

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

15500 Cavalier Landing Court
Fairfax, Virginia

May 29, 2008

I. ATTENDEES:

Board Members Present: Ron Durant, President; Mike Tembrina, Vice President; Fred Lang, Secretary; Bob Dodd, Treasurer; and Tom Kessler, Director at Large

Board Members Absent: No members were absent.

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

II. CALL TO ORDER:

Mr. Durant called the meeting to order at 7:08 p.m.

III. ELECTION OF OFFICERS:

Mr. Maltese reviewed the responsibilities of each Board position.

The Board entertained nominations and officers were elected as follows:

President – Ron Durant
Vice President – Mike Tembrina
Treasurer – Bob Dodd
Secretary – Fred Lang
Director at Large – Tom Kessler

Mr. Dodd arrived at 7:27 p.m.

Mr. Maltese reviewed confidentiality procedures for discussing individual homeowners' financial issues when other homeowners are present in the meeting.

IV. OPEN FORUM:

No homeowners were present.

V. APPROVAL OF MINUTES:

MOTION: Mr. Tembrina moved, Mr. Durant seconded, to approve the April 4, 2008 Board meeting minutes as amended. The motion passed (2-0-3) with Mr. Kessler, Mr. Dodd, and Dr. Lang abstaining.

VI. COMMITTEE REPORTS:

The Board reviewed the various committees as areas of interest and concern within the community. Mr. Tembrina stated that, despite the Board's attempts to increase homeowner participation, there have not been enough volunteers on committees for the past one to two years.

A. Communications & Events:

Mr. Durant stated that management of the community website seems to be the most critical communications project at this time. Mr. Tembrina reviewed the evolution of the website which is www.ridgetopcommons.org. The Board's most recent action was to approve engaging Humanspan for website management.

Mr. Dodd volunteered to work on Communications.

B. Maintenance & Landscaping:

Dr. Lang volunteered to work on the Maintenance & Landscaping Committee.

C. Architectural Review:

Mr. Durant volunteered to work on Architectural Review.

An application for installation of a new deck was received from 11451 Log Ridge Drive. The application was approved as-is and Mr. Durant returned the approved application to Mr. Maltese.

D. Covenants:

Mr. Tembrina volunteered to work on Covenants.

E. Parking:

Mr. Durant suggested that the Board collectively take an active role in the Parking Committee. He added that most homeowner complaints are about parking.

VII. FINANCIALS:

Mr. Maltese reviewed the financials as presented in the Management Report.

Dr. Lang inquired if a risk assessment had been completed in the community. Mr. Maltese and Mr. Durant discussed the major engineering study and the master insurance policy in terms of mitigating risk.

The Board reviewed the status of collections. Mr. Maltese suggested the Board consider increasing the budget line item for bad debt exposure on next year's budget.

VIII. CONTRACT SERVICES:

A. General Maintenance and Repairs: Mr. Tembrina stated he noticed a couple of boards popping up on the common area fence along Government Center Parkway. He asked Mr. Maltese to look at it and provide a cost estimate to repair those areas of the fence.

B. Grounds Maintenance and Improvements:

Mr. Maltese stated that the Board may want to have Palmer's restore the entrance area after the nearby construction project is completed.

Mr. Durant expressed concerns about the construction project – specifically how the construction affects the grounds around the community and who will be responsible for restoring the affected areas. It was agreed that Dr. Lang will contact the County about the Board's concerns. Mr. Durant agreed to send Dr. Lang an email specifying the areas of concern.

Mr. Maltese reported that Neil Brady of Palmer's approved the replacement of one tree in the entrance area.

C. Snow Removal:

Nothing to report.

D. Trash Removal:

Mr. Maltese reported that New Vision did not increase the price this year. He expects New Vision may increase rates next year due to rising gas prices.

IX. CORRESPONDENCE:

Mr. Maltese reported that he received correspondence referencing unit 11420 Log Ridge Drive regarding having several vehicles occupying several parking spaces. The Board noted the concerns and agreed to follow up on it.

Mr. Maltese reported that he mailed a covenants violation letter to 4106 Timber Log Way in reference to a pet waste violation.

X. OLD BUSINESS:

Mr. Maltese stated a representative for the Recreation Center Association is still pending.

Mr. Maltese reported that he did a walk-through with Hydro-Tech, Palmer's, Mr. Durant, and Mr. Tembrina on May 27, 2008 to review the irrigation work. Several adjustments were agreed upon. Two additional sprinkler heads will be installed, two current sprinkler heads will be placed further out into the public grass area and the turf will be repaired along Government Center Parkway. Mr. Maltese stated final payment is being withheld until the work is completed and the Board authorizes final payment.

XI. NEW BUSINESS:

Mr. Maltese provided the new Board members with Board Books and copies of statutes. Mr. Maltese provided the Board with a copy of the site plan. Mr. Tembrina agreed to keep the site plan.

Mr. Maltese stated there were two homeowners at the Annual Meeting who are potential volunteers: Annelies Lindemans and Karen Tadlock.

Dr. Lang stated he would like the Board to consider lighting at each of the mailbox stations.

Mr. Durant stated he would like the Board to consider street sealing in the near future. This would be a preventive measure and it would be funded from reserves.

Mr. Tembrina stated the other major grounds improvement project this year is the fencing. Mr. Tembrina and Mr. Durant will do a walk-through with the three fencing companies that Mr. Durant has identified as potential contractors. Mr. Tembrina reported that the previous Board had discussed using a wrought iron and brick style.

Mr. Tembrina reported another project is to improve the main tot lot area if there is money remaining in the grounds improvement budget or another possibility is to use some of the retained earnings this year.

Mr. Tembrina discussed the parking program which comprises three phases. To date, the Board has completed phase one – providing each non-garage unit with one parking space. Phase two is the implementation of a parking permit system and the utilization of a towing company to remove unauthorized vehicles from the lot. Phase three is the development of a system for visitor parking. Although parking has improved since the implementation of phase one, Mr. Tembrina said that parking continues to be a concern in the community and that phases two and three may need to be implemented in the future.

XII. ADJOURNMENT:

MOTION: Mr. Durant moved, Dr. Lang seconded, to adjourn the Board of Directors meeting at 8:41 p.m. The motion passed unanimously (5-0-0).

Respectfully submitted,

Secretary

Karen Case, Recording Secretary