

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

15500 Cavalier Landing Court
Fairfax, Virginia

January 29, 2009

I. ATTENDEES:

Board Members Present: Mike Tembrina, President; Dan DuBray, Secretary; and Tom Kessler, Member at Large

Board Members Absent: Fred Lang, Vice President and Bob Dodd, Treasurer

Others Present: Karen Case, Recording Secretary, Minute-By-Minute

II. CALL TO ORDER:

Mr. Tembrina called the meeting to order at 7:15 p.m.

III. OPEN FORUM:

No homeowners were present.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Tembrina moved, Mr. Kessler seconded, to approve the November 24, 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. Mr. Tembrina noted that legal fees were over budget by \$1,778.00 last year because of the increase in collections for bad debt/foreclosures. Mr. DuBray noted that the Association paid \$25,056.00 to the FCRA in 2008. Mr. DuBray will ask Ms. Bailey for the actual amount collected from homeowners on behalf of the FCRA.

B. The Board discussed the growing list of delinquent accounts. Mr. Tembrina reported there are currently 17 homeowners who are in a delinquent status. Mr. DuBray raised the idea of taking a more personal approach to handling outstanding bills. The Board discussed ideas for clearing the smaller delinquent accounts more quickly.

The Board discussed the membership in FCRA. Mr. DuBray suggested the Board have an appraisal of the properties to find out if there is intrinsic value that comes with being a member of that Association.

MOTION: Mr. Tembrina moved, Mr. Kessler seconded, to authorize Mr. DuBray to approach the FCRA about recovering dues that the Association has paid to the FCRA out of the budget, but have not collected from homeowners. The motion passed unanimously (3-0-0).

Mr. Tembrina reviewed the Covenants Report with the Board.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

No report.

B. Grounds Maintenance and Improvements:

No report.

C. Snow Removal:

No report.

D. Trash Removal:

No report.

E. Pet Waste & Removal:

No report.

VIII. CORRESPONDENCE:

There was no correspondence to discuss.

IX. OLD BUSINESS:

There was no old business to discuss.

X. NEW BUSINESS:

Mr. DuBray provided the Board with information about Community Associations Institute which provides education and networking opportunities to its members.

MOTION: Mr. DuBray moved, Mr. Tembrina seconded, to join Community Associations Institute at a cost of \$374.00 for a one-year membership. The motion passed unanimously (3-0-0).

The next Board of Directors meeting will be February 26, 2009 at 7:00 p.m.

XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 7:55 p.m.