

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

Date: November 30, 2011      Time: 8:30PM      Location: Occoquan Town Hall

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

**Agenda**

**1. Call to Order:**

At 8:30 PM, Meeting Chair and President Steve Heath cancelled the meeting as a quorum was not reached to convened the annual meeting.

At 8.35 PM, Steve Heath called to order a meeting of the Board to discuss when the annual meeting should be held and the bookkeeper situation.

**2. Reschedule Date of Annual Meeting:**

The community By-Laws (Article IV, Section 3) require a 30-day notice prior to the meeting. The Board agreed to tentatively schedule the annual meeting on January 4, 2012. Secretary Bechtoldt will send a copy of the revised proxy to Maria Kincaid, who will mail out the notice. Ms. Bechtoldt will also check with the availability of the Occoquan Town Hall on that date.

**3. Bookkeeper situation:**

Steve Heath announced that Anna Longo will prepare the quarterly HOA dues statements, but will not stuff envelopes or mail the statements. He and Maria Kincaid volunteered to stuff the envelopes and mail the first quarter 2012 statements.

Steve Heath requested the views of the Board members about securing the services of Ivan Suarez for community bookkeeping requirements for \$200.00 a month as opposed to \$650.00 a month for like services by GHA. Mr. Suarez indicated that he would fully automate the bookkeeping records and will provide training. Michelle Bechtoldt requested that Mr. Suarez be bonded and insured. Steve Heath indicated that he would call the insurance company to see whether we had such coverage and, if not, how much it would cost to have the insurance.

**Action Item:**

Michele McQuigg motioned, and Norman Howard seconded, to prepare a contract or agreement to be effective approximately December 15, 2011, for Ivan Suarez signature and that of the community that will list the services to be performed, the monthly cost of the services, and a 45-day termination clause.

Norman Howard will prepare the document with input from Steve Heath on services to be performed under the contract. This motion carried unanimously.

Steve Heath will advise GHA of our decision.

4. **Adjourn:**

Meeting adjourned at 9:10 PM.