

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

11550 Cavalier Landing Court
Fairfax, Virginia

September 20, 2011

I. ATTENDEES:

Board Members Present: Adam Schell, President; David Mouser, Treasurer; Annelies Lindemans, Secretary and John Fotelargias, Member at Large

Board Members Absent: Sigrid Ebert, Vice President

Others Present: Rose Bailey, Service First Management; Karen Case, Recording Secretary, Minute-By-Minute; Gregory Riegle, McGuire Woods LLP; Peter Olechnovich, Kettler; Charles Kieler, Kettler and Rosemary Ryan, Senior Legislative Aide, Braddock District

II. CALL TO ORDER:

Mr. Schell called the meeting to order at 7:04 p.m. Representatives from Kettler presented an update on the proposed construction along Government Center Parkway and Ridgetop Road.

III. OPEN FORUM:

There were no residents present at the meeting.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Schell moved, Mr. Mouser seconded to approve the July 19, 2011 Board meeting minutes as submitted. The motion passed unanimously (4-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

No report was given.

B. Architectural Review:

There were no applications to review.

C. Covenants & Parking:

No report was given

D. Grounds Maintenance & Landscaping:

No report was given.

VI. FINANCIALS:

The Board discussed the financials included in the Board packet. Ms. Bailey stated that total operating expenses are \$2,516.00 under budget. There was a discussion about last winter's snow removal invoices. Mr. Fotelargias stated that the Board needs to closely monitor the costs for sand or salt and manpower on all invoices. Mr. Fotelargias agreed that he would identify other snow removal contractors with competitive rates.

The Board reviewed the draft budget included in the Board packet. Ms. Bailey stated that the proposed budget does not have an increase. There are no capital improvements scheduled for 2012 according to the reserve study.

MOTION: Mr. Schell moved, Mr. Mouser seconded, to approve the 2012 proposed budget. 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:

The Board reviewed two proposals to remove three dead trees, grind the stumps, fill the stump holes and remove a leaning tree behind a house.

MOTION: Mr. Schell moved, Ms. Lindemans seconded, to approve the proposal for tree work from Davey Commercial Grounds Management in the amount of \$1,315.00. The motion passed unanimously (4-0-0).

Ms. Bailey suggested the Board have a walk through with McFall and Berry to discuss trees and other landscaping issues. Ms. Bailey will contact them to schedule it.

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:

The Board reviewed the Action Items list.

X. NEW BUSINESS:

The Braddock District Supervisor is holding a community information meeting on September 26, 2011 at 7:30 p.m. in the Government Center.

Mr. Schell and Mr. Mouser have been keeping track of trash violations. Mr. Schell noted that there are some residents who consistently violate the trash rules. Violation warning letters have been mailed out multiple times. The Board agreed to call residents to appear at violation hearings.

Mr. Schell noted that the Service First Management contract will be up for renewal soon and the Board has to give Service First ninety (90) days' notice if they want to renegotiate the terms of the contract.

XI. ADJOURNMENT:

MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to adjourn the Board meeting at 9:11 p.m. The motion passed unanimously (4-0-0).