

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

15500 Cavalier Landing Court
Fairfax, Virginia

May 19, 2009

I. ATTENDEES:

Board Members Present: Mike Tembrina, President; Fred Lang, Vice President; Dan DuBray, Secretary; Bob Dodd, Treasurer; and 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 8:45 p.m.

III. OPEN FORUM:

No homeowner discussion.

IV. APPROVAL OF MINUTES:

MOTION: Dr. Lang moved, Mr. Kessler seconded, to approve the April 30, 2009 Board meeting minutes. The motion passed unanimously (5-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

No report.

B. Architectural Review:

No report.

C. Grounds Maintenance & Landscaping:

No report.

D. Covenants & Parking:

No report.

VI. FINANCIALS:

Mr. Dodd summarized the financials as presented in the Board packet. He noted that homeowners' receivables totaled about \$7,000.00. Mr. Dodd suggested waiving late fees for homeowners who catch up on their delinquent balance within a specified period of time.

The Board asked Ms. Bailey to communicate with Legal Counsel to offer to waive late fees on four delinquent accounts if the homeowners pay the balance.

Mr. Tembrina added that the Association is \$1,200.00 over budget in legal fees already this year.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

No report.

B. Grounds Maintenance and Improvements:

Mr. Tembrina reported that he sent the four signed landscaping proposals back to Ms. Bailey.

C. Snow Removal:

No report.

D. Trash Removal:

The Board reviewed the new American Disposal proposal which has a lower price than the original proposal. The price is \$16.00 for garage units and \$14.00 for non-garage units. Homeowners will receive two standard containers – one for trash and one for recycling. The contract also specified a pick up time before 12:00 noon

MOTION: Dr. Lang moved, Mr. DuBray seconded, to accept the contract with American Disposal Services. The motion passed unanimously (5-0-0).

Mr. DuBray wanted to encourage homeowners to recycle and suggested including the County's informational flyer about recycling in the next mailing.

E. Pet Waste & Removal:

Ms. Bailey reported that Doody Calls is going to credit the account for a problem they had with pick up.

VIII. CORRESPONDENCE:

No correspondence was reviewed.

IX. OLD BUSINESS:

Mr. Tembrina raised the issue of looking into new legal representation. Ms. Bailey recommended having a representative from Reese Broome come to the next meeting so the Board can let them know how unhappy they are with their service. Mr. Kessler wondered if it would be better to communicate the issues in a letter rather than in person. The Board asked Ms. Bailey to draft a letter stating the issues and asking how the firm plans to address those issues going forward. The Board would like Legal Counsel to be more aggressive in their follow up on delinquent accounts, update delinquent account information more frequently, increase communication with the Board, and use correct names in correspondence to the Board and property manager.

Mr. Tembrina raised the issue of CAI membership. Mr. DuBray stated he would need to collaborate with Ms. Bailey to get the application in.

Regarding the re-sealing project, Ms. Bailey is going to send out a notice to homeowners once the alternative parking arrangements are determined. Mr. DuBray agreed to talk to a contact at Wegman's about residents parking in their lot while this project is going on. Mr. Tembrina stated he would talk to Lieutenant Stevens at the Fair Oaks station about parking as well. Ms. Bailey will contact the post office to inquire about mail delivery during the project.

Mr. Tembrina discussed follow up on covenants notices. The next step is to ask those homeowners who are still in violation to come to the next Board meeting on June 25, 2009. Mr. Tembrina stated that the Board should get a proposal from Palmer's for the individual homeowner landscaping packages for those homeowners who would like to use them.

X. NEW BUSINESS:

Dr. Lang gave a bill to Ms. Bailey for reimbursement for the Annual Meeting refreshments and a combination lock for the sprinkler system.

XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 9:39 p.m.