

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

15500 Cavalier Landing Court
Fairfax, Virginia

February 26, 2009

I. ATTENDEES:

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

Board Members Absent: Bob Dodd, Treasurer

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 7:02 p.m.

III. OPEN FORUM:

No homeowners were present.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Tembrina moved, Mr. Kessler seconded, to approve the January 29, 2009 Board meeting minutes. The motion passed unanimously (4-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

Mr. Tembrina thanked Mr. DuBray for updating the Association meeting dates on the website for homeowners. Mr. DuBray stated he will continue to work on the website and post meeting minutes. Dr. Lang raised the issue of whether homeowners are aware of the website. He added that signage on the monument would inform both current residents and potential buyers. Mr. DuBray emphasized that the website audience is current residents. Mr. Tembrina tabled the item for further discussion.

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B. Grounds Maintenance & Landscaping:

Ms. Bailey confirmed that the monument light was repaired at no charge. Dr. Lang mentioned that the fascia is coming off of one of the houses. The Board agreed to get the correct address to Ms. Bailey so that she can send a letter. Mr. Tembrina asked Ms. Bailey to have a community map with addresses and lot numbers created for use during Board meetings. Mr. Tembrina reported that he will mark two dead trees for removal by Palmer's.

C. Architectural Review:

Mr. Tembrina reported there were two applications for review.

- 4149 Timber Log Way (Gravel Patio) – approved with comments (neighbor's signature is pending)
- 4136 Timber Log Way (Retractable Awning) – denied with comments (in accordance with Article V., Section V. of the covenants declaration)

The Board asked Ms. Bailey to verify the address to which architectural applications should be mailed.

D. Covenants & Parking:

No report.

VI. FINANCIALS:

Mr. DuBray gave his report regarding the FCRA meeting. Mr. DuBray reported that the FCRA Board is considering offering the five HOA's a one-time rebate. The FCRA voted to authorize Mr. DuBray to write a letter asking each HOA to estimate the amount of money that was paid in 2008 for FCRA dues on behalf of members but was not collected from members. It was limited only to funds that were not collected due to obvious hardship such as foreclosure. Mr. DuBray asked Ms. Bailey to help determine this amount for Ridgetop Commons. The Board thanked Mr. DuBray for attending the FCRA meetings on behalf of Ridgetop.

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:

Mr. Tembrina reported that the Association now owns two of the five pet waste stations. He added that the Association will own all five at the end of this year.

VIII. CORRESPONDENCE:

The Board reviewed correspondence regarding possible abandoned vehicles at the corner of Log Ridge Drive and Timber Meadow. Mr. Tembrina requested that Ms. Bailey follow up with the homeowner as to the status of the vehicles. Mr. Tembrina stated that the Board may need to tag the vehicles with a warning and then have them towed.

IX. OLD BUSINESS:

The Board reviewed the sample stop sign, "STOP Cross Traffic Does Not Stop" included in the Board packet. Ms. Bailey reported \$304.00 as the total cost of the signs including materials and labor.

MOTION: Mr. Tembrina moved, Mr. DuBray seconded, to approve the purchase of those two signs and installation at the four way intersection of Log Ridge Drive and Government Center Parkway at a cost of \$304.00. The motion passed unanimously (4-0-0).

The Board discussed the issue of poor mail service. Ms. Bailey reported that the Association cannot take action on behalf of homeowners because each homeowner is responsible for his or her own mailbox according to the US Postal Service. Any homeowner who is experiencing a problem with their mail service should contact the central post office to receive a form on which to document the complaint. Mr. DuBray suggested including this information in the next mailing to homeowners so they know what to do if they are experiencing this problem. Mr. DuBray added that the issue is more likely to be resolved if all affected homeowners take the necessary action.

The Board reviewed the proposal from CPC to repair two "no parking" signs in front of the non-garage units.

MOTION: Mr. DuBray moved, Dr. Lang seconded, to approve the proposal from CPC in the amount of \$650.00. The motion passed unanimously (4-0-0).

X. NEW BUSINESS:

The Board reviewed Ms. Bailey's draft letter to the homeowners regarding the trash and recycling policy. Mr. Tembrina asked Ms. Bailey to include the following information in the letter: The only two days that trash is not picked up are Thanksgiving and Christmas; residents cannot put out their trash earlier than 7:00 p.m. the night before trash service. Mr. Tembrina stated he would like to revisit the idea of having New Vision provide uniform trash cans. Mr. DuBray suggested creating a subcommittee of volunteers to work on this issue. Mr. Tembrina asked Ms. Bailey to inquire about options with New Vision in the meantime.

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

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XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 8:47 p.m.