

**MINUTES OF THE
2010 ANNUAL MEETING OF THE
RIDGETOP COMMONS
HOMEOWNERS ASSOCIATION**

11550 Cavalier Landing Court
Fairfax, Virginia

May 27, 2010

I. ATTENDEES:

Board Members Present: Mike Tembrina, President; Fred Lang, Vice President; Dan DuBray, Secretary; Bob Dodd, Treasurer; and Tom Kessler, Member at Large

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

II. CALL TO ORDER:

Mr. Tembrina called the meeting to order at 7:12 p.m.

III. PROOF OF MEETING NOTICE AND VERIFICATION OF QUORUM:

Ms. Bailey provided proof of meeting notice and announced that a quorum of owners had been met.

IV. REPORTS OF OFFICERS:

President: Mr. Tembrina thanked the two departing Board members, Dr. Lang and Mr. Kessler, for their service on the Board. Mr. Tembrina gave a brief overview of the year and what the Board has accomplished. First, the Board did not raise rates even with the tough economy. The Association's finances have been in very good shape since the beginning of the community ten years ago. The Board has been very conservative and prudent in choosing quality vendors. The Association has about \$100,000 in reserves and \$100,000 in investments. The Board had to use some savings to avoid raising rates recently. Additionally, the Board has been actively working with the Fairfax Center Recreation Association (FCRA) over the past year and as a result, each of the six FCRA member HOA's received a rebate proportional to the amount of residents in their communities. The FCRA rebate to Ridgetop Commons Association was a little over \$10,000 which helped offset some of the rising costs and the decreasing returns on investments.

Mr. Tembrina discussed some of the Board's accomplishments over the past year including new trash cans, investing in the four-way stop sign, resurfacing of the streets, re-painting the curbs, and repainting of the trestles and monument signs. Most recently the tot lot mulch has been replaced. Because the budget is so tight right now, the tot lot mulch replacement might be the only improvement project in 2010.

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Mr. Tembrina reported that Kettler, the developer of the adjacent property, has come to some of the Board meetings to brief the Board on the status of the development.

Treasurer: Mr. Dodd encouraged homeowners to familiarize themselves with the community website. A homeowner requested that the website links include the date of the document or announcement being posted. With respect to the balance sheet, Mr. Dodd reported that the Association is in a very solid financial position. Unfortunately the rates on some of the investment accounts have dropped as the Association has had to renew CDs at the current interest rates which have decreased. As for the operating expenses through March this year, the Association is about \$6,000 over the budgeted amount, however \$4,500 of that is due to the unusually high snow removal expenses in February. Mr. Dodd added that legal fees have increased as a result of trying to work with some of the units in the community that are in foreclosure. Additionally the Board is having the reserve study updated to factor in new assumptions about the costs to replace items in the community over the coming years. This action will help make sure that the Board is managing the Association's resources effectively.

A homeowner requested a "no dogs allowed" sign be added to the tot lot. A resident also added that the latches on the tot lot gates are broken. The Board stated they can look into these issues.

Secretary: Mr. DuBray thanked homeowner Sigrid Ebert for her enthusiasm for the clubhouse which spurred Mr. DuBray to serve as the Ridgetop Commons representative on the FCRA Board a year and a half ago. Mr. DuBray was elected President of the FCRA Board this year. The FCRA has made a great transition to running more effectively. The FCRA had close to \$200,000 in unappropriated funds for the clubhouse and pool facilities. That money was contributed by the 808 homes in six communities that fund FCRA through their \$18 per month assessment fees. Mr. DuBray reported that he began a fairly aggressive campaign on behalf of Ridgetop Commons pointing out that the member HOAs are contractually obligated to collect the \$18 monthly fee from all of the homeowners and pay it quarterly to FCRA in a lump sum. The member HOAs are obligated to pay the entire amount regardless of whether there are foreclosures or other disruptions to their respective budgets. Therefore, with the FCRA running such a large surplus and the individual HOAs having certain struggles with their budgets, Mr. DuBray made a very strong case for rebating the extra monies back to the individual HOAs based on the number of homes they have. Finally, in December 2009, the FCRA paid rebates to each of the member HOAs with Ridgetop Commons receiving just over \$10,000 to incorporate back into the budget.

Mr. DuBray discussed the recent improvements to the clubhouse and reported that the pool opens this weekend. A homeowner expressed a concern that lifeguards might be giving private swimming lessons at the pool. Mr. DuBray stated that he believes that part of FCRA's contract with the pool management company allows for limited swimming lessons, but he will look into it further and post a comment about it on the website.

Vice President: Dr. Lang stated that he has enjoyed his involvement with the Board. As he and Mr. Kessler are departing, Dr. Lang encouraged homeowners to serve on the Board as a way to ensure that this community maintains its attractiveness to current and future homeowners.

V. INTRODUCTION OF CANDIDATES:

Ms. Bailey stated that there are two open Board positions. Ms. Bailey explained the nomination and election process and what is generally involved in being a Board member. Ms. Bailey opened the floor for nominations of homeowners to be elected to the Board of Directors.

The following homeowners nominated themselves, giving a brief statement about themselves and why they would like to serve on the Board: Mr. Adam Schell, Ms. Sigrid Ebert, Mr. Arif, and Ms. Miriam Bernal.

VI. ELECTION OF BOARD MEMBERS:

The ballots were tallied and Mr. Tembrina announced that the two new Board members are Mr. Adam Schell and Ms. Sigrid Ebert. Mr. Tembrina thanked all four candidates for volunteering and added that the Association still needs volunteers for all of the committees such as the website, parking, architectural review and landscaping.

Mr. Tembrina thanked Dr. Lang and Mr. Kessler for being on the Board.

Mr. Tembrina reported three action items the Board would like to do in the coming year:

- Increase utilization of the www.ridgetopcommons.org community website for communication with homeowners.
- Increase enforcement of yard maintenance and other covenants violations.
- Provide guidance to homeowners regarding exterior paint colors and deck stain.

Mr. Dodd stated that the Association's financials are audited annually by an independent accounting firm and homeowners can review the annual audit reports.

Mr. Tembrina stated that the updated reserve study is going to help the Board define the monthly assessments moving forward. Mr. Tembrina added that a copy of the reserve study report can be posted on the website for homeowners to review as well.

VII. ADJOURNMENT:

The 2010 Annual Meeting of the Ridgetop Commons Homeowners Association was adjourned at 8:35 p.m. A regular Board meeting was to follow after a short break.