

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

15500 Cavalier Landing Court  
Fairfax, Virginia  
April 4, 2008

**I. ATTENDEES:**

Board Members Present: Ron Durant, President; Mike Tembrina, Vice President; Eric Thornsby, Secretary; and Steve Lott, Member at Large

Others Present: Karen Case, Recording Secretary, Minute-By-Minute

**II. CALL TO ORDER:**

Mr. Durant called the meeting to order at 7:48 p.m.

**III. OPEN FORUM:**

No homeowners were present.

**IV. APPROVAL OF MINUTES:**

**MOTION: Mr. Thornsby moved, Mr. Lott seconded, to approve the February 28, 2008 Board meeting minutes. The motion passed unanimously (4-0-0).**

**V. COMMITTEE REPORTS:**

**A. Communications & Events:**

Mr. Tembrina volunteered to draft a letter to homeowners announcing the three Board positions that will be open at the annual meeting.

Mr. Durant will follow up on a previous action item to contact Humanspan and request information regarding options for the website.

**B. Maintenance & Landscaping:**

Mr. Durant suggested the Board compile a list of grievances regarding Palmer's level of performance and formalize the letter through Mr. Maltese. The letter should address the Board's requests and expectations of the quality of future service.

The Board reviewed and signed the quote from Dominion Virginia Power in the amount of \$193.62 for the meter in support of the irrigation project.

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The Board reviewed the contract with KW Electrical Construction, Inc. in the amount of \$1,616.00 for the installation of the meter in the irrigation project. Mr. Durant reported that the KW contract has already been signed and forwarded to Mr. Maltese.

**C. Architectural Review:** Nothing to report.

**D. Covenants:** Nothing to report.

**VI. FINANCIALS:**

Mr. Tembrina reviewed the financials and reported there were two accounts with counsel totaling approximately \$1800.00.

Mr. Durant asked for clarification around the accelerated lien procedures. Mr. Tembrina stated that the Board needs to inform Mr. Maltese whether it accepts the recommended procedures.

**VII. CONTRACT SERVICES:**

**A. General Maintenance and Repairs:**

Mr. Tembrina reported that the hook on one of the gates is bent and should be monitored.

**B. Grounds Maintenance and Improvements:**

Mr. Tembrina reviewed the information from the Board packet. Street cleaning was completed on March 24, 2008. Since Palmer's did not give notice prior to the street cleaning there were many cars still parked on the street. Also, the large sweepers were used instead of the hand-held blowers.

**C. Snow Removal:**

Mr. Tembrina reported total snow removal expenditures this year were \$2,487.00 out of \$10,000.00 that was budgeted.

**D. Trash Removal:** Nothing to report.

**VIII. CORRESPONDENCE:**

The Board reviewed the correspondence and pictures from a homeowner regarding trash and recyclables that were scattered on her yard. The Board agreed to talk with the homeowner about her concerns.

Mr. Tembrina stated that Mr. Maltese had sent a letter to all non-garage units regarding trash and the common areas.

**IX. OLD BUSINESS:**

The seats for the Board and Rec Center Representative remain open.

The Board discussed at length the upcoming annual meeting and social gathering. The suggestions included catered food and a gift card door prize. The Board may consider changing the date of the annual meeting to later in the month. The annual meeting is currently scheduled for April 24, 2008.

**X. NEW BUSINESS:**

The Board discussed using wrought iron and brick pillars as possible styles for the fence project. Mr. Durant and Mr. Thornsbury proposed keeping the fence style consistent throughout the community.

Mr. Durant stated he would contact the fence companies to set up the walk-throughs with them. The Board decided it wants to walk-through with all three fence companies simultaneously.

**XI. ADJOURNMENT:**

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 8:35 p.m.

Respectfully submitted,

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Secretary

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Karen Case, Recording Secretary