

FINAL

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

15500 Cavalier Landing Court
Fairfax, Virginia

April 29, 2010

I. ATTENDEES:

Board Members Present: Mike Tembrina, President; Bob Dodd, Treasurer; and Tom Kessler, Member at Large

Board Members Absent: Fred Lang, Vice President and Dan DuBray, Secretary

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

II. CALL TO ORDER:

Representatives from Kettler, Inc. presented an update on the proposed development adjacent to Ridgetop Commons.

Mr. Tembrina called the meeting to order at 7:23 p.m.

David Jensen from Doody Calls met with the Board to explain the new pet waste station service contract. Mr. Tembrina signed the new one year contract which ends May 1, 2011.

III. OPEN FORUM:

A homeowner from 4158 Timber Log Way stated that he likes the current parking situation without the use of parking stickers and guest passes. The homeowner stated that he likes the fact that Ridgetop Commons has plenty of parking however people from adjacent communities do take advantage by parking in Ridgetop spaces. The homeowner volunteered to be on the Parking Committee and monitor people who are parking illegally in Ridgetop Commons. Ms. Bailey asked the homeowner to inform her each time he places a warning sticker on a vehicle.

A homeowner reported yellow grass in a common area and a tree that has fallen over behind 4136. The landscaping workers have been mowing around the downed tree but the tree needs to be removed. The homeowner also reported that the tot lot gates are still rusty and not working. Also, there is a gap between the gate and the ground which small kids can crawl under. Mr. Tembrina asked Ms. Bailey to check on these issues.

Minute-By-Minute

IV. APPROVAL OF MINUTES:

MOTION: Mr. Dodd moved, Mr. Tembrina seconded, to approve the March 25, 2010 Board meeting minutes. The motion passed (2-0-1) with Mr. Kessler abstaining.

V. COMMITTEE REPORTS:

A. Communications & Events:

Mr. Tembrina reported that Adam has been doing a great job managing the website. A homeowner posted a comment on the website inquiring if there are standard exterior paint colors for the community. Mr. Tembrina stated he will forward the inquiry to Ms. Bailey.

B. Architectural Review:

There were no applications this month.

C. Covenants:

There was no committee report.

D. Grounds Maintenance & Landscaping:

There was no committee report.

E. Parking:

There was no committee report.

VI. FINANCIALS:

Ms. Bailey suggested investing about \$20,000 from the money market account in a CD to get a higher interest rate. Ms. Bailey stated she can provide a CD interest rate sheet for the Board to review.

Ms. Bailey reported that the delinquent account list is getting shorter and looking better. Mr. Tembrina noted that there are only three accounts with Legal Counsel right now.

There are 12 homeowners with small balances (less than \$100.00) past due. The Board agreed to have Ms. Bailey mail a second and final notice letter to homeowners with overdue balances less than \$100.00.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

Ms. Bailey reported that she is working on getting two more proposals for the replacement of the tot lot mulch and she can email the bids to the Board as she receives them.

B. Grounds Maintenance and Improvements:

Mr. Tembrina stated that Palmer's did a good job on the community cleaning on April 12, 2010.

Ms. Bailey reported that tree pruning at 4144 Timber Log Way was done.

The Board asked Ms. Bailey to ask Palmer's to do a walk through with the Board before the Annual Meeting on May 27, 2010.

C. Snow Removal:

There was nothing to report.

D. Trash Removal:

Ms. Bailey reported that the fences in front of the non-garage units have been extended to fit the larger trash cans.

E. Pet Waste & Removal:

The new one year contract with Doody Calls was signed at the beginning of the Board meeting.

VIII. CORRESPONDENCE:

There was no new correspondence to discuss. Ms. Bailey mailed covenant violation notices to homeowners for broken windows, a noise complaint, and residents not picking up their pet waste.

IX. OLD BUSINESS:

Proposal for Replacing Entry Lights: Mr. Tembrina signed the Reliant Property Services contract #3681 in the amount of \$2,457.00 for the replacement of entry light fixtures which the Board authorized at the March 25, 2010 meeting.

Reserve Study Updates: Ms. Bailey reported that she did a walk through with the insurance adjuster from State Farm to identify any problem areas in the concrete. The insurance adjuster stated that the concrete paths look pretty good but there are some areas that need repair. Ms. Bailey stated that she will forward State Farm's report to the Board as soon as she receives it.

X. NEW BUSINESS:

The Annual Meeting is scheduled for May 27, 2010. Mr. Tembrina suggested having coffee, water and pastries for homeowners at the Annual Meeting.

XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 8:52 p.m.