

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

11550 Cavalier Landing Court
Fairfax, Virginia

January 5, 2011

I. ATTENDEES:

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

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

II. CALL TO ORDER:

Mr. Schell called the meeting to order at 7:10 p.m.

III. OPEN FORUM:

Mr. Fotelargias gave a report on behalf of the parking committee. He has been consistently utilizing warning stickers for illegitimately parked vehicles. The warning stickers seem to be deterring non-residents from continuing to park in Ridgetop Commons. After a third warning, a vehicle will be towed. Mr. Fotelargias keeps a record of each warning placed on a vehicle and he will forward this log to Ms. Bailey to be included in the Board packets.

Mr. Dodd arrived at 7:13 p.m.

Mr. Schell announced that the Board needs more members since Mr. Tembrina and Mr. DuBray resigned last month. Mr. Fotelargias stated he was willing to join the Board.

MOTION: Ms. Ebert moved, Mr. Dodd seconded, to elect John Fotelargias to the Board of Directors to fill an open seat on the Board. The motion passed unanimously (3-0-0).

IV. APPROVAL OF MINUTES:

MOTION: Mr. Schell moved, Ms. Ebert seconded, to approve the October 28, 2010 Board meeting minutes as written. The motion passed (3-0-1) with Mr. Fotelargias abstaining.

MOTION: Mr. Schell moved, Ms. Ebert seconded, to approve the December 8, 2010 Board meeting minutes as written. The motion passed (3-0-1) with Mr. Fotelargias abstaining.

V. COMMITTEE REPORTS:

A. Communications & Events:

There was nothing to report.

B. Architectural Review:

There were no applications to review.

C. Covenants & Parking:

Mr. Fotelargias gave the report during Open Forum.

D. Grounds Maintenance & Landscaping:

There was nothing to report.

VI. FINANCIALS:

Mr. Dodd commented on the apparent \$20,000.00 variance in the 2010 adopted operating budget and pointed out that the actual operating variance is approximately \$2,000.00 because the \$20,000.00 came from the Reserve Account, not the Operating Account.

The 2009 audit by Goldklang Group CPAs was completed in October 2010. Included in the Board packet for Mr. Dodd's signature were the letters from Goldklang to finalize the 2008-2009 audit report and the engagement letter for the 2010-2011 audit.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

Ms. Bailey reported that she is talking to McFall & Berry to set up a walk-through next week to look at all of the large trees, the grass and the trash in the wooded area behind the non-garage units.

B. Grounds Maintenance and Improvements:

There was nothing to report.

C. Snow Removal:

There was nothing to report.

D. Trash Removal:

Mr. Schell suggested including a reminder in the next correspondence to residents that trash must be placed in a can and that trash must be screened out of sight unless it is a trash pick-up day.

E. Pet Waste & Removal:

Mr. Dodd suggested sending a letter to residents reminding them to pick up after their pets. There appears to be more pet waste on the grounds lately even though the pet waste stations are available for use.

VIII. CORRESPONDENCE:

There was no new correspondence to discuss.

IX. OLD BUSINESS:

Ms. Bailey reviewed the Action Items List with the Board.

The Board discussed a matter raised by a homeowner during the Open Forum of the October 28, 2010 Board meeting. The homeowner had declined the original offer made to all non-garage unit owners to relocate the front yard fences at the Association's expense of \$315.00 per unit. Many of the homeowners accepted that offer in order to make more room to screen their trash can from view.

MOTION: Ms. Ebert moved, Mr. Schell seconded, to reimburse the homeowner up to \$315.00 for work to be done to relocate his front yard fence and/or plantings to make enough room to screen the trash can. The work will be arranged by the homeowner and done by a contractor of the homeowner's choosing and the homeowner will be responsible for any expense greater than \$315.00. He was also offered the option of moving the roses himself and having the original fence work done by the Association contractor. The motion passed unanimously (4-0-0).

X. NEW BUSINESS:

The signs for the monthly Board meeting need to be updated to reflect the change to Wednesday meetings.

The Board reviewed the covenant violations list included in the Board packet. Ms. Bailey stated that she can mail hearing notices to homeowners at the Board's request. The Board agreed to have Ms. Bailey continue to monitor for violations weekly and mail hearing notices as needed going forth.

Ms. Ebert suggested that the Board have magnets made with pertinent phone numbers and the community website address for all homeowners. Ms. Bailey stated she can get samples and prices for the Board to review.

Mr. Schell signed the annual report, which lists the current Board members, to be submitted to the State.

XI. ADJOURNMENT:

MOTION: Mr. Schell moved, Ms. Ebert seconded, to adjourn the January 5, 2011 Board meeting at 8:57 p.m. The motion passed unanimously (4-0-0).