

DRAFT

**MINUTES OF THE RIDGETOP COMMONS  
HOMEOWNERS ASSOCIATION  
BOARD MEETING**

15500 Cavalier Landing Court  
Fairfax, Virginia  
February 28, 2008

**I. ATTENDEES:**

Board Members Present: Ron Durant, President; Mike Tembrina, Vice President; and Eric Thornsby, Secretary

Board Members Absent: Steve Lott, Member at Large

Others Present: Ed Maltese, Service First; and Karen Case, Recording Secretary, Minute-By-Minute

**II. CALL TO ORDER:**

Mr. Maltese called the meeting to order at 7:17 p.m.

**III. OPEN FORUM:**

No homeowners were present.

**IV. APPROVAL OF MINUTES:**

**MOTION: Mr. Thornsby moved, Mr. Durant seconded, to accept the January 31, 2008 Board meeting minutes. The motion passed (2-1-0) with Mr. Durant abstaining.**

**V. COMMITTEE REPORTS:**

**A. Communications & Events:**

Mr. Tembrina raised the website issue which was tabled at the last meeting. The Board discussed options and decided to move forward.

**MOTION: Mr. Durant moved, Mr. Thornsby seconded, to hire Humanspan to guide the Board in setting up a website. The motion passed unanimously (3-0-0).**

Mr. Durant stated he would contact Humanspan and report back to the Board.

**B. Maintenance & Landscaping:** Nothing to report.

**C. Architectural Review:**

Mr. Durant reported that all of the re-sale disclosures were approved and all of the homes had sold at this time except for one.

**D. Covenants:**

Mr. Durant stated that Mr. Venkateswaran is no longer heading this Committee because he has moved.

Mr. Durant asked the Board if they want him to revise the parking program. Mr. Thornsbury suggested putting in the perimeter fence first, then re-evaluating the parking situation. Mr. Durant pointed out that the six vacant homes could explain the current lack of parking complaints. The Board agreed to hold off on a revision at this time.

**VI. FINANCIALS:**

Mr. Maltese reviewed the financials as presented in the Board Packet, stating that the finances are in reasonably good shape.

**VII. CONTRACT SERVICES:**

**A. General Maintenance and Repairs:** Nothing to report.

**B. Grounds Maintenance and Improvements:**

Mr. Durant inquired about Palmer's schedule for street sweeping. Mr. Maltese stated that the normal recommended time for this service is the middle to end of April. The Board agreed they would like to see this completed in mid-April.

Mr. Tembrina stated he would like Palmer's to note that there is a significant amount of moss to remove behind certain rows of houses. Mr. Maltese stated he would perform an onsite walk-through with Palmer's in April and will highlight this concern.

**C. Snow Removal:**

Mr. Maltese reported that the February snow event cost \$1,048.00.

**D. Trash Removal:**

Mr. Tembrina asked Mr. Maltese to add pet waste station removal under "Trash Removal" in the monthly agenda.

**VIII. CORRESPONDENCE:**

Mr. Maltese reported that he received one email from a homeowner and it was regarding a vehicle parked in the same spot for a while. Mr. Tembrina suggested the Board look into this after the meeting.

**IX. OLD BUSINESS:**

Mr. Maltese stated the vacancies for the Recreation Center and the Board seat are still pending. Mr. Durant stated there will soon be two vacancies on the Board because Mr. Lott is moving. After some discussion, the Board agreed to have the Spring Social before the Annual Meeting. Mr. Maltese suggested the Board look into flyers and refreshments between now and the next Board meeting.

**X. NEW BUSINESS:**

Mr. Maltese stated: In order to expedite the selection of an irrigation contractor, the Board met on February 16, 2008 and analyzed the revised proposals. The Board selected Hydro-Tech as the vendor of choice for the irrigation process.

Mr. Thornsby reported that the Board chose Hydro-Tech over KT Irrigation based on Hydro-Tech's superior list of references, business license documentation, their suggestion for double rows of heads on Government Center Parkway, and their proposal to use boring instead of cuts.

The Board reviewed, amended, and signed the Hydro-Tech contract and returned it to Mr. Maltese along with the proposals and the rest of the documents for the corporate file.

Mr. Thornsby reported that the meeting with Liz Schindler of Dominion Virginia Power is taking place at 8:00 a.m. tomorrow.

Mr. Maltese reported that he met with Joe Horvath and in their discussion it was agreed that the Association would coordinate the electricity while Mr. Horvath and his people would handle the water side of the project.

Mr. Durant added that if a new irrigation issue arises, Mr. Maltese should relay it to Mr. Durant right away so there is no delay in the project.

Mr. Tembrina asked Mr. Maltese to check with Neil Patel of Brookfield as to whether the Association is out of bond release.

Mr. Tembrina requested a new supply of illegal parking stickers and suggested that larger stickers may be preferable.

**XI. ADJOURNMENT:**

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 8:15 p.m.

Respectfully submitted,

---

Secretary

---

Karen Case, Recording Secretary