

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

15500 Cavalier Landing Court
Fairfax, Virginia

September 30, 2010

I. ATTENDEES:

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

Board Members Absent: Dan DuBray, Vice President

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

II. CALL TO ORDER:

A representative from Henry's Towing was present for a discussion about parking issues and potential solutions.

Mr. Tembrina called the meeting to order at 7:36 p.m.

III. OPEN FORUM:

There were no homeowners present.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Dodd moved, Ms. Ebert seconded, to approve the August 26, 2010 Board meeting minutes as written. The motion passed unanimously (4-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

There was nothing to report.

B. Architectural Review:

Mr. Tembrina reported that one application was received and it is pending review.

C. Covenants & Parking:

John from the Parking Committee was present. There was a general discussion about stepping up enforcement to reduce parking violations. The main problem is residents from adjacent communities who park their vehicles in Ridgetop Commons. John gave a report on his continuing efforts, including the use of multiple warning stickers on non-resident vehicles. John will regularly communicate with the Board regarding vehicles he tags.

The Board approved, **BY CONSENSUS**, to give John authority to call the towing company when necessary for a trial period of ninety (90) days.

D. Grounds Maintenance & Landscaping:

Ms. Bailey reported that she put out a statement of work for a new contract and she received six proposals which were included in the Board packet. The Board agreed to review the proposals individually and narrow them down to their top three choices.

VI. FINANCIALS:

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

MOTION: Mr. Dodd moved, Mr. Tembrina seconded, to move \$20,000.00 out of the Alliance money market account and reinvest it in a CD at the highest interest rate we can get with a maturity date between 12 to 18 months. The motion passed unanimously (4-0-0).

The final Reserve Study Report was included in the Board packet. Ms. Bailey suggested Mr. Schell post this on the community website.

The proposed 2011 operating budget was provided for the Board's review.

Mr. Dodd asked Ms. Bailey to send a copy of the Association's most recent electric bill to the Board.

Ms. Bailey stated that the delinquency report looks good. There are only two accounts with Legal Counsel and the Association is receiving payments through garnishments.

VII. CONTRACT SERVICES:

Ms. Bailey provided a new Service First Management contract for the Board's review.

A. General Maintenance and Repairs:

Ms. Bailey reported that she is soliciting proposals for curb repairs.

B. Grounds Maintenance and Improvements:

There was nothing to report.

C. Snow Removal:

There was nothing to report.

D. Trash Removal:

There was a general discussion about American Disposal removing the bags from the five community trash cans when they collect the trash. Mr. Schell suggested Ms. Bailey add this to the action item spreadsheet for resolution of the problem.

E. Pet Waste & Removal:

There was nothing to report.

VIII. CORRESPONDENCE:

There was no new correspondence to discuss.

IX. OLD BUSINESS:

Ms. Bailey and the Board reviewed each of the items on the action items spreadsheet.

X. NEW BUSINESS:

Ms. Bailey reported that she will mail hearing notices to homeowners on the covenants violations list if they do not correct their violations.

XI. ADJOURNMENT:

The Board of Directors meeting was adjourned at 9:00 p.m.