

DRAFT

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

15500 Cavalier Landing Court  
Fairfax, Virginia

November 24, 2008

**I. ATTENDEES:**

Board Members Present: Mike Tembrina, President; Fred Lang, Vice President; Dan DuBray, Secretary; and Bob Dodd, Treasurer (arrived at 7:35 p.m.)

Board Members Absent: Tom Kessler, Member at Large

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 7:09 p.m.

**III. OPEN FORUM:**

No homeowners were present.

**IV. APPROVAL OF MINUTES:**

**MOTION: Mr. DuBray moved, Dr. Lang seconded, to approve the October 30, 2008 Board meeting minutes. The motion passed unanimously (3-0-0).**

**V. COMMITTEE REPORTS:**

No reports were given.

**VI. FINANCIALS:**

- A. The Board reviewed the financial statements as presented in the Board packet. Ms. Bailey noted the budget variance on Legal Fees and Bad Debt Expense. Mr. Tembrina asked Ms. Bailey to clarify the nature of the Miscellaneous Expense item. Ms. Bailey stated that part of the miscellaneous item is probably for Peachtree. Dr. Lang inquired about the Squarespace website expense. Mr. DuBray offered to pursue some other website options to review in January.

- B. The Board looked over the list of delinquent accounts. Mr. Tembrina reported that he received and signed liens for November. Ms. Bailey reported that Legal Counsel recommends hiring a private investigator as the next step to pursuing collections from file number 1870707. The Board directed Ms. Bailey to move forward with the private investigator.

*[Mr. Dodd arrived at 7:35 p.m.]*

- C. The Board went through the proposed 2009 operating budget with Ms. Bailey. Mr. Tembrina reviewed the increases and decreases in each line item. The 2009 monthly homeowner assessment fee will be \$88.00. With the monthly recreation association fee of \$18.50, the homeowners' total monthly fee will be \$106.50.

Mr. DuBray reported that the Board has agreed to review the CDs on a quarterly basis in the coming budget year.

The Board discussed various procedures for informing homeowners about the new budget and monthly fees. Mr. DuBray suggested Ms. Bailey order the coupon books and pursue the idea of any special message and a deadline for when that message has to be delivered to the vendor. A letter will be mailed to the homeowners along with the budget to explain the assessment fee increase.

**MOTION: Mr. Tembrina moved, Mr. DuBray seconded, to approve the 2009 proposed operating budget, increasing the monthly fee to \$88.00 with the \$18.50 for the Recreation Center which is unchanged, making the total assessment fee \$106.50; and authorize Ms. Bailey to also send out this budget with the letter on December 1, 2008. The motion passed unanimously (4-0-0).**

## **VII. CONTRACT SERVICES:**

### **A. General Maintenance and Repairs:**

No report was presented.

### **B. Grounds Maintenance and Improvements:**

Mr. Tembrina reported that the Board had instructed Ms. Bailey to withhold payment from Palmer's until they comply with their contract. Mr. Tembrina reported that Palmer's has since completed the seeding and aeration, tree trimming, new mulch, leaf control, street sweeping, fall planting, and fertilizing. Mr. Tembrina asked Ms. Bailey to get the November 1<sup>st</sup> status report from Palmer's as they have not provided it. The Board agreed to pay Palmer's for November.

### **C. Snow Removal:**

The snow removal contract with Palmer's was signed and Ms. Bailey provided a copy to each Board member in the Board packet. Mr. Tembrina reported that the priorities outlined in the Palmer's site visit were plowing the streets, shoveling the area around the mailboxes, the pathways to the non-garage units, and the salting and sanding of Log Ridge Drive.

**D. Trash Removal:**

The Board noted improvement in trash pick up time since Ms. Bailey contacted New Vision about this issue. Ms. Bailey reported that the New Vision contract is expiring at the end of the month; she will contact the vendor to follow up on this.

**E. Pet Waste & Removal:**

Mr. Tembrina asked Ms. Bailey to check when the Doody Calls contract expires and if the monthly fee will change once the waste receptacles have been paid for. The current contract began December 2006.

**VIII. CORRESPONDENCE:**

There was no correspondence to discuss.

**IX. OLD BUSINESS:**

The Board agreed to hold off on adding the website address to the entrance sign, and look into other approaches to inform the homeowners about the website.

The Board reviewed three proposals from Palmer's.

**MOTION: Mr. Tembrina moved, Mr. DuBray seconded, to approve Palmer's tree removal proposal in the amount of \$1,159.00. The motion passed unanimously (4-0-0).**

**MOTION: Dr. Lang moved, Mr. DuBray seconded, to approve Palmer's shrub replacement proposal in the amount of \$254.00. The motion passed unanimously (4-0-0).**

The Board agreed to table discussion of Palmer's tot lot proposal and to pursue additional bids early next year to replace the woodchips with White Carpet Playground Chips.

The Board resumed discussion about adding stop signs on Log Ridge Drive to increase safety. Mr. DuBray suggested adding signs that say "cross traffic does not stop" on the existing posts instead of adding stop signs. The Board agreed to try this first and see how it works. Mr. Tembrina asked Ms. Bailey to check the Peachtree catalog for this type of sign.

**X. NEW BUSINESS:**

The next Board of Directors meeting will be January 29, 2008 at 7:00 p.m.

**XI. ADJOURNMENT:**

**MOTION: Mr. DuBray moved, Dr. Lang seconded, to adjourn the Board of Directors meeting at 8:32 p.m. The motion passed unanimously (4-0-0).**