Architectural Control (A/C) – Jack Reba reported that as a result of the walk around the community, he prepared seven or eight letters to be sent to homeowners regarding A/C violations.
6. Annual Meeting Prep:
 - a. Home Owners List – Based on concerns raised by several Board members, Steve Heath indicated that he would have the bookkeeper recheck the list and send out a new list.
 - b. Election of Officers – Michelle Bechtoldt indicated that she would send out by email the list of officers up for election.
 - c. Treasurer’s Report – Steve Heath presented four reports prepared by the bookkeeper. There reports were Profit & Loss (1-1-12 to 11-7-12), A/R Summary (as of 11-07-12), Transaction Detail by Account (1-1-12 to 11-08-12), and Rental properties list. Steve Heath noted a review of the Profit & Loss report showed that street light, capital improvements, annual meeting, insurance, and parking tickets/decals expense accounts needed adjustment, and proposed to transfer \$3,000 from the cost of collections expense account into the cited accounts to bring them into balance.
 - d. Maintenance/Grounds – Norman Howard indicated that he would check on the dates of the landscape and trash contracts. Norman Howard also indicated that he could call Kingstowne to see if they could pick up the leaves soon as opposed to the end of year. **Action Item:**

Michelle Bechtoldt motioned, and Maria Kincaid seconded, to have Norman Howard call Kingstowne to reschedule the leaf pick up to be done soon as opposed to the end of the year. This motion was unanimously approved by the Board members in attendance.

Steve Heath indicated that he would call Omar Alvarado to obtain a quote to paint the community signs.

- e. Parking – Steve Heath reported that he had not heard from Road Runner Towing and proposed that the community use Dominion Wrecker Service on a trial basis not to exceed 30 days. **Action Item:**

Norman Howard motioned, and Maria Kincaid seconded, to use Dominion Wrecker Service for a trial period of no more than 30 days. This motion was approved by the Board members in attendance except Michele McQuigg voted against the motion.

Michelle Bechtoldt raised concerns about letters sent out to owners of commercial vehicles parked in the community by noting that the regulations provided a ten-day notification period and the letters provided 30 days. Steve Heath and Jack Reba indicated that they wanted the owners to have sufficient time to arrange for suitable parking for their commercial vehicles.

7. Old Business:

- a. Book Keeping Questions – Steve Heath expressed concern over the number of questions raised at Board meetings about the treasurer reports and whether a search for a new bookkeeper should be conducted. Michelle Bechtoldt indicated that while the reports may need some work, the real problem was not having a treasurer that would work with the bookkeeper on an ongoing basis.

8. New Business:

The Board agreed to meet before the annual meeting on Tuesday, November 27, at 8:00PM, at Michele McQuigg's house at 1415 Admiral Drive.

The Board discussed whether the homeowners dues should be increased and by how much. A consensus was reached to increase the dues by up to \$5.00 a quarter or \$20.00 a year that may or may not go into effect.

The Board noted that a newsletter with proxy should go out before the annual meeting.

Steve Heath offered up an idea to expand parking in the community by carving out a portion of the Admiral Drive park and Captains Cove park to make parking spaces. It was noted that this was discussed by a previous Board several years ago and was dropped due to costs.

9. Adjourn: Meeting adjourned at 9:30pm.