

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

11550 Cavalier Landing Court  
Fairfax, Virginia

March 20, 2012

**I. ATTENDEES:**

Board Members Present:

Adam Schell	President
David Mouser	Treasurer
Annelies Lindemans	Secretary

Board Members Absent:

Sigrid Ebert	Vice President
John Fotelargias	Member at Large

Others Present:

Nancy Carter	Stephens & Company
Karen Case	Recording Secretary, Minute-By-Minute

**II. CALL TO ORDER:**

Mr. Schell called the meeting to order at 7:05 p.m. and verified the presence of a quorum and proof of meeting notice. There were no amendments to the agenda.

**III. OPEN FORUM:**

There were no homeowners present. There was a general discussion about a complaint received from a homeowner regarding noise and construction nails in the street. Ms. Carter will follow up with the homeowner.

There was a general discussion about preparation for the Annual Meeting in May. There will be two vacancies on the Board. Mr. Schell announced that he will be resigning from the Board in May because he is moving out of the community. The Board would like to increase attendance at the meeting this year.

The Board discussed soliciting volunteers to take on the website duties after Mr. Schell resigns.

**IV. APPROVAL OF MINUTES:**

**MOTION: Mr. Schell moved, Mr. Mouser seconded, to approve the February 21, 2012 Board meeting minutes as revised. The motion passed unanimously (3-0-0).**

**V. OFFICERS/DIRECTORS REPORTS:**

There were no reports presented.

**VI. COMMITTEE REPORTS:**

- A. Communications & Events:** Mr. Mouser suggested having a community party to increase community involvement. Ms. Carter suggested some ideas such as a community yard sale, pizza party, and also connecting an event to National Night Out.
- B. Architectural Review:** Mr. Schell reported that he received an exterior modification application for a deck. Mr. Schell will look at the back of the house and forward the application to the rest of the Board for review. The Board briefly discussed getting volunteers for the Architectural Review Committee.
- C. Covenants & Parking:** Ms. Carter will provide a sample of a yellow reflective “No Parking” sign that is more visible to reduce non-residents from parking in Ridgetop Commons. Ms. Carter suggested adding a sign to an existing sign post to alert drivers to slow down where residents are pulling out of their driveways. Ms. Carter will provide samples to the Board. Mr. Mouser noted that it may be appropriate to add a stop sign. Ms. Carter said that she is planning to do the annual covenants inspection in April.
- D. Grounds Maintenance & Landscaping:** There was a walk through with McFall and Berry. Ms. Carter reported on common area items that need repair or sprucing up.

**VII. MANAGEMENT REPORT:**

- A. Action Item Report:**
- The monthly invoices from FCRA have been received.
  - The auditors said the purchase of the sprinkler system was recorded as a site improvement.
  - The community letter regarding community policies should go out by the end of the month.
  - The auditors have completed the field work and records are ready to be retrieved from Service First.
  - Management is in the process of revising the Welcome Book.
  - Management has requested a certificate of insurance from Doody Calls.
  - The landscaping walk through with McFall and Berry was done.
  - The contact information with the snow removal contractor, Fairfax Paving, has been updated.
  - Management has contacted the auditors about the status of the bank accounts.
  - The streetlight at the playground is working now.
  - Management has contacted Service First and they said there is no lock box.
- B. Financial Reports:** Ms. Carter gave an overview of the financial reports. Ms. Carter said that they are closer to separating the reserve funds from the operating funds in the Alliance account. The Association needs a money market account designated as reserves to make monthly contributions to reserves. Ms. Carter said that new bank signature cards will be needed after the election to make sure two people from the Board are the only signers on the accounts. Ms. Carter said they will pick up the check that closes the old account and this will resolve the issue of the negative line item in the operating fund. The Board discussed re-categorizing some line items in the budget to have a clearer picture of the expenses. Ms. Carter would like to add more definitive line items such as trees and fence.

**MOTION: Mr. Schell moved, Mr. Mouser seconded, to re-categorize the \$3,765.00 budgeted for “Site Improvements – Landscape” to “Repairs and Maintenance – Landscape”. The motion passed unanimously (3-0-0).**

**VIII. UNFINISHED BUSINESS:**

**Status of 2011 Audit:** The draft audit was included in the Board packet. The representation letter needs to be signed and returned before the audit can be finalized. The Board briefly reviewed the draft and agreed to read through it more thoroughly before the next Board meeting. The representation letter can be signed at the next meeting.

**Investment of Reserve Funds:** Ms. Carter said some portion of the Alliance account will be designated as reserve funds. Once that amount is determined, the Board can move all or some of those funds into a new account. The new account should be designated as reserves and there will be a monthly reserves contribution. Ms. Carter recommended opening a new money market account with Community Association Bank to take advantage of an introductory rate.

**MOTION: Mr. Schell moved, Mr. Mouser seconded, to open a new account with Community Association Bank with the currently held former CD funds and whatever reserve funds are identified in the coming week. The motion passed unanimously (3-0-0).**

Ms. Carter said that CAB needs a letter from the Board and a copy of the meeting minutes to move a CD from the previous management company’s portfolio into the new management company’s portfolio.

**MOTION: Mr. Schell moved, Mr. Mouser seconded, that the Certificate of Deposit held in Community Association Bank should be identified as Ridgetop Commons Reserve Funds c/o Stephens & Company. The motion passed unanimously (3-0-0).**

Ms. Carter said the goal for next month will be to come up with a laddering plan for these investments.

**IX. NEW BUSINESS:**

**Engagement Letter for the 2012 and 2013 Audits from Goldklang Group:** The Board reviewed the Engagement Letter and asked Ms. Carter to discuss a price reduction with Goldklang Group and get an additional quote.

**X. EXECUTIVE SESSION:**

The Board moved into Executive Session at 8:52 p.m. to discuss delinquent accounts and legal matters.

The Board moved out of Executive Session at 9:14 p.m. and reconvened the General Session.

**XI. ADJOURNMENT:**

**MOTION: Mr. Schell moved, Mr. Mouser seconded, to adjourn the Board meeting at 9:14 p.m. The motion passed unanimously (3-0-0).**