

FINAL

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

15500 Cavalier Landing Court
Fairfax, Virginia

December 3, 2009

I. ATTENDEES:

Board Members Present: Mike Tembrina, President; Fred Lang, Vice President; and Bob Dodd, Treasurer

Board Members Absent: Dan DuBray, Secretary 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 7:01 p.m.

III. OPEN FORUM:

Two homeowners were present to express their concerns and comments about the trash cans for the non-garage units. A homeowner talked about the difficulty in storing the large trash cans. The homeowner added that some residents are placing trash in other residents' cans instead of using their own can. There was a discussion about short-term and long-term solutions that included smaller trash cans and trash can corrals as suggestions. A homeowner suggested having letters translated into other languages for residents who speak other languages.

The Board asked Ms. Bailey to investigate a smaller trash can and send a letter to all fourteen non-garage unit homeowners reiterating what the trash rules are.

IV. APPROVAL OF MINUTES:

MOTION: Dr. Lang moved, Mr. Tembrina seconded, to approve the October 29, 2009 Board meeting minutes. The motion passed unanimously (3-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

Mr. Schell reported that there had been a homeowner complaint about people storing cars in the parking lot. Mr. Dodd suggested posting the Covenants on the website. Mr. Schell stated he would post them.

Minute-By-Minute

B. Architectural Review:

Mr. Tembrina reported that an application for a venting system was resubmitted with complete documentation. The application was approved.

C. Covenants & Parking:

There was nothing to report.

D. Grounds Maintenance & Landscaping:

There was nothing to report.

VI. FINANCIALS:

The Board unanimously approved the operating budget for 2010.

Mr. Dodd suggested some alternative investment options such as fixed income mutual funds to increase returns.

Mr. Tembrina asked Ms. Bailey to make sure Hydro-Tech decommissioned the sprinkler system for the winter.

The Board reviewed a letter from Legal Counsel regarding a Post-Judgment Action Recommendation on the delinquent debtor identified as RB No. 1870706.001. The Board approved a full asset search on this debtor.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

The Board reviewed Palmer's service checklist for October/November 2009. Mr. Tembrina asked Ms. Bailey to have Palmer's trim the flowering bushes at the monument signs and the corner of Ridgetop Road and Government Center Parkway.

Mr. Tembrina reported that more lights are out at the side entrance monuments. Ms. Bailey stated that she may have to get another electrician to assess the problem of lights going out every time it rains.

B. Grounds Maintenance and Improvements:

There was nothing to report.

C. Snow Removal:

Mr. Tembrina asked for a copy of the snow removal contract signed by Neil Brady to be placed in the next Board meeting packet.

D. Trash Removal:

The Board reviewed a letter from a homeowner expressing concerns and opinions about the trash can situation.

E. Pet Waste & Removal:

Mr. Tembrina reported that someone is removing the bags from two of the pet waste stations.

VIII. CORRESPONDENCE:

There was no correspondence to discuss.

IX. OLD BUSINESS:

Ms. Bailey reported that the Board should receive the reserve study from Mason & Mason in January.

X. NEW BUSINESS:

The Board reviewed the Resolution by the Fairfax Center Recreation Association (FCRA) Board of Directors to acquire and install capital improvements that include a clubhouse improvement project, a multimedia center project, and an exterior landscape lighting project. The Board approved the Resolution.

XI. ADJOURNMENT:

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