

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

Date: December 7, 2010 **Time:** 8:00PM **Location:** 12772 Captains Cove

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

Resident – Anna Longo (1417 Admiral Dr.)

1. **Call to Order:** At 8:03pm by meeting chair, Steve Heath.
2. **Approval of Minutes:** Secretary Bechtoldt presented minutes of meetings held on October 19, November 3, and the annual meeting on November 8, 2010.

Steve Heath motioned, and Norman Howard seconded, that the minutes of the October 19, 2010, meeting be approved. This motion was unanimously approved by the Board members in attendance except for one abstention from Maria Kincaid.

Michele McQuigg motioned, and Jack Reba seconded, that the minutes of the November 3, 2010, meeting be approved. This motion was unanimously approved by the Board members in attendance except for one abstention from Maria Kincaid.

Although the Board cannot approve the minutes of the annual meeting on November 8, 2010, the Board wished to convey that its review saw no changes.

3. Treasurer's Report:

Report - Bookkeeper Anna Longo prepared and presented to the Board three reports, *i.e.*, "Profit & Loss Budget vs. Actual" (Jan. – Dec. 2010), "Balance Sheet" (as of December 7, 2010), and "Customer Balance Summary" (All Transactions as of December 7, 2010). She noted that total checking and savings showed a balance of \$39,772.54. The "Customer Balance Summary" report showed a total of **\$11,075.58** in overdue accounts of 23 homeowners that ranged from \$50 to \$2,000. This was a decrease of **\$233.00** over the November 8, 2010, balance of **\$11,308.58**. Four accounts out of the 23 listed showed balances ranging from \$932.00 to \$2,000.00.

Bookkeeper Longo reported that she was short paying the community's lawyer by \$89.00 due to poor timing in receiving the bill statement from the lawyer's office and in paying the bills. She indicated that the carry-over funds from 2010 will be noted in the 2011 budget report, and was looking for a savings account with a higher interest yield for this year's sinking fund contribution.

4. Organization of the Board of Directors for 2011:

The Board members agreed to the following:

President.....	Steve Heath
Vice President/Neighborhood Watch/Website.....	Michele McQuigg
Secretary/Newsletter.....	Michelle Bechtoldt
Treasurer.....	Vacant
Grounds/Maintenance.....	Norman Howard
Architectural Control.....	Jack Reba
At Large.....	Maria Kincaid

5. Architectural Control (A/C):

Michele McQuigg reported that Long Fence would drive by this coming weekend to discuss prices for hand railings for front steps and stoops and for replacement of the split rail fence at the Admiral Drive Park.

6. Maintenance/Grounds:

Norman Howard stated that he contacted American Disposal Services (ADS) about their recent letter advising the community of a two percent (2%) increase for trash pick-up services in 2011. Mr. Howard advised ADS that the written contract did not permit such an increase for 2011 and requested ADS to withdraw the increase. ADS checked their records and agreed with Mr. Howard that the contract did not provide for such an increase. Mr. Howard advised the bookkeeper to call him if the next bill reflected the 2% increase so that a corrected bill can be obtained from ADS before paying it.

Norman Howard also reported that bids for the community’s 2011 lawn care contract had been received from four firms that ranged in price from approximately \$16,000 to \$26,000. Mr. Howard advised that he wanted to contact the firm that provided the low bid to make sure they understood the requirements of the contract. Steve Heath requested that the bids be distributed to each member of the Board for review and subsequent action. He also requested that a meeting be held next week (Michele McQuigg offered her house for the location), with date and time to be determine once everyone checked there schedule, in order to discuss and approve one of the bids.

Mr. Howard also noted that the leaves will be picked-up the week before Christmas.

7. Newsletter:

Steve Heath indicated that a newsletter would be prepared and distributed to the community in the near future. Michele McQuigg requested that the revised

parking regulations be distributed with the newsletter, and to request residents to turn on their outside lights front and back after dark. Anna Longo requested that the newsletter announce the dues increase, and to include a statement that trash cans and recycle bins were not permitted in the front yard.

8. Old Business:

Jack Reba advised that two or three community signs still needed to be reinstalled. Steve Heath requested Mr. Reba to obtain a bid(s) to install the signs.

9. New Business:

Michele McQuigg indicated that she was working on the Trash Regulations.

Jack Reba noted that there was too much trash at curb-side on Sunday afternoons for subsequent pick-up on Mondays and requested that ADS be contacted to see if pick-up days could change from Mondays and Thursdays to Tuesdays and Fridays. Norman Howard indicated that he would contact ADS to see if the pick-up days could be changed as suggested. Michelle Bechtoldt also requested to see if ADS could pick-up trash on Friday after Thanksgiving Day and if so how much would it cost. Mr. Howard stated that he would discuss this with ADS as well.

Michele McQuigg advised the Board that a resolution should be considered by the Board that would require landlords to provide the name, etc., of renters.

Meeting Schedule:

The Board agreed to the following meeting schedule for January and February:

1/11/11	Tuesday	8:00pm	1415 Admiral Drive (M. McQuigg)
2/08/11	Tuesday	8:00pm	12772 Captains Cove (S. Heath)

In addition, a short meeting is to be scheduled next week at Michele McQuigg's house at 1415 Admiral Drive to approve one of the bids for the lawn care contract.

10. Adjourn: Meeting adjourned at 8:55pm.