

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

11550 Cavalier Landing Court
Fairfax, Virginia

November 15, 2011

I. ATTENDEES:

Board Members Present:

Adam Schell	President
David Mouser	Treasurer
Annelies Lindemans	Secretary
John Fotelargias	Member at Large

Board Members Absent:

Sigrid Ebert	Vice President
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Others Present:

Rose Bailey	Service First Management
Nancy Carter	Stephens & Company
Kat Feuti	Recording Secretary, Minute-By-Minute

II. CALL TO ORDER:

Mr. Schell called the meeting to order at 7:02 p.m.

III. OPEN FORUM:

There were no residents in attendance.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to approve the October 18, 2011 Board meeting minutes as submitted. The motion passed unanimously (4-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events: No report was presented.

B. Architectural Review: No report was presented.

C. Covenants & Parking: No report was presented.

D. Grounds Maintenance & Landscaping: No report was presented.

VI. FINANCIAL MANAGEMENT:

The Board reviewed the Financial Statements.

Minute-By-Minute

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The check from the Electric Company has been received with a final bill showing a balance of zero. Ms. Bailey will send a copy to the Board. Mr. Schell recapped the situation with Ms. Carter where the electric company had been over paid for several years.

Legal Action Updates: Ms. Bailey reviewed the status report section of the management report. She explained the discrepancies and that the difference should be approximately a one month assessment.

Sprinkler services are higher than the budgeted amount due to repair service during the summer. Ms. Bailey will send the three total invoices to the Board.

A new CAB account had been opened with \$500 but will be closed.

Collections Escrow: Ms. Bailey will find out what this is and get back to the Board.

VII. CONTRACT SERVICES:

A. Grounds Maintenance and Improvements: The Board is still waiting for the expert opinions based on the walkthrough.

B. Trash Removal: No report was presented.

C. Pet Waste & Removal: There was a brief discussion concerning placement, frequency, and costs. The Board would like to get feedback from the community.

D. Board Meeting Minutes: There was nothing to report.

E. Snow Removal: There was a discussion concerning companies. Ms. Bailey will send names to the Board.

VIII. CORRESPONDENCE:

There was no new correspondence to discuss.

IX. OLD BUSINESS:

Previous Action Items:

A new reimbursement check will be cut for Mr. Schell

Davey's Tree – completed.

Walkthrough – completed.

X. NEW BUSINESS:

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MOTION: Mr. Schell moved, Mr. Fotelargias seconded, to move the December Board meeting to the third Tuesday in January. The motion passed unanimously (4-0-0).

MOTION: Mr. Schell moved, Mr. Mouser seconded, to fund a new account for the new Management Company in the amount of \$2,500. The motion passed unanimously (4-0-0).

Recordation of Items That Occurred Without Meetings:

The Board agreed **BY UNANIMOUS CONSENT** to change management companies to Stephens & Company.

XI. ADJOURNMENT:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to adjourn the November Board meeting at 7:43 p.m. The motion passed unanimously (4-0-0).