

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

15500 Cavalier Landing Court  
Fairfax, Virginia

April 30, 2009

**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 7:05 p.m.

**III. OPEN FORUM:**

No homeowners were present.

**IV. APPROVAL OF MINUTES:**

The Board reviewed the minutes from the last meeting and made a correction to the Annual Meeting date printed on page two. The Annual Meeting will take place on May 19, 2009.

**MOTION: Mr. Tembrina moved, Mr. Kessler seconded, to approve the March 26, 2009 Board meeting minutes as amended. The motion passed unanimously (3-0-0).**

**V. COMMITTEE REPORTS:**

**A. Communications & Events:**

No report.

*[Mr. Dodd arrived at 7:19 p.m.]*

**B. Architectural Review:**

Mr. Tembrina reported that he received an updated application from January to give to Ms. Bailey for the records. Mr. Tembrina stated it is time to schedule the spring inspections. The Board reviewed the violations history report included in the Board packet.

**C. Grounds Maintenance & Landscaping:**

Mr. Tembrina asked Ms. Bailey to verify if Palmer's placed sod below the two signs that were re-installed. The Board reviewed Palmer's maintenance report for May. The walk through with Palmer's is scheduled for Saturday, May 9<sup>th</sup>. Mr. Tembrina stated that Palmer's was asked to connect the mulch across trees in a couple of areas and that the Board can ask about this during the walk through.

**D. Covenants & Parking:**

No report.

**VI. FINANCIALS:**

The Board reviewed the financials as presented in the Board packet. The Board reviewed the delinquency report and Mr. Tembrina asked Ms. Bailey to check on the status of a delinquent account with a balance of \$1,980.00.

**VII. CONTRACT SERVICES:**

**A. General Maintenance and Repairs:**

No report.

**B. Grounds Maintenance and Improvements:**

Mr. Tembrina reported that the Board needs to have HydroTech re-start the irrigation system. Dr. Lang volunteered to purchase a combination lock for the irrigation system.

**C. Snow Removal:**

No report.

**D. Trash Removal:**

The Board reviewed the trash can options and service agreement prices from American Disposal. Mr. Kessler suggested that they might be able to get the price down somewhat. Ms. Bailey agreed to try negotiating a lower price. Once she receives a final quote Ms. Bailey will email it to the Board for consideration and a vote.

**E. Pet Waste & Removal:**

No report.

**VIII. CORRESPONDENCE:**

Ms. Bailey mailed out the covenants violation letters to homeowners.

**IX. OLD BUSINESS:**

Mr. Tembrina and Mr. Kessler both commented that the new four-way stop signs seem to be working well and making the intersection safer.

The Board reviewed the re-sealing and striping estimate from Bothers Paving. Ms. Bailey explained the procedures Brothers will take to notify residents about the asphalt project scheduled for June 9, 2009. The Board will look into alternative parking options to utilize during the project.

**MOTION: Mr. Tembrina moved, Mr. Kessler seconded, to hire Brothers Paving for crack sealing, seal coating, and paint striping. The motion passed unanimously (4-0-0).**

Mr. Tembrina inquired whether Brothers could paint white lines or crosswalks at the four-way intersections.

**X. NEW BUSINESS:**

The Board reviewed a letter from Rees Broome PC advising the Board of a potential conflict of interest that has arisen. Mr. Tembrina signed the document indicating that the Board received this letter of disclosure.

Dr. Lang inquired about options for other legal firms. Mr. Tembrina stated he would like to consider different legal firms that handle collections more efficiently.

The Annual Meeting is scheduled for May 19, 2009 at 7:00 p.m. The Board agreed to get together on Saturday May 16<sup>th</sup> to visit homes, collect proxies, and ask homeowners to get involved in the Association.

**XI. ADJOURNMENT:**

The Board of Directors meeting was adjourned at 8:11 p.m.