

DRAFT

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

Fairfax Center Fire Station 40
4621 Legato Road, Fairfax, Virginia

August 7, 2008

I. ATTENDEES:

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

Board Members Absent: Ron Durant, President

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

II. CALL TO ORDER:

Mr. Tembrina called the meeting to order at 7:31 p.m.

III. OPEN FORUM:

No homeowners were present.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Dodd moved, Mr. Tembrina seconded, to approve the June 26, 2008 Board meeting minutes. The motion passed unanimously (4-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events: The Board discussed strategies for increasing community involvement. Dr. Lang suggested promoting the community website and using it as a means to invite volunteers to participate. Ms. Bailey agreed to get quotes for signs to advertise the website.

Mr. Dodd suggested resuming the community newsletter. Ms. Bailey suggested the Board hire a company to produce the newsletter. Ms. Bailey agreed to obtain quotes for this service. Dr. Lang offered to take the lead as the liaison between the Board and the company if one is hired.

B. Maintenance & Landscaping:

Maintenance Items:

Mr. Tembrina reported that he and Mr. Durant had tested the irrigation system and found that Zone 2 would turn on concurrent with Zone 4. Ms. Bailey reported that this problem was repaired, and Mr. Tembrina stated he would check to see that it is working properly again.

Ms. Bailey reported that Kettler replaced a tree with a different type of tree. Palmer's reported that it is a good tree, but it is not the kind that was originally planted there. The Board agreed to look at it and decide whether to keep it or have Kettler replace it with the original type of tree.

Mr. Tembrina asked Ms. Bailey to check with Palmer's again regarding the appropriate action for the two dying trees along Government Center Parkway.

A light is not working near one of the side entrances. The Board reviewed its location on the community map and Ms. Bailey stated she will ask a worker to replace the bulb.

The Board members agreed to meet on Saturday, August 9th to have a look at the irrigation system, dying trees, and shrubs at the entrance.

The Board discussed the quote from CPC for powerwashing and sealing the fence. Mr. Kessler raised two concerns: first, the deposit seems a little high, and second, the mulch that is flush against the fence deteriorates it and obstructs CPC's work on the fence. Ms. Bailey stated she would ask CPC to lower the deposit and she would ask Palmer's to work on the mulch issue.

The Board agreed **BY CONSENSUS** to accept CPC's quote, pending the negotiation of a 1/3 deposit.

The Board discussed its processes for hiring contractors. The Board agreed **BY CONSENSUS** to solicit bids for any job over \$3,000.00 from this point forward.

The Board discussed pavement sealing. Dr. Lang raised the idea of re-paving instead of sealing. According to the most recent reserve study, sealing is due in 2008 and re-paving is due in 2022. Ms. Bailey reported that she is getting quotes for sealing and should be able to email those to the Board. The Board also requested Ms. Bailey get quotes for re-paving as well.

Improvement Items:

The Board discussed fencing for the entire community in a black wrought iron and brick style. The Board asked Ms. Bailey to get three bids from fencing companies.

Mr. Tembrina reported there is still time to submit an application for Phase II in the Fairfax County Community Improvement Program. Dr. Lang stated that he could write something up for the common trash station and mailbox lighting projects. Dr. Lang requested that the program information be emailed to him.

The date of the next community inspection is to be determined.

C. Architectural Review: There was nothing to report.

D. Covenants: The Board asked Ms. Bailey to order five books of parking violation stickers, one for each Board member.

VI. FINANCIALS:

The Board reviewed the financials as presented in the Management Report. Mr. Dodd discussed the financials and reported that the Board may have to liquidate some CDs to fund the fencing project. Mr. Dodd stated that overall the Association appears to be in good financial shape.

The Board discussed the issue of rising delinquencies. Ms. Bailey suggested there are ways the Board can reach out to those homeowners.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs: There was nothing to report.

B. Grounds Maintenance and Improvements: There was nothing to report.

C. Snow Removal: There was nothing to report.

D. Trash Removal: There was nothing to report.

VIII. CORRESPONDENCE:

There was nothing to report.

IX. OLD BUSINESS:

There was nothing to report.

X. NEW BUSINESS:

The next Board of Directors meeting will be September 4, 2008 at 7:00 p.m.

XI. ADJOURNMENT:

MOTION: There being no further business to discuss, the Board of Directors meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Secretary

Karen Case, Recording Secretary