

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

11550 Cavalier Landing Court
Fairfax, Virginia

April 6, 2011

I. ATTENDEES:

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

Board Members Absent: John Fotelargias, 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 7:15 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 March 2, 2011 Board meeting minutes as written. The motion passed unanimously (3-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

There was nothing to report.

B. Architectural Review:

Mr. Dodd stated that he plans to submit an application for a brick patio.

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C. Covenants & Parking:

Ms. Ebert reported on three to four vehicles parking on a non-driving lane section of Ridgetop Road adjacent to the community. Ms. Ebert asked if it was legal for people to park there. Mr. Dodd stated that the Association could ask the County to post a no parking sign on the basis that the parked vehicles are interfering with the traffic at the intersection. Ms. Bailey stated that she can look into this.

D. Grounds Maintenance & Landscaping:

There was nothing to report.

VI. FINANCIALS:

Referring to the balance sheet, Ms. Bailey stated that everything is currently within budget. Mr. Schell noted that there haven't been any additional charges from the snow removal contractor. The Association is under budget for snow removal, with current charges of \$1,030.00 out of \$10,000.00 budgeted for the year. The Board discussed reclassifying expenses related to storm damaged trees within the snow removal budget.

Ms. Bailey said she is still dealing with the possible overcharge in the electric bills. A representative from Dominion looked at all the street lights but could not determine which lights actually belong to Ridgetop and which do not. The community has 13 street lights but the Association is receiving two invoices for a total of 27 lights. Ms. Bailey stated the Association is not going to pay the second invoice until this can be figured out. Mr. Schell asked what it would take to get a street light removed if the Association no longer needs it. For example there is a Ridgetop street light about ten feet away from a County street light.

Mr. Dodd reported that the Audit is back from Goldklang. Mr. Dodd will review it and send electronic copies to the Board. After review, Mr. Dodd will sign the Representation Letter which is due by May 3, 2011.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

There was nothing to report.

B. Grounds Maintenance and Improvements:

Davey Landscaping removed the trash per the contract that was approved at the last meeting. Mr. Dodd suggested having a community clean up day where residents can volunteer to help. The Board reviewed the proposal from Davey to clear the overgrown wooded area. All debris will be hauled away and disposed of.

MOTION: Ms. Ebert moved, Mr. Dodd seconded, to accept the Davey proposal to clear all brush back to the tree line behind unit 4230 at a cost of \$375.00. The motion passed (2-1-0) with Mr. Schell opposed.

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Ms. Bailey reported that she got an estimate for solar lights at the entrances. Ms. Bailey stated it is something that the Board could consider for next year.

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. OLD BUSINESS:

Mr. Schell asked if the Association has a volunteer for the FCRA Board yet. Ms. Bailey stated she will ask a homeowner if he would like to volunteer to be the Ridgetop representative on the FCRA Board.

X. NEW BUSINESS:

Ms. Ebert volunteered to get the refreshments for the Annual Meeting coming up in May. Ms. Ebert suggested including a reminder about the trash container policy with the Annual Meeting notice. The Board discussed the idea of incentives such as a gift card or one free month assessment fee for homeowners who attend the meeting.

XI. ADJOURNMENT:

MOTION: Mr. Schell moved, Mr. Dodd seconded, to adjourn the April 6, 2011 Board meeting at 8:05 p.m. The motion passed unanimously (3-0-0).