

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

11550 Cavalier Landing Court
Fairfax, Virginia

March 2, 2011

I. ATTENDEES:

Board Members Present: Adam Schell, President; Bob Dodd, Treasurer [late]; Sigrid Ebert and John Fotelargias, Member at Large

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

II. CALL TO ORDER:

Mr. Schell called the meeting to order at 7:17 p.m.

III. OPEN FORUM:

There were no comments during open forum.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Schell moved, Ms. Ebert seconded, to approve the January 5, 2011 Board meeting minutes as amended. The motion passed (3-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

There was nothing to report.

B. Architectural Review:

There were no applications to review.

C. Covenants & Parking:

There was no report.

D. Grounds Maintenance & Landscaping:

There was nothing to report.

[Mr. Dodd arrived at 7:17 p.m.]

VI. FINANCIALS:

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Referring to the balance sheet, Ms. Bailey said that one CD was opened, another rolled over, and another was coming up. She also said that the \$18,000 debt was carried over from each year. She then cited a possible overcharge on the electric bill and said that a representative from Dominion will be coming to map the number of lights. In terms of assessment income, Ms. Bailey said that it is assumed that all the money is being collected even though \$4,849 must still be collected. She said that with the accrual system, the whole amount is used to budget. Mr. Dodd added that for the auditors, the accrual system is required for HOA's in Virginia. He also said that the money collected is about \$12,000. Turning to delinquencies, Ms. Bailey said that those in arrears have received letters and that 2 were in collections. Mr. Schell asked about snow removal charges by Big Dog. Mr. Fotelargias said that since the service was terrible during the last storm, he would like to look at the invoices and discuss them at the next meeting. Ms. Bailey said that the contract runs through April but that the Board can look at another company. Mr. Schell then suggested adding comments in the reference part of the financials. Turning to charges by Rees Broome, Ms. Bailey said that they charged \$150 for letters and collections. Then Mr. Schell cited the bill for \$975 for tree removal and Davy's Landscaping proposal which included trash. Ms. Ebert then asked to have Davy submit a bid on cutting back the overgrown area. Mr. Schell also suggested accepting the Davy's proposal.

MOTION: Ms. Ebert moved, Mr. Dodd seconded, to accept the contract with Davy's Landscaping for tree work and trash removal and request a bid on clean up in the overgrown wooded area. The motion passed unanimously (4-0-0).

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

There was nothing to report.

B. Grounds Maintenance and Improvements:

There was nothing to report.

C. Snow Removal:

There was nothing to report.

D. Trash Removal:

There was nothing to report.

E. Pet Waste & Removal:

There was nothing to report.

VIII. CORRESPONDENCE:

There was no new correspondence to discuss.

IX. NEW BUSINESS:

- Magnets: Ms. Bailey said the cost would be \$270 and could include trash information and recycling days at an additional cost. Ms. Ebert suggested using the website or flyers. She suggested a competition to encourage use of the website with a coupon for Starbucks as a prize to the first to notice or call. Mr. Fotelargias added that most questions can be answered on the website.

MOTION: Mr. Dodd moved, Ms. Ebert seconded, to include a promotion for the use of the website in the Annual Meeting letter. The magnets were tabled. The motion passed unanimously (4-0-0).

- Trash Cans: Ms. Ebert said there were repeat offenders who leave out their trash cans. Ms. Bailey suggested closing out all violations and focusing on trash cans left out but not against the house. She said she will check and send letters.
- Stop Signs: Mr. Dodd said that drivers were running the stop sign either because they were not paying attention or because the signs were worn and should be repainted.

X. OLD BUSINESS:

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

- Ms. Ebert suggested posting recommended contractors on the web page.
- Mr. Fotelargias said that he will give a list of cars being stored that he has given warnings and those that have been towed.
- Mr. Schell asked for nominations for a Board member to serve until the Annual Meeting, preferably from a non-garage unit.

[Ms. Ebert left the meeting at 8:24]

XI. ADJOURNMENT:

MOTION: Mr. Schell moved, Ms. Ebert seconded, to adjourn the March 2, 2011 Board meeting at 8:34 p.m. The motion passed unanimously (3-0-0).