

## **Riverview Overlook (a/k/a Occoquan Landing) Community Association Board Meeting**

**Date:** November 15, 2011      **Time:** 8:00PM      **Location:** 1415 Admiral Drive

**Attendees:** Board – Steve Heath, Michelle Bechtoldt, Jack Reba, Maria Kincaid, Oumar Keita, and Michele McQuigg;

Residents – John Grimes (1421 Admiral Drive)

### **Agenda**

1. **Call to Order:** At 8:01 by meeting chair, Steve Heath.
2. **Approval of Agenda:** Steve Heath presented the agenda to the board as a planning document for the annual meeting. Michele McQuigg motioned, and Jack Reba seconded, to approve the agenda with two amendments to add “7b iv Signage” and “7d Pavement.” This motion was unanimously approved by the board members in attendance.
3. **Election of Officers:** Michelle Bechtoldt reported that Steve Heath, Maria Kincaid, and Oumar Keita were up for election to two-year terms. Steve Heath suggested Maria Kincaid handle the election of officers segment at the annual meeting. It was noted that there could be a secret ballot as residents have indicated a desire to run for the board.
4. **Approval of Minutes:** Michele McQuigg motioned, and Maria Kincaid seconded, to approve the minutes of the October 18th board meeting as presented by Michelle Bechtoldt. This motion was unanimously approved by the board members in attendance.
5. **Treasurer’s Report:**
  - a. **New Book Keeper** – Steve Heath reported that the three references submitted by GHA Community Management provided positive feedback on the company. Michele McQuigg indicated that the one reference she called noted that the company responses were not always taken care of on the same day. Michele McQuigg also expressed concerns about certain provisions in the contract and Steve Heath indicated that he would contact the company about those concerns. He did advise that the community lawyer reviewed the contract and indicated that it was a “standard” contract.
  - b. **Monthly Report** – No reports were submitted.
  - c. **Budget Review** – Steve Heath indicated that the budget so far in 2011 was ok. He submitted a draft budget for the annual meeting. The draft budget reflected no new revenue, added a new entry titled “Bookkeeping” at \$7,800, and adjusted the “Capital Improvement” and “Clean-up/repair” downward from a combined total of \$12,385.00 in 2011 to a combined total of \$2,500.00 in 2012. He noted that the snow removal account had \$3,700.00 remaining and if there was no snow for the remainder of the year, those funds would roll over into 2012. He also noted that barring any unanticipated expenses, an additional \$2,000 to \$3,000 would likely roll over as well into 2012. He mentioned that the sinking fund should have sufficient funds for a full asphalt replacement in ten years assuming an increase in contributions every three years, asphalt costs holds to about three

percent, and two percent returns on the community's savings accounts. He advised that the budget will be tight in 2012.

Michelle Bechtoldt reported that she reviewed the minutes of the 2009 and 2010 annual meetings. In 2009, two motions were approved, which increased the HOA dues by \$60.00 over three years (from \$520.00 to \$580.00 annually per house) and to increase the 2010 HOA dues by \$30.00 from \$520.00 to \$550.00. At the 2010 annual meeting, a motion increased the HOA dues by another \$20.00 to \$570.00 annually. Based on this information, the HOA dues may be increased by \$10.00 (to \$580.00 a year), which would provide \$1,170 (117 townhouses X \$10.00 = \$1,170.00) in additional revenue for 2012.

Steve Heath indicated that he would amend the budget to reflect the new revenue and to double check the budget figures for lawn care and trash.

#### 6. Architectural Control (A/C):

- a. Pre-existing violations – Steve Heath reported that he and Michele McQuigg were working on new policy for such violations. Jack Reba noted that one of the houses up for sale had painted steps and felt that an A/C violation notice should be sent to the owners so that the new owners would have to comply with the current A/C guidelines as part of the settlement.
- b. Resident Time: John Grimes indicated that he had taken photographs of every townhouse in the community and wanted two parking passes (value of \$50.00) for his effort. **Action Item:**

Michelle Bechtoldt motioned, and Maria Kincaid seconded, to provide Mr. Grimes with two parking passes for the photographs and to attend a meeting to discuss them. This motion carried with affirmative votes from Michelle Bechtoldt, Maria Kincaid, and Jack Reba. Steve Heath voted against the motion as he felt that Mr. Grimes had originally volunteered to take on this task, Michele McQuigg voted against the motion, and Oumar Keita abstained as he was not present when the arrangements were first made.

Mr. Grimes also expressed concerns about the overall appearance of the community, the lawn care performance of Kingstowne, the condition of several townhouses in the community, and vehicles with expired tags, flat tires or that were inoperable. Steve Heath indicated that he would contact Kingstowne about his concerns and would check into the vehicles in question. He noted that the board had been aggressive about A/C violations and needed to address all of the violations in a particular category (*e.g.*, muntin bars in windows) at the same time instead of making an example of a select few. He also stated that the board was in the process of revising the A/C guidelines to address issues surrounding pre-existing violations.

7. **Maintenance/Grounds:** Steve Heath identified the various projects that were completed in 2011. The board suggested that the slide show on clean-up and improvements be presented in a list format in lieu of separate reports to save time, but with the proviso that residents may ask questions. The following will be included on the list:

- a. Tropical Weather Clean Up
- b. Completed Improvements –

- i. Yellow “No Parking” Curbs
- ii. Timber Wall on Rivershore
- iii. Existing Playground Refurbishment
- iv. Signage

c. Proposed Improvements –

- i. Fences
- ii. New Playground Equipment

- d. Pavement – Steve Heath indicated that the asphalt had cracks that needed to be taken care of. Jack Reba indicated that he had a friend that did this work and would request that he review the community roads and provide an estimate. Steve Heath indicated that he had received an estimate from Asphalt Restoration Technologies and would also contact Branscome Paving Company, which did the last paving contract work in the community, for an estimate.

**8. Safety and Security:**

- a. Overall Crime Reduction Techniques – Michele McQuigg requested a few minutes at the annual meeting to discuss the neighborhood watch program in the community and to recruit volunteers.
- b. Lighting – To be discussed at the November 17th meeting

**9. Parking:** To be discussed at the November 17th meeting.

**10. Old Business:** N/A

**11. New Business:** N/A

**12. Adjourn** – Meeting adjourned at 9:35 PM.