

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

15500 Cavalier Landing Court  
Fairfax, Virginia

**August 26, 2010**

**I. ATTENDEES:**

Board Members Present: Mike Tembrina, President; Dan DuBray, Vice President; Bob Dodd, Treasurer; Adam Schell, Secretary and Sigrid Ebert, Member at Large

Others Present: Rose Bailey; Service First; Chris Collins, Recording Secretary, Minute-By-Minute

**II. CALL TO ORDER:**

Mr. Tembrina called the meeting to order at 7:09 p.m.

**III. OPEN FORUM:**

There were no homeowners present.

**IV. APPROVAL OF MINUTES:**

The Board approved, by consensus, the July 29, 2010 Board meeting minutes as written.

**V. COMMITTEE REPORTS:**

**A. Communications & Events:**

Mr. Tembrina reported that the resident who volunteered to take over the webmaster duties has not followed through and Mr. Schell agreed to continue on as webmaster.

**B. Architectural Review:**

There were no applications to review.

**C. Covenants & Parking:**

The Board discussed the issues of non residents parking in the Ridgetop Commons parking lot. Potential resolutions were discussed. The first phase of the parking resolution will be implemented on October 1<sup>st</sup>.

The Board also inquired about the parking issue involving the resident with the silver Volvo. Ms. Bailey reported that she is waiting for more information from the towing company, and that she will draft a letter to the vehicle's owner.

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**D. Grounds Maintenance & Landscaping:**

Ms. Bailey reported that she has a proposal from Palmer's that is a two year contract. The Board asked that she obtain proposals from two other vendors for three year contracts. The Board discussed the statement of work for the proposals.

**VI. FINANCIALS:**

The Board reviewed the financial statements included in the Board packet.

The 2011 proposed budget was discussed. The 2011 budget will need to be approved by the October Board meeting, at the latest.

Ms. Bailey recommended developing an action items spreadsheet to keep track of management and Board tasks.

Mr. Tembrina left the meeting at 8:15 p.m.

**VII. ADJOURNMENT:**

The recording secretary was excused at 8:27 p.m.