

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

15500 Cavalier Landing Court
Fairfax, Virginia

January 28, 2010

I. ATTENDEES:

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

Board Members Absent: Tom Kessler, Member at Large

Others Present: Rose Bailey, Service First and Karen Case, Recording Secretary, Minute-By-Minute

II. CALL TO ORDER:

Representatives from Kettler, Inc. presented an update on the proposal to build a residential community instead of an office building adjacent to Ridgetop Commons. Kettler stated they continue to reach out to the other affected Homeowner Associations, but Ridgetop Commons is the most affected due to its proximity.

Mr. Tembrina called the meeting to order at 7:26 p.m.

III. OPEN FORUM:

A homeowner was present to respond to the Board's request for feedback on the trash can issues at the non-garage units. The homeowner stated that he would prefer the current trash cans over the idea of installing a dumpster because of concerns about cleanliness and aesthetics.

Ms. Bailey reported that upon surveying many of the non-garage unit homeowners they were not very keen on the idea of a dumpster. Ms. Bailey proposed extending outward the small white fences in front of each unit so that there is enough space to roll the trash can in and out. Mr. Tembrina suggested it may be desirable to heighten the fence as well to completely hide the trash can from view. Ms. Bailey stated it would cost more to heighten the fence. The homeowner expressed a concern that heightening the fence might also obstruct some of the window view.

The homeowner complained that people are not picking up their dog waste. There are some dog owners who repeatedly leave dog waste on the ground which is a health concern, is unsightly, disrespectful to neighbors and it's against County ordinance. Mr. Tembrina stated that the Board can send a warning letter and enforce the rule.

The Board asked Ms. Bailey to check into two homes that have broken windows.

The homeowner commented that Parkside's landscaping at their entrances has particularly beautiful flowers in terms of style and color. He asked the Board if it could consider some similar flowers for Ridgetop Commons. Mr. Tembrina stated that the budget is a factor when planning the landscaping but the Board would be willing to talk to Palmers and see if they have better options.

Mr. Dodd reported that Parkside residents are parking in the Ridgetop parking lot quite a bit. The Board discussed the pros and cons of implementing a parking pass system.

The homeowner asked the Board if it would be possible to place a sprinkler in the grassy common area at the side of the non-garage units. He added that it is a beautiful area in the summer but it needs quite a bit of water to stay healthy. Mr. Tembrina stated that the Board can check into that when they begin looking at capital improvements this year but it may be cost prohibitive.

IV. APPROVAL OF MINUTES:

MOTION: Dr. Lang moved, Mr. Tembrina seconded, to approve the December 3, 2009 Board meeting minutes. The motion passed (3-1-0) with Mr. DuBray abstaining.

V. COMMITTEE REPORTS:

A. Communications & Events:

There was nothing to report.

B. Architectural Review:

There were no applications.

C. Covenants & Parking:

There was nothing to report.

D. Grounds Maintenance & Landscaping:

There was nothing to report.

VI. FINANCIALS:

Ms. Bailey reported that Mr. DuBray's efforts with FCRA were successful. The rebate from FCRA was \$10,440.00 to the Ridgetop Commons Association.

Dr. Lang stated that the Board needs to promote the meetings more because very few homeowners attend. At many meetings there are not homeowners present at all. Dr. Lang suggested placing signs at the community entrances on the day of each meeting to alert homeowners and encourage attendance. Ms. Bailey estimated a cost of about \$200 for signs from Fast Signs. The Board asked Ms. Bailey get some sign prices for the next meeting.

Mr. Tembrina asked Ms. Bailey to contact Doody Calls to find out when the Association will own all five of the stations and how much that will decrease the monthly costs.

The Board looked over the delinquency report.

MOTION: Mr. Tembrina moved, Mr. Dodd seconded, to write off the delinquent balance on the property identified as RB File No. 1870713 which foreclosed on 11/24/09. The motion passed unanimously (4-0-0).

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

The Board reviewed Palmer's service checklist for January/February 2010.

The Board reviewed the proposals from Kolb Electric for the replacement of the light fixtures at the entrance monuments. Mr. Tembrina noted that the proposals reduce the number of lights from three to two at each monument. Mr. Tembrina stated he prefers the look of three lights without increasing the current voltage requirements. Ms. Bailey stated she can get a third proposal taking that into consideration.

B. Grounds Maintenance and Improvements:

There was nothing to report.

C. Snow Removal:

Per Mr. Tembrina's request, the signed copy of the Palmer's snow removal contract was included in the Board packet.

D. Trash Removal:

The Board reviewed the proposal from Reliant Property Services to extend the fencing at the non-garage units to make it easier for homeowners to store their trash cans. The Board agreed to table the decision until after review of the new reserve study to take into consideration the priorities of the community and funding.

Mr. Dodd suggested planning a community clean-up day when homeowners can work together to improve the community.

E. Pet Waste & Removal:

There was nothing to report.

VIII. CORRESPONDENCE:

Ms. Bailey reported that the homeowner at 4215 Timber Meadow Drive asked the Board to consider installing a fence because people are walking through her yard as they are cutting through the community. The Board agreed to take a look at the property.

IX. OLD BUSINESS:

The FCRA approved renovations are slated to begin the week of February 3, 2010. The clubhouse will be closed to the public during the renovation.

Ms. Bailey suggested having Mason & Mason attend the next Board meeting to explain the new reserve study. The Board agreed with Ms. Bailey's suggestion.

X. NEW BUSINESS:

Mr. Tembrina stated that the Board needs to work on a strategy to recruit new volunteers for the Board since this will be Dr. Lang's last year on the Board.

The clubhouse will be unavailable for the next two Board meetings. The temporary meeting location is to be determined.

XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 8:53 p.m.