

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

15500 Cavalier Landing Court
Fairfax, Virginia

August 27, 2009

I. ATTENDEES:

Board Members Present: Mike Tembrina, President; Fred Lang, Vice President; and Dan DuBray, Secretary

Board Members Absent: 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:

The Board had previously requested to meet with the Association's insurance agent for a review of coverage. Baxter Griffiths from State Farm Insurance arrived and gave a brief overview of the current rates and coverage.

Mr. Tembrina called the meeting to order at 7:55 p.m.

III. OPEN FORUM:

There were no comments from homeowners.

IV. APPROVAL OF MINUTES:

MOTION: Mr. DuBray moved, Dr. Lang seconded, to approve the July 30, 2009 Board meeting minutes. The motion passed unanimously (3-0-0).

Adam asked Ms. Bailey for the June and July meeting minutes to post on the website.

V. COMMITTEE REPORTS:

A. Communications & Events:

Adam reported that a homeowner had requested that the HOA questionnaire be posted on the website. Adam will ask the homeowner for clarification on this request.

B. Architectural Review:

There was nothing to report.

C. Grounds Maintenance & Landscaping:

Mr. Tembrina reported that the individual homeowner packages from Palmers can start approximately in April of next year for those homeowners who are interested. Mr. Tembrina reported that Palmers recommended reconditioning the soil in the area along Government Center Parkway. Mr. Tembrina will ask Palmers for an estimated price on this work.

D. Covenants & Parking:

Ms. Bailey provided a sample of a comprehensive covenants document for the Board to review as a preliminary step toward updating and clarifying the Association's covenants.

Someone spilled a large amount of white paint on the street at the intersection of Timber Log Way and Log Ridge Drive. The Board asked Ms. Bailey to have that area corrected and the street re-striped as necessary. Mr. DuBray asked Ms. Bailey to notify the affected residents of the work to be done.

VI. FINANCIALS:

The Board reviewed the financials included in the Board packet. One of the Alliance CDs will mature at the end of September. The Board asked Ms. Bailey to renew the CD for one year at the best rate.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

There was nothing to report.

B. Grounds Maintenance and Improvements:

There was nothing to report.

C. Snow Removal:

There was nothing to report.

D. Trash Removal:

Mr. Tembrina asked Ms. Bailey to confirm that the pricing is correct on the first American Disposal invoice received.

Ms. Bailey will send a second notice to homeowners about the second and last chance to exchange the large recycling bin for the smaller bin.

E. Pet Waste & Removal:

There was nothing to report.

VIII. CORRESPONDENCE:

Ms. Bailey has received a few calls from homeowners in the non-garage units asking what the Board is going to do about the issue with the larger trash cans. Ms. Bailey reported that one of the homeowners suggested extending the little fence areas in the front of each unit so that the trash cans can be hidden behind them. The Board asked Ms. Bailey to get a proposal for the work and survey the residents as to what they think about this idea.

IX. OLD BUSINESS:

Ms. Bailey had three different contractors walk the community for bids on the sidewalk replacement work. The reserve budget is \$10,000.00 for this project. Mr. DuBray suggested giving homeowners the opportunity to have their own concrete work done at the same time. The Board would like to approve the bid from Fairfax Excavation with three conditions. First, the sidewalks behind the non-garage units need to be added to the proposal. Second, the company should inform homeowners of how they can schedule personal concrete work to be done at the same time as the community work. Third, the company should spell out how they are going to notify residents and coordinate the work being done.

The Board asked Ms. Bailey to get proposals for the sealing of the asphalt pedestrian pathways in the middle of the community.

The Board reviewed the three proposals for a new reserve study.

MOTION: Dr. Lang moved, Mr. Tembrina seconded, to accept the bid from Mason & Mason for a new reserve study. The motion passed unanimously (3-0-0).

Ms. Bailey will make sure that Mason & Mason adds the irrigation system and the third entrance monument to the study.

Ms. Bailey reported that Willie is taking care of the repairs to the fence along Government Center Parkway as well as removing the Long Fence Signs.

The Board agreed to hire Willie to do the maintenance work on the four pergolas and five benches at a cost of \$1,062.00 as long as he includes the painting of the black wrought iron on the benches.

Mr. DuBray asked for follow up on the bench that is mounted on a slope. Ms. Bailey stated she can have Fairfax Excavation take a look at that problem in addition to the sidewalk work.

X. NEW BUSINESS:

Mr. DuBray inquired as to whether the insurance policy can cover the cost of fixing the asphalt damaged by the paint spill. The Board agreed this is worth looking into particularly if the cost to repair is higher than the cost of the deductible. The Board authorized Ms. Bailey to get this work done if it costs less than \$500.00.

Ridgetop Commons

August 27, 2009

Page 4

Ms. Bailey reported that she did contact Fairfax Water about repainting the fire hydrants however they have not responded to her yet.

Regarding the issue of enforcement for the new four-way stop signs Ms. Bailey reported that the Association has the option of hiring an off-duty police officer to patrol the area.

Dr. Lang expressed concern about having only three active members on the Board because it makes it difficult to have a quorum at regular Board meetings. He suggested that the President appoint two new Board members if the current members resign.

Mr. Tembrina reported that there is a light out again at the main entrance on the right side. The light tends to go out when there is a lot of rain. Mr. DuBray suggested having Dominion Power come out and do an audit of the community light fixtures to determine if there are any electrical problems. Mr. DuBray also suggested researching options to decrease the cost of lighting and electricity such as using more efficient light bulbs.

XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 9:00 p.m.