

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

**Date:** December 21, 2010    **Time:** 8:00PM    **Location:** 12788 Captains Cove

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

Resident – Anna Longo (1417 Admiral Dr.)

### **AGENDA**

1. **Call to Order:** At 8:02pm by meeting chair, Steve Heath.
2. **Treasurer's Report:** Bookkeeper Anna Longo prepared and presented to the Board one report, *i.e.*, "Profit & Loss Budget vs. Actual" (Jan. – Dec. 2010). She requested permission to transfer the Sinking Fund contribution of \$5,000 to the temporary reserve fund. She noted that in January, the Board will have to act on where to put the money in order to get the highest interest. **Action Item:**

Michele McQuigg motioned, and Norman Howard seconded, to approve the transfer the Sinking Fund contribution of \$5,000 to the community's temporary reserve fund. This motion was approved unanimously by the Board members in attendance.

3. **Maintenance/Grounds:** Mr. Howard advised the Board that Kingstowne's latest offer made them the lowest price bidder and the contract should be awarded to the firm. He also noted that the proposal was a three-year fixed price contract and at nearly \$10,000 below what the community had been paying.

Mr. Heath raised a number of concerns regarding Kingstowne's performance last year, particularly with mulching of trees on Harborview Court and Flagship Drive. He encouraged the Board to be vigilant when Kingstowne was working in the community and to let Mr. Howard know if the work was not completed satisfactorily. Mr. Howard assured the Board that he would follow-up with the firm's owner if there were performance problems.

The Board advanced several stipulations for the new contract. They were:

- Aeration and power-seeding to be an option;
- Small mower to be used for aeration of front yards;
- An additional leaf pick-up to be included in the new contract;
- Leaf pick-up to be scheduled from mid December through early January.

#### **Action Item:**

Michele McQuigg motioned, and Maria Kincaid seconded, to enable Mr. Howard

to sign the contract, with the above mentioned stipulations, with Kingstowne. This motion was approved unanimously by the Board members in attendance.

**Leaf Pick-up:**

Mr. Howard noted that Kingstowne was unable to pick-up the leaves this week as originally scheduled. Bookkeeper Longo indicated that the final bill had been paid and that it included the \$1,600 payment for the leaf pick-up. Mr. Howard indicated that he would contact Kingstowne to arrange when the leaves will be picked-up and to advise that the community was entitled to a \$1,600 credit until the leaves were picked-up.

**Trash Pick-up:**

Several Board members noted that the American Disposal Services (ADS) failed to pick-up the recycle items last Thursday, December 16, 2010, and whether a new contractor should be considered.

- 4. Parking:** Mr. Heath advised that Michelle Richardson (12710 Harborview Court), who is also the Neighborhood watch Block Captain for the Court, agreed to monitor parking violations and requested that a pass word be set up for her. The Board agreed that a pass word could be set up for Ms. Richardson and Ms. McQuigg said that she would take care of it.
- 5. Adjourn:** Meeting adjourned at 8:20pm.