

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

15500 Cavalier Landing Court
Fairfax, Virginia

March 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 7:06 p.m.

[Dr. Lang left the meeting at 7:08 p.m.]

III. OPEN FORUM:

No homeowners were present.

IV. APPROVAL OF MINUTES:

The Board reviewed the minutes from the last meeting. Mr. Tembrina reported that the Board does not like the new stop signs that were installed. Mr. DuBray suggested removing the new signs, reinstalling the old signs, and attaching the new signs below the existing signs. The Board also requested a third stop sign ordered to create a three-way stop.

[Dr. Lang returned to the meeting at 7:15 p.m.]

Mr. Tembrina asked Ms. Bailey to have Palmer's re-sod the areas where CPC worked on the "no parking" signs. Mr. Tembrina asked Ms. Bailey to have New Vision price out large trash cans with house numbers on them.

MOTION: Mr. Kessler moved, Dr. Lang seconded, to approve the February 26, 2009 Board meeting minutes. The motion passed unanimously (4-0-0).

Dr. Lang reported that the house needing the fascia repaired is 11441 Log Ridge Drive.

V. COMMITTEE REPORTS:

A. Communications & Events:

Mr. DuBray reported on website updates.

B. Architectural Review:

There were no applications to review.

C. Grounds Maintenance & Landscaping:

Dr. Lang presented a color coded plat map of Ridgetop Commons to delineate Board management areas. Each Board member has a specific group of houses to focus on for community matters such as inspections and communications.

The Board reviewed Palmer's services checklist through April 2009. Mr. Tembrina stated he would like to set up a meeting with Palmer's after they complete the mulching to point out areas that need to be fixed. The Board asked Ms. Bailey to see if Neil Brady is available to meet on April 18th.

Mr. Tembrina suggested doing spring inspections after the street sealing project is done.

D. Covenants & Parking:

The Board received a list of addresses that are not following the trash policy. Mr. DuBray discussed some potential communication barriers that exist because some homeowners may speak a language other than English. Mr. DuBray suggested an alternate communication format and emphasized that pest problems such as rats increase when people do not follow proper trash disposal procedures. Mr. DuBray volunteered to work on designing a flyer to distribute to homeowners who are not in compliance.

VI. FINANCIALS:

The Board reviewed the financials as presented in the Board packet. Mr. Tembrina reported that one of the CDs expires on 3/31/09. The Board agreed to renew the Alliance CD at the best available rate for twelve (12) months.

Mr. Tembrina noted that the Association is incurring costs such as increased legal fees due to the current state of the housing market.

The Board reviewed the delinquency report and a write-off recommendation letter from Legal Counsel. The Board agreed to reclassify the prior owner's balance as bad debt (RB File No. 1870707).

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

No report.

B. Grounds Maintenance and Improvements:

No report.

C. Snow Removal:

Mr. Tembrina noted that the year-to-date budget amount is \$3,200.00 and the actual is \$2,405.00.

D. Trash Removal:

No report.

E. Pet Waste & Removal:

No report.

VIII. CORRESPONDENCE:

The Board received correspondence from the Junior League of Northern Virginia requesting that the Association advertise its "Stride for Success" 5K run. The Board agreed to post it on the website.

IX. OLD BUSINESS:

There was no old business to discuss.

X. NEW BUSINESS:

Mr. Tembrina stated that the Annual Meeting is coming up in April. Ms. Bailey stated she will send a sample of the meeting notice to Mr. DuBray for suggestions or edits. Mr. DuBray suggested taking some extra steps to indicate the importance of this mailing. The Annual Meeting requires 10% of members participating in person or by proxy to meet quorum. The Annual Meeting is scheduled for May 19, 2009 at 7:00 p.m. Mr. DuBray asked the Board to review the list of homeowners and take the extra step of contacting absentee owners who fall within each Board member's management area. Mr. DuBray stated he would like to have about 10 signs made to advertise the Annual Meeting around each of the mailboxes.

Mr. Tembrina asked Ms. Bailey to get three updated quotes for the pavement sealing project.

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Mr. DuBray reported on the last the FCRA meeting. Due to the complicated nature of getting actual numbers, it was strongly encouraged that any rebate be done on a pro rata basis per the number of homeowners in the entire FCRA family. There are roughly 900 homes included in the FCRA. Mr. DuBray added that, with the Board's support, he will continue to advocate for the homeowners getting a substantial rebate from FCRA's unappropriated reserve, and advocate for the FCRA assessment to be lowered for the homeowners next fall when FCRA has its budget discussions.

Ms. Bailey raised the issue of the new stop signs. Mr. Tembrina proposed that the Board ask Ms. Bailey to replace the two new signs with the same original signs that were up before and install a new post and a third sign that matches the other two to make it a three-way stop.

After discussion, the Board decided to make it a four-way stop and see if that makes the intersection safer. A smaller "Four-Way Stop" sign should be added to each post. The "Cross Traffic Does Not Stop" signs will not be posted. Mr. Tembrina also requested that the "No Parking" signs at the corners be removed.

XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 8:52 p.m.