

## **Occoquan Landing Community Association Meeting**

**March 4, 2020, 7:30 pm**

**1417 Admiral Drive**

**PRESENT:** Laura De Leon, Oumar Keita, Cody Massey, Jack Reba, Sylvai Setash

**ABSENT:** Nathan Bloom, Steve Heath

**RESIDENTS IN ATTENDANCE:** Ana Morales, 1405 A, Jose & Ana Cruz, 12714 HV

### **CALL TO ORDER**

De Leon called the meeting to order at 7:35pm.

### **APPROVAL OF AGENDA**

**Motion** – *Setash made a motion to accept the agenda with an addition of Reserve Study under Administrative. Keita 2<sup>nd</sup> the motion. Motion carried.*

### **APPROVAL OF MINUTES**

**Motion** – *Setash made a motion to accept the February 5, 2020 minutes as presented. Massey 2<sup>nd</sup> the motion. Motion carried.*

### **RESIDENT TIME**

12714 HV – They just got back into town and will begin work on the paint removal from their stoop and sidewalk. They asked about all of the ACC letters from last year. De Leon reviewed the ACC process from 2019 and indicated that the 2020 process will begin in April.

### **TREASURER'S REPORT**

On March 4, Heath took \$100,000 from the sinking fund for a 7 month CD at 1.83% at United Bank as discussed at the last board meeting. The Accounts Receivables have decreased by about \$2000.

### **REVIEW ANNUAL CALENDAR**

No discussion

### **ARCHITECTURAL CONTROL – Reba, De Leon, Wentworth, Grimes**

The ACC met and the first dates of the 2020 walk through will be April 18 and 19. In response to comments made at the annual meeting, a 30 day time frame will be for items that need repair, 60 days will be given to items that need modification and 90 days for items that need replacement. 2019 violations need to be completed by December 2020.

**The termite issue on the house on Flagship** – the owners should inform their neighbors that there are issues. One suggestion – as a community we could do a special assessment and treat all homes. Otherwise individual owners would have to mitigate themselves.

**Keita** – the glass behind his property has been removed. He indicated that he has tried different cleaners recommended by Home Depot on his house. De Leon also recommended Spray and Forget. He was reminded that he has until December 2020 to complete the work outstanding from 2019.

**Motion** – *Setash made a motion to move on to Grounds and Maintenance. De Leon 2<sup>nd</sup> the motion. Motion carried by yes votes from Reba and Massey.*

### **GROUND AND MAINTENANCE – Wentworth, Giddens, Bigelow, Grimes, Radoye**

**Lawncare Maintenance** – the committee received 7 or 8 bids for the project. Their recommendation was to sign with Virginia Lawn Service. VLS is local, has been in business for several year. Most of their main staff have been with them for years. Their references highly praised them. The contract is for one year. The first installment payment is due.

**Motion** – *Setash made a motion accept the bid from Virginia Lawn Service. Massey 2<sup>nd</sup> the motion. Motion carried.*

**Keita** – he indicated that there were two trees by his property that should have been pruned during the fall pruning project. De Leon indicated that the board would check into it.

**Sign for Admiral Drive** – we will have the committee work on it.

**PARKING – Morales, Grimes**

**Clarify 48 hour rule** – there was discussion about the warning sticker that a resident received when parking on Rivershore. After the 48 hours was up, the resident looked for another spot but the only spot open was the one they just vacated. Morales indicated that the parking committee actually usually waits 3 days before placing warning stickers on cars. The board present at the meeting were in agreement that the parking rules very clearly states that the 48 hour rule and that there would be no way to monitor 24/7 if all spots were full except the spot just vacated. Per email, Heath disagrees indicating that the interpreted intent of the rule was that if the time in the space was interrupted the 48 hour time period restarts.

Per our parking regulations, stickers will be placed on cars that have expired tags. We will also look into the issue of Maryland plates that have been parked in the community for long periods of time.

**Van length** – the van in question will be re-measured and a letter will be sent to the resident if it is an issue.

**ADMINISTRATIVE**

**Organization of the Board** – done at prior meeting

**New Emails for the Board** – Massey is working on it.

**Office Job Descriptions** – this should be Committee Job Descriptions (Charges) – No action

**HOA Document Fees** – Setash hasn't completed research on this yet.

**Trello Update** – tabled

**Reserve Study** – add to agenda for next meeting

**TRASH**

No update.

**NEW BUSINESS**

N/A

**ADJOURN**

The meeting was adjourned at 8:45 pm.

**NEXT MEETING**

April 1 – 1417 Admiral Drive

**Upcoming Meetings** –April 1, May 6, June 3, July 1, August 5, September 2, October 7, November 4

Respectfully submitted by

Laura De Leon, Secretary