

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

Springhill Suites Marriott  
11191 Waples Mill Road  
Fairfax, Virginia

March 25, 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 Management; 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:**

A homeowner stated that she likes the new signs advertising the monthly Board meetings.

A homeowner reported a concern about the four-way intersection at Government Center Parkway and Ridgetop Road - specifically that there needs to be a stop sign on the left as you are driving west on Government Center Parkway. Ms. Bailey stated she can contact VDOT regarding this.

A homeowner inquired about an update on the trash cans for the non-garage units. Mr. Tembrina reviewed the two options that the Board has been exploring. One option is getting smaller trash bins. The other option is to extend the small fence in front of each unit so that the trash bin can be stored neatly behind it.

A homeowner reported that there are a lot of cigarette butts in one of the grassy areas on the side of the property. Mr. Dodd added that he has noticed a chair and an ashtray at the bottom of the hill in that area. He has also noticed a lot of garbage in the parking lot near the tot lot. Mr. Tembrina stated that the Board can send out a notice with some other correspondence to remind residents not to leave cigarette butts and other trash on the grounds. Additionally, Palmer's is scheduled to clean the parking lot on April 12, 2010 which will help with the trash for now.

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A homeowner recommended that Palmer's remove the old mulch when they place new mulch around the trees because it is better for the health of the trees. Ms. Bailey reported that Palmer's charges extra to do that. The Board can discuss the issue with Palmer's when they do a walk through.

A homeowner reported that one of the gates on the tot lot is sticking again. The Board will have someone take a look at the gate.

**IV. APPROVAL OF MINUTES:**

**MOTION: Mr. DuBray moved, Dr. Lang seconded, to approve the February 25, 2010 Board meeting minutes as amended. The motion passed (3-0-1) with Mr. Dodd abstaining.**

**V. COMMITTEE REPORTS:**

**A. Communications & Events:**

Adam reported that one homeowner submitted a question about making an exterior modification. The homeowner was directed to submit an exterior modification application. Adam added that homeowners can access the exterior modification forms and the welcome packet from the website. However, he needs the Covenants document to post on the website as well. Mr. Tembrina stated he can e-mail the Covenants document to Adam.

Mr. Tembrina reported that the wind had knocked down the new Board meeting signs. Ms. Bailey stated there are funnels built into the signs. The funnels should be filled with water to weigh down the signs. That should solve the problem in heavy winds.

**B. Architectural Review:**

There were no applications this month.

**C. Covenants:**

There was no committee report.

**D. Grounds Maintenance & Landscaping:**

Mr. Tembrina stated that the Board should alert homeowners to move their cars for Palmer's cleaning on April 12<sup>th</sup> so that all the sand can be removed from the parking lot.

**E. Parking:**

Mr. DuBray is working on a proposal to deal with the problem of non-residents parking in Ridgetop Commons' parking spaces.

**VI. FINANCIALS:**

A CD will expire on March 31, 2010. The Board reviewed current CD rates and discussed the best options for renewal. The Board asked Ms. Bailey to renew the CD with Sun Trust Bank if the 3% APY applies to the 26-month term. If not, the Board's second choice is the Columbia Bank 23-month CD at 2.25% APY.

Mr. Tembrina noted that the actual cost of snow removal in February was \$12,255.00. The total budget for this year was \$10,000.00. Many HOA's are over budget on snow removal this year due to the unusually large amount of snowfall in February.

Mr. Tembrina reported that the light by the tot lot at the corner of Timber Log Way and Glade Meadow is still flickering. Ms. Bailey stated that she needs the identification number from the light pole so she can report it to Dominion Power.

**VII. CONTRACT SERVICES:**

**A. General Maintenance and Repairs:**

Ms. Bailey submitted for the Board's review two proposals to remove trees that were damaged during the snow storm.

The first proposal is regarding two trees that the homeowner at 4156 Timber Log Way planted in a common area several years ago without Board approval. The Board directed Ms. Bailey to ask the homeowner to pay for the removal of the two trees and to direct the homeowner not to plant anything else in the common area.

The Board reviewed the second proposal regarding a damaged common area tree adjacent to 4144 Timber Log Way.

**MOTION: Mr. DuBray moved, Mr. Dodd seconded, to approve Palmer's Property Maintenance Proposal No. 1034102 Item #2A for the removal and replacement of a damaged tree located in the common area adjacent to 4144 Timber Log Way in the amount of \$610.00. The motion passed unanimously (4-0-0).**

Ms. Bailey submitted for the Board's review a proposal from Palmer's to replace the existing tot-lot mulch with Fairfax County approved "White Carpet" playground wood chips. The proposal from Palmer's was \$5,050.00. Dr. Lang suggested getting more proposals to get a better price. The Board agreed to incorporate \$5,050.00 as the reserve study figure for tot-lot mulch replacement. The Board also agreed to solicit proposals from other contractors in order to get a better price for the work.

**B. Grounds Maintenance and Improvements:**

There was nothing to report.

**C. Snow Removal:**

There was nothing to report.

**D. Trash Removal:**

Ms. Bailey reported that she received a better proposal to extend the fences in front of each of the non-garage units. The first proposal was \$5,950.00; however, the new proposal is \$1,500.00 less.

Ms. Bailey also found a smaller trash bin as a second option but she is still concerned that the smaller size may not fit behind the current fences. The smaller trash bin has a detached lid which is different than the rest of the community trash bins. Ms. Bailey recommended extending the fences instead of opting for smaller trash bins because it will maintain a uniform look and will provide a long term solution. Ms. Bailey reported that a survey of the non-garage unit homeowners revealed that they were in favor of extending the fences.

**MOTION: Dr. Lang moved, Mr. DuBray seconded, to approve the proposal to extend the non-garage unit fences in the amount of \$4,400.00. The motion passed unanimously (4-0-0).**

**E. Pet Waste & Removal:**

Mr. Tembrina reported that the trash company is still removing the trash and liners from the pet waste stations and Doody Calls has not been replacing the liners consistently. Mr. Tembrina requested that Ms. Bailey ask Doody Calls to check for missing can liners and replace them when necessary.

**VIII. CORRESPONDENCE:**

The Board reviewed two new e-mails from homeowners. There were complaints about residents having loud parties until 2:00 or 3:00 in the morning and people parking illegally in the yellow fire lane. The Board suggested that homeowners call the non-emergency police number for noise complaints such as this. Ms. Bailey suggested that residents call the Service First after-hours number to report illegally parked cars so that Henry's can tow them. Mr. Tembrina suggested sending a letter to the house where there are noise complaints.

Another complaint received through resident correspondence was that a resident is doing oil changes and other mechanical repairs on his cars in the common parking lot. The Board asked Ms. Bailey to contact the homeowner to remind him about the Covenants regarding car repairs.

**IX. OLD BUSINESS:**

**Proposal for Replacing Entry Lights:**

Ms. Bailey submitted for the Board's review Reliant Property Services' revised proposal to replace the entry lights at a cost of \$2,457.00. Mr. Tembrina stated he needs to see a picture of the proposed light fixtures before he can be in favor of the proposal. Mr. DuBray suggested the Board authorize Mr. Tembrina to approve the contract based upon Mr. Tembrina's satisfactory review of the light fixtures in order to move the project forward.

**MOTION: Mr. DuBray moved, Mr. Dodd seconded, to authorize Mr. Tembrina to approve the Reliant Property Services contract #3681 based upon Mr. Tembrina's review of the fixtures and warranty, at a cost not to exceed \$2,457.00. The motion passed unanimously (4-0-0).**

**Reserve Study Updates:**

The Board reviewed Mason & Mason's responses to the Board's questions about the reserve study. Dr. Lang stated that the most notable response from Mason & Mason was that the concrete repairs are not required at this time. Ms. Bailey reported that she asked the State Farm agent to walk the community to determine if there are any concrete areas that pose a trip hazard and need to be repaired.

Mr. DuBray asked whether Palmer's will clean the sidewalks in addition to the parking lot because there is a good deal of sand on the common area sidewalks especially near the mailboxes. Ms. Bailey reported that Palmer's will clean both the parking lot and the sidewalks.

Mr. Tembrina requested that Ms. Bailey contact Palmer's regarding the following issues:

1. Ask Palmer's if there is a cost to remove the old mulch before placing new mulch around the trees.
2. The edging Palmer's has done so far is not deep enough. Ask Palmer's to make the edging deeper.
3. Ask Palmer's crew, as they do their regular maintenance work, to point out any large areas of turf that have been destroyed by the plows.

Ms. Bailey suggested inviting Palmer's to the Annual Meeting this year.

**Blacktop Sealing at the Pathways in the Middle of Our Neighborhood:**

The Board agreed to table the discussion about the blacktop sealing until Ms. Bailey can get more information.

**X. NEW BUSINESS:**

The Board discussed the date for the Annual Meeting. The Annual Meeting is tentatively scheduled for the second or third Thursday in May depending on the clubhouse schedule.

**XI. ADJOURNMENT:**

The Board of Directors meeting was adjourned at 8:55 p.m.