

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

15500 Cavalier Landing Court
Fairfax, Virginia

June 25, 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 7:05 p.m.

III. OPEN FORUM:

A resident, Jerry Kim, requested that the shuttle bus service hours be extended on June 30th and July 1st during the asphalt re-sealing project.

The Board agreed to extend the hours to 9:00 p.m. on both days and post the updated times on the bus and on the website.

IV. APPROVAL OF MINUTES:

The Board reviewed the minutes from May 19, 2009. Mr. Tembrina inquired about the delinquent accounts that were offered waivers for late fees. Ms. Bailey reported that only one homeowner had responded thus far.

Mr. Tembrina inquired about the CNA membership application. Ms. Bailey provided the application for the Board members to fill out.

MOTION: Mr. Tembrina moved, Mr. Kessler seconded, to approve the May 19, 2009 Board meeting minutes. The motion passed unanimously (4-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

Mr. Tembrina reported that Adam has taken on the website and it is looking really nice. Adam also added the Google calendar feature to the website.

B. Architectural Review:

Nothing to report.

C. Grounds Maintenance & Landscaping:

Nothing to report.

D. Covenants & Parking:

Nothing to report.

VI. FINANCIALS:

The Columbia CD that expired on June 22, 2009 was rolled over.

The Board reviewed the delinquency report included in the Board packet. Mr. DuBray stated the importance of being aggressive in collecting delinquent balances from homeowners who are not paying their FCRA fees. Mr. Tembrina counted more than nine homeowners that are not paying the recreation center fees.

Mr. DuBray stated that the FCRA will issue pool passes regardless of whether a homeowner has paid their fees or not. Ms. Bailey stated she would have to look into this issue further. The Board asked Ms. Bailey to send letters to those homeowners who are not paying the FCRA fees.

The Board reviewed the 2007 and 2008 draft audit included in the Board packet. Based on a recommendation in the audit report, Mr. Tembrina asked Ms. Bailey to invite the insurance agent to the next meeting to review the Association's coverage.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

Nothing to report.

B. Grounds Maintenance and Improvements:

Ms. Bailey reported that the tree trimming was done. The following tree issues were reported:

4218 Timber Meadow: Homeowner wants common area tree at back left corner of the home removed.

4180 Timber Log Way: Homeowner wants a large common area tree removed.

4174 Timber Log Way: Homeowner wants a common area tree trimmed; Ms. Bailey has to take a look into this.

C. Snow Removal:

Nothing to report.

D. Trash Removal:

Ms. Bailey reported that she spoke to New Vision and they agreed to extend the trash service contract to the end of July. Mr. Tembrina asked Ms. Bailey to ask New Vision if they are going to pick up their recycling bins from the homeowners at the end of the contract.

The Board reviewed the quote for the work to place the stickers on the trash cans. The Board asked Ms. Bailey to check into other options that will be less expensive.

E. Pet Waste & Removal:

Nothing to report.

VIII. CORRESPONDENCE:

Sprinklers: A homeowner reported that sprinklers along Government Center Parkway are spraying excessively onto the sidewalk and street. The Board asked Ms. Bailey to have Hydro-Tech check the sprinkler and calibrate it if necessary.

New Stop Signs: A homeowner reported that they are pleased with the new four-way stop intersection. However many people are not observing the stop signs. The homeowner suggested speed bumps for that area if they are not cost prohibitive.

The Board agreed that the next step will be striping at the intersection to include a line at the stop sign as well as pedestrian crossing lines. Dr. Lang suggested taking this step first and then re-evaluating the intersection.

Trash Bags: A homeowner reported that they have seen foxes in the early morning hours on numerous occasions as well as scavenged trash bags on trash days. The homeowner suggested this should remind homeowners to place their trash in the hard cans instead of merely bags.

IX. OLD BUSINESS:

The Board discussed the current covenants issues. The letters that went out to homeowners only mentioned the grass issues. Many homeowners have called Ms. Bailey to report that they had cut their grass in response to the notices. However, Mr. Tembrina emphasized that the problems are much greater than over-grown lawns. Those homeowners who don't cut their grass also have a lot of weeds, they are not mulching, and they are not pruning their shrubs or trees. Mr. DuBray added that unkempt lawns affect the sale of surrounding homes, which in turn affects the property values in the community as a whole. Mr. Tembrina stated that Section Five in the covenants is not precise.

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Mr. Tembrina suggested that the Board revisit the exterior maintenance covenant and rewrite it so that it is very clear as to how the exterior should be maintained. Mr. DuBray suggested that the Board also streamline the package that is provided to new homeowners.

X. NEW BUSINESS:

There was no new business to discuss.

XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 8:10 p.m.