

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

15500 Cavalier Landing Court
Fairfax, Virginia

October 29, 2009

I. ATTENDEES:

Board Members Present: Mike Tembrina, President; Fred Lang, Vice President; and Tom Kessler, Member at Large

Board Members Absent: Dan DuBray, Secretary and 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:

No homeowners were present. Representatives from Kettler, Inc. made a presentation to the Board regarding their proposal to build a residential community rather than commercial buildings and parking garage adjacent to Ridgetop. Mr. Tembrina expressed concerns about traffic problems, parking issues and property values with regards to Kettler's proposal. Dr. Lang expressed concerns about the density of the residential community Kettler proposed, stating that there does not appear to be enough open space in their design. Kettler plans to make this presentation to the other affected Homeowner Associations as well.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Tembrina moved, Mr. Kessler seconded, to approve the September 24, 2009 Board meeting minutes as amended. The motion passed unanimously (3-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

There was nothing to report.

B. Architectural Review:

Mr. Tembrina reported that there were two applications. One application was approved; the other was not approved because it was incomplete.

C. Covenants & Parking:

There was nothing to report.

D. Grounds Maintenance & Landscaping:

There was nothing to report.

VI. FINANCIALS:

Ms. Bailey reported that she drafted next year's budget and sent it to Mr. Dodd for an initial review. The Board reviewed the draft budget. Based on the current draft, homeowner fees would need to be raised by \$4.00 per month to cover the projected budget shortfall.

Mr. Tembrina stated that the Board is unanimous in trying not to raise fees if at all possible. Dr. Lang reported on behalf of Mr. DuBray that FCRA may be on the verge of refunding about \$6,000 to the Association. Mr. Tembrina and Dr. Lang both proposed moving a sum of money from savings into next year's operating budget to avoid raising homeowner fees.

The Board discussed making the following changes to the draft budget:

- Increasing Legal Fees from \$7,500 to \$10,000
- Increasing Water & Sewage from \$500 to \$700
- Increasing Grounds Improvement from \$3,700 to \$5,000
- Increasing General Maintenance & Repairs from \$3,500 to \$5,000
- Increasing Snow Removal from \$8,000 to \$10,000

Mr. Tembrina proposed that Ms. Bailey re-work the above numbers in the draft budget, have Mr. Dodd and Mr. DuBray review it, and roll over \$15,000.00 from savings to balance the budget in order to avoid raising homeowner fees.

The Board reviewed a letter from counsel regarding a Post-Judgment Action Recommendation on the delinquent debtor identified as RB No. 1870711.001.

MOTION: Mr. Kessler moved, Dr. Lang seconded, to authorize Rees Broome, PC to hire a private investigator to perform a Full Asset Search at a cost of \$650.00 on the delinquent debtor identified as RB No. 1870711.001. The motion passed unanimously (3-0-0).

Additionally the Board asked Ms. Bailey to follow up on delinquent accounts RB No. 1870713 and RB No. 1870706.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

The Board reviewed Palmer's service checklist.

B. Grounds Maintenance and Improvements:

There was nothing to report.

C. Snow Removal:

The Board agreed to approve the snow contract with Palmer's with sidewalk clearing only for the non-garage unit sidewalks and the areas in front of each mailbox.

D. Trash Removal:

Ms. Bailey received feedback from American Disposal as requested. The representative from American Disposal recommended a four inch front load dumpster placed in the left corner of the parking lot on a trial basis. Mr. Tembrina suggested mailing a letter to the non-garage unit homeowners explaining the three options and requesting feedback. The three options are a community trash dumpster on a trial basis, smaller trash cans or keeping the current large trash cans.

E. Pet Waste & Removal:

There was nothing to report.

VIII. CORRESPONDENCE:

There was no correspondence to discuss.

IX. OLD BUSINESS:

The Board approved the estimate from J& F General Contractor, LLC for painting white boxes at four stop signs, painting walkways and removing three parking signs at a cost of \$575.00.

The Board agreed to table the sidewalk repair project until next spring.

X. NEW BUSINESS:

MOTION: Mr. Tembrina moved, Mr. Kessler seconded, to approve the Non-Profit Management Liability Insurance Policy. The motion passed unanimously (3-0-0).

Mr. Tembrina asked Ms. Bailey to have the Board members' addresses corrected for the CAI publications.

There will not be a Board meeting in November 2009.

XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 8:57 p.m.