

FINAL

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

Springhill Suites Marriott  
11191 Waples Mill Road  
Fairfax, Virginia

February 25, 2010

**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; Karen Case, Recording Secretary, Minute-By-Minute; and representatives from Mason & Mason

**II. CALL TO ORDER:**

Representatives from Mason & Mason presented information regarding the reserve study they completed for Ridgetop Commons.

Mr. Tembrina called the meeting to order at 7:50 p.m.

**III. OPEN FORUM:**

No homeowners attended the meeting.

**IV. APPROVAL OF MINUTES:**

The Board reviewed the minutes from the January 28, 2010 Board meeting. Mr. DuBray suggested exploring a different smaller individual refuse container as an alternative to extending out the small white fences in each non-garage unit to store the current containers. Ms. Bailey stated she would do additional research to see what is available.

**MOTION: Mr. DuBray moved, Dr. Lang seconded, to approve the January 28, 2010 Board meeting minutes as amended. The motion passed (3-0-1) with Mr. Kessler abstaining.**

**V. COMMITTEE REPORTS:**

**A. Communications & Events:**

There was no committee report.

**Minute-By-Minute**

**B. Architectural Review:**

There were no applications.

**C. Covenants & Parking:**

Mr. DuBray stated that he would like to lead the Parking Committee and submit some ideas for strategies to resolve the parking dilemma. There is an increasing problem with Parkside and Ridgetop Terrace residents parking in the Ridgetop Commons parking spaces.

**D. Grounds Maintenance & Landscaping:**

There was no committee report.

**VI. FINANCIALS:**

The Board reviewed the financials included in the Board packet.

Ms. Bailey reported that the recent snow storms have put the Association over budget on snow removal.

Mr. DuBray asked Ms. Bailey for clarification on a \$5,824.75 payment to Palmer's Property Maintenance for snow removal – specifically whether the line item notation indicates the date of payment or the date of service.

Ms. Bailey reported that the Association can expect a surplus of about \$3,000.00 in the pet station waste removal budget this year. Since the Association now owns the stations, the monthly bills from Doody Calls will be lower than anticipated.

The Board looked over the delinquency report.

Ms. Bailey reported that the Board's ongoing efforts with Legal Counsel succeeded in collecting a delinquent balance in the amount of \$3,165.49 this month.

Ms. Bailey reported that Legal Counsel has made a recommendation for a write-off on RB File No. 1870705.

**MOTION: Mr. DuBray moved, Mr. Kessler seconded, to write off the delinquent balance on the property identified as RB File No. 1870705 in the amount of \$761.00. The motion passed unanimously (4-0-0).**

Mr. DuBray asked Ms. Bailey if there is a way to inform homeowners who have a credit balance that is not attributable to pre-payment. Ms. Bailey stated she can look into this.

**VII. CONTRACT SERVICES:**

**A. General Maintenance and Repairs:**

The Board asked Ms. Bailey to do an assessment of all the signs in the neighborhood to determine how many need to be fixed or replaced.

The Board reviewed the additional proposals from Kolb Electric for the replacement of the light fixtures at the entrance monuments. The proposals did not meet the desired criteria. The Board asked Ms. Bailey to obtain some new proposals. Mr. Tembrina stated that the ideal proposal will include three light fixtures of the same size, no increase to the current wattage and a waterproof casing to protect the bulbs. With the current fixtures, the bulbs burn out each time it rains and the continual replacement of those bulbs is costly and inefficient.

**B. Grounds Maintenance and Improvements:**

There was nothing to report.

**C. Snow Removal:**

Snow removal costs were discussed under Financials.

**D. Trash Removal:**

There was nothing to report.

**E. Pet Waste & Removal:**

Pet waste station costs were discussed under Financials.

**VIII. CORRESPONDENCE:**

The Board discussed homeowner correspondence regarding a pet waste covenants violation.

**IX. OLD BUSINESS:**

In response to Dr. Lang's suggestion during the January Board meeting Ms. Bailey obtained quotes for Board meeting signs to alert more homeowners about the meetings and encourage more attendance. The Board reviewed the quotes from FastSigns. Mr. Tembrina suggested putting the community website address on the signs if the Board decides to purchase them. Mr. DuBray suggested changing the font on the proofs to look more like the lettering on the entrance monuments. Mr. DuBray also inquired as to whether FastSigns could produce small magnets that can be mailed to homeowners. The magnets would display pertinent Association information such as the website, management contact and Board meeting schedule. Ms. Bailey will relay the Board's requests to FastSigns and email the new proofs to the Board.

**X. NEW BUSINESS:**

Mr. Tembrina suggested having Mason & Mason include additional assumptions in the reserve study such as the value of the irrigation system and the tot lot mulch.

Mr. Tembrina inquired about what the Board would like to do about the common element trees. Mason & Mason recommended reserving \$3,000.00 every three years for ten years and \$6,000.00 every three years for the next ten years for the replacement of downed trees.

Mr. Tembrina asked Ms. Bailey to send Mason & Mason the estimate for the tot lot mulch and include the recommended reserve amount for tree replacement in the reserve study.

The Board discussed whether the tot lot mulch is a reserve item or a maintenance item.

Mr. Tembrina reported that there is a CD maturing in March.

**XI. ADJOURNMENT:**

The Board of Directors meeting was adjourned at 9:20 p.m.