

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

11550 Cavalier Landing Court
Fairfax, Virginia

October 18, 2011

I. ATTENDEES:

Board Members Present: Adam Schell, President; David Mouser, Treasurer; and Annelies Lindemans, Secretary

Board Members Absent: Sigrid Ebert, Vice President and 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 7:03 p.m.

III. OPEN FORUM:

A homeowner from 11419 Log Ridge Drive was present to respond to a Hearing Notice.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to approve the September 20, 2011 Board meeting minutes as submitted. The motion passed unanimously (3-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

No report was given.

B. Architectural Review:

There were no applications to review.

C. Covenants & Parking:

The Board had a general discussion about the Hearing Notices that were mailed for repeated trash can violations. Ms. Bailey stated that some homeowners contacted her directly to respond to the Notice while others have not responded and they are not present tonight for their Hearing.

MOTION: Mr. Schell moved, Ms. Lindemans seconded, to fine all homeowners who did not respond to their Hearing Notice and to take pictures of all subsequent trash can violations as proof of the violation. The motion passed unanimously (3-0-0).

Minute-By-Minute

D. Grounds Maintenance & Landscaping:

No report was given.

VI. FINANCIALS:

The Board reviewed the financial statements included in the Board packet. Mr. Schell asked Management for clarification of a line item for attorney's fees labeled as "collections escrow." There was a general discussion about how credit card payments are handled because the Association's Website Provider requires payment by credit card. Ms. Bailey reported that McFall and Berry will reimburse the Association for a recent invoice of \$720.00 because they erroneously billed the Association for tree maintenance that is included in their landscaping contract.

The Board reviewed the delinquency report included in the Board packet. The Board asked Management for clarification on what the attorney's fees are for delinquent accounts.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

There was nothing to report.

B. Grounds Maintenance and Improvements:

Mr. Schell stated that Davey performed the tree removal work approved at the last meeting but they did not fill in the stump holes with top soil as stated in the contract. Ms. Bailey stated she will call Davey about this.

Ms. Bailey stated that McFall and Berry can do a walk through any Saturday. The Board will discuss possible dates and get back to Ms. Bailey to schedule it.

C. Snow Removal:

New snow removal bids are still pending from Mr. Fotelargias. Ms. Bailey stated that the current contractor could not be present tonight to discuss the prior invoices however he plans to attend the November Board meeting.

D. Trash Removal:

There was nothing to report.

E. Pet Waste & Removal:

Mr. Schell noted that the pet waste removal fees are considerably high and asked if there is a way to reduce the cost. Ms. Bailey stated that reducing the frequency of service to every two weeks

Ridgetop Commons

October 18, 2011

Page 3

would reduce the cost. Mr. Mouser suggested reducing the frequency of service in winter but keeping it the same during the summer. Mr. Mouser suggested moving the location of one of the stations to be more central to Ridgetop Commons to discourage other communities from using the bags. Mr. Schell stated he would like to do an informal poll among dog owners in the community to see what they think about this issue. Ms. Bailey will ask Doody Calls about cost reduction options.

VIII. CORRESPONDENCE:

There was no new correspondence to discuss.

IX. OLD BUSINESS:

The Hearing Notices were already discussed.

The Board reviewed the Action Items list. Under Action Items, Ms. Bailey stated that the sprinklers were winterized and shut off; however, Mr. Schell thought the sprinklers were on this morning. Mr. Schell is going to check to make sure they have been shut off.

X. NEW BUSINESS:

A resident reported that a smoke detector low-battery beep is sounding continuously in an empty house. Mr. Schell will follow up with the resident. If the resident can provide an address, Management can contact the owner.

Mr. Schell provided an FCRA update. The FCRA Board President resigned. The two open Board seats were filled by homeowners from Westcott and Parkside.

XI. ADJOURNMENT:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to adjourn the Board meeting at 8:20 p.m. The motion passed unanimously (3-0-0).