

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

15500 Cavalier Landing Court
Fairfax, Virginia

September 25, 2008

I. ATTENDEES:

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

Board Members Absent: Dan DuBray, Secretary

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 7:16 p.m.

III. OPEN FORUM:

No homeowners were present.

IV. APPROVAL OF MINUTES:

MOTION: Dr. Lang moved, Mr. Kessler seconded, to approve the August 7, 2008 Board meeting minutes. The motion passed unanimously (4-0-0).

V. BOARD CHANGES:

Mr. Tembrina stated an action item is to elect a new member to the Board since Mr. Ron Durant has recently resigned.

MOTION: Dr. Lang moved, Mr. Tembrina seconded, to elect Dan DuBray as a Board member of the Association. The motion passed unanimously (4-0-0).

The Board agreed by consensus to update the Board positions as follows:

President – Mike Tembrina
Vice President – Fred Lang
Secretary – Dan DuBray
Treasurer – Bob Dodd
Member at Large – Tom Kessler

VI. COMMITTEE REPORTS:

A. Communications & Events:

The Board reviewed an example of a community newsletter and price quote from Quick Copy provided by Ms. Bailey. Dr. Lang suggested tabling this item until the next meeting when Mr. DuBray is present because communications is his expertise. The Board agreed to table it.

Mr. Tembrina stated that he can get started on a President's letter to the community introducing the new Board members.

Mr. Tembrina thanked Mr. Dodd for taking on the role of webmaster temporarily. A permanent webmaster is to be determined.

B. Grounds Maintenance & Landscaping:

The final payment to CPC Power Washing was sent a couple of weeks ago. The Board agreed that CPC did a great job on the fence washing and staining.

Mr. Tembrina reported on the two dying trees and Palmers, and stated his concern that the trees may die again. At this point Palmers is covering the cost of replacing them.

The Board asked Ms. Bailey to check into the winterization process for the irrigation system.

The Board reviewed the quote from Fairfax Excavation & Paving Co. for crackfilling, sealcoating, and striping of the pavement. Mr. Tembrina recommended removing the "pressure wash & paint fire lane curb" from the quote. Ms. Bailey reported that she is expecting to receive two more quotes for this project.

The Board discussed the next steps for the fencing quotes for black wrought iron and brick style fencing. Board members gave Ms. Bailey their availability for meeting with the fencing contractors.

Dr. Lang and Mr. Tembrina discussed making headway on the community improvement projects through the Fairfax County program. The applications for this are due around November 7th.

The date for the next community inspection is to be determined. Mr. Tembrina stated this would ideally be completed before the next Board meeting.

C. Architectural Review

There were no applications to review.

D. Covenants & Parking:

The Board asked Ms. Bailey to order five more books of parking violation stickers.

VII. FINANCIALS:

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

The Board agreed **BY CONSENSUS** that the Initial Working Capital account should be moved up one line on the Balance Sheet into the Unappropriated Members Equity. Mr. Dodd suggested a correction to the Income/Expense Statement in the Prior Year Deficit (Surplus) line item.

The Board discussed the issue of delinquencies which are on the rise. The Board agreed that it will reduce expenses if they take quicker action on accounts with Legal Counsel.

VIII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

The Board reviewed the Fast Signs of Fairfax quote for adding the website address to the community entrance sign. Mr. Dodd had a suggestion for another sign quote. The Board agreed to table this item until additional quotes are received.

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

Mr. Tembrina reported his action item is to contact Palmers and schedule a progress report meeting at their request. Grounds maintenance has been performed well in some areas, while other areas need improvement.

C. Snow Removal:

Mr. Tembrina stated it is time to review the snow removal contract. Palmers will be handling snow removal for the Association for the first time this winter. The Board asked Ms. Bailey to obtain the snow removal contractor contact information for the Board members to have on hand.

D. Trash Removal:

Mr. Tembrina has noticed that New Vision has been picking up the trash very late, around 4:00 p.m. on some days. Ms. Bailey said she will contact New Vision about this.

IX. CORRESPONDENCE:

There was nothing to report.

X. OLD BUSINESS:

There was nothing to report.

XI. NEW BUSINESS:

The next Board of Directors meeting will be October 30, 2008 at 7:00 p.m.

XII. ADJOURNMENT:

MOTION: There being no further business to discuss, the Board of Directors meeting was adjourned by acclamation at 8:44 p.m.

Respectfully submitted,

Secretary

Karen Case, Recording Secretary