

DRAFT

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

15500 Cavalier Landing Court
Fairfax, Virginia

June 26, 2008

I. ATTENDEES:

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

Board Members Absent: Mike Tembrina, Vice President

Others Present: Rose Bailey, Service First; and Karen Case, Recording Secretary, Minute-By-Minute

II. CALL TO ORDER:

Mr. Durant called the meeting to order at 7:03 p.m.

III. OPEN FORUM:

No homeowners were present.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Durant moved, Dr. Lang seconded, to approve the May 29, 2008 Board meeting minutes as amended. The motion passed unanimously (4-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

The Board discussed the current state of the website. Mr. Dodd reported that he received the access rights to the website. Mr. Dodd inquired about an email list for residents, suggesting it could be used to alert homeowners about website updates.

B. Maintenance & Landscaping:

Dr. Lang and Mr. Durant reported on the meeting with the County, the Developer, and the landscaping agents regarding the damage to Ridgetop landscaping and irrigation. The sprinkler system wiring was repaired, but it has not been tested yet. The Developer still needs to replace one tree that was removed.

C. Architectural Review:

Nothing to report.

D. Covenants:

Nothing to report.

VI. FINANCIALS:

The Board reviewed the financials as presented in the Management Report.

At the Board's request, Ms. Bailey stated she would research the Recreation Center's budget and their legal responsibility for collecting residents' delinquent fees.

Mr. Dodd mentioned that one CD will mature soon. The allocation of these funds is significant to the asphalt sealing project.

Ms. Bailey stated she will get three proposals for asphalt sealing.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs: The repair of the fence boards is pending a cost estimate. Mr. Durant noted that CPC Power Washing should be considered as a contractor because their work history is excellent.

B. Grounds Maintenance and Improvements: Ms. Bailey reported that she is working on getting proposals for the tot lot improvements.

C. Snow Removal: Nothing to report.

D. Trash Removal: Ms. Bailey confirmed she has not received any news from New Vision about increased rates.

VIII. CORRESPONDENCE:

Nothing to report.

IX. OLD BUSINESS:

Nothing to report.

X. NEW BUSINESS:

Rose Bailey is the new Community Manager. She takes the place of Ed Maltese.

Mr. Durant reported that the tree removal behind the non-garage units was authorized; the Board needs to check if the work was completed.

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The fencing plan and estimates is an on-going project. Mr. Tembrina and Mr. Durant have been working on curtailing some of the foot traffic and parking issues.

The Board agreed it is time for a community letter asking for better yard clean-up, maintenance, and proper trash disposal from homeowners. Mr. Durant volunteered to draft a letter for the Board to review. The letter will also reiterate the covenants.

Mr. Durant reported on the neighborhood improvement program funded by the County. The Board has agreed to propose three projects: mailbox lighting, centralized trash/recycling, and handrails for the non-garage units.

The Board agreed it is time for a community inspection. The Board will schedule a date.

The Board agreed to table the discussion on power washing and staining until Mr. Tembrina is present.

The Board discussed the need for a new strategy to increase community involvement in the Association. Mr. Kessler suggested stating this need for involvement in the aforementioned community letter. Dr. Lang suggested that the community website address be placed on the entrance monument below the community name.

The Board discussed the creation of a yearly calendar to organize major monthly items that the Board needs to consider. Mr. Durant stated he has an example that he can e-mail to rest of the Board for input.

The next Board of Directors meeting will be July 31, 2008 at 7:00 p.m.

XI. ADJOURNMENT:

MOTION: There being no further business to discuss, the Board of Directors meeting was adjourned by acclamation at 8:20 p.m.

Respectfully submitted,

Secretary

Karen Case, Recording Secretary