

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

11550 Cavalier Landing Court  
Fairfax, Virginia

October 28, 2010

**I. ATTENDEES:**

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

Board Members Absent: Bob Dodd, Treasurer

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 7:08 p.m.

**III. OPEN FORUM:**

A homeowner voiced concern about an unsightly pit in the ground where a resident removed a tree but failed to replace it at 4176 Timber Log Way. The homeowner also voiced concerns about two common area trees that need pruning behind 4174 Timber Log Way.

A homeowner inquired about his application to install a kitchen vent. The application was approved with comments. The homeowner needs to provide a list of materials and project schedule to Ms. Bailey.

A homeowner responded to a violation letter he received for storing his trash can in front of his house. The homeowner previously declined to have the fence in front of his home extended at the Association's expense because it would disturb his roses and other flowers. The homeowner suggested getting the fence extended but in a manner that preserves his current landscaping. The Board directed Management to check into options to resolve the issue.

A resident was present to discuss the matter of a towing bill. One of the resident's vehicles was towed from the parking lot in September 2009 because the Management Company received complaints about the vehicle being stored in the parking lot. The resident asked the Board to reimburse the full towing fee.

**MOTION: Mr. DuBray moved, Ms. Ebert seconded, to reimburse half of the towing fee on the condition that the resident signs a letter acknowledging that this closes the matter. The motion passed unanimously (4-0-0).**

**IV. APPROVAL OF MINUTES:**

**MOTION: Mr. Tembrina moved, Mr. Schell seconded, to approve the September 30, 2010 Board meeting minutes as amended. The motion passed (3-0-1) with Mr. DuBray abstaining.**

**V. COMMITTEE REPORTS:**

**A. Communications & Events:**

There was nothing to report.

**B. Architectural Review:**

The application for a kitchen vent was discussed with the homeowner during open forum.

**C. Covenants & Parking:**

There was a general discussion about parking. Mr. Tembrina reported that no vehicles were towed since the last Board meeting.

**D. Grounds Maintenance & Landscaping:**

The Board narrowed down the six proposals to their top three choices of Community Landscaping, Environmental Enhancements and McFall & Berry for a walk through with the Board. Mr. Tembrina asked that Palmers also be invited to the walk through. The Board made corrections to the statement of work. The Board agreed to schedule a walk through with the landscaping contractors on November 6, 2010 at 9:00 a.m.

**VI. FINANCIALS:**

The Board discussed changes to the proposed 2011 operating budget.

The Board agreed **BY CONSENSUS** to the changes to the budget and approved the 2011 operating budget pending any technical corrections from the Treasurer.

Mr. DuBray stated he can draft a budget letter to be mailed to the community.

**VII. CONTRACT SERVICES:**

**A. General Maintenance and Repairs:**

Ms. Bailey reported that she had the curb repairs completed this week.

**B. Grounds Maintenance and Improvements:**

There was nothing to report.

**C. Snow Removal:**

There was concern that a snow removal contract has not yet been approved for this winter. The Board authorized Mr. Tembrina to execute a snow removal contract that is similar to last year's contract.

**D. Trash Removal:**

Mr. DuBray asked Ms. Bailey about mailing violation letters to homeowners who leave their trash cans out. Mr. DuBray stated that he noticed eleven trash bins in front of homes as he drove the community Friday night. Ms. Bailey stated it will help if she is notified by email of these violations.

Ms. Bailey asked Mr. Schell to post the American Disposal 2010 winter service schedule on the community website. The Board asked Ms. Bailey to include the winter service schedule information with the budget letter mailing.

**E. Pet Waste & Removal:**

There was nothing to report.

**VIII. CORRESPONDENCE:**

There was no new correspondence to discuss.

**IX. OLD BUSINESS:**

Ms. Bailey reported that everything on the action items list has been taken care of except for one street light that continues to fluctuate from very bright to very dim. Dominion stated they fixed the light but they may need to look at it again.

**X. NEW BUSINESS:**

The November Board meeting date needs to be changed because it falls on the Thanksgiving holiday. Ms. Bailey will check the recreation center schedule and propose available dates to the Board.

**XI. ADJOURNMENT:**

The Board of Directors meeting was adjourned at 9:18 p.m.