

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

11550 Cavalier Landing Court
Fairfax, Virginia
April 17, 2012

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:

Nancy Carter	Stephens & Company
Michael Feuti	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 comments made during Open Forum.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to approve the March 20, 2012 Board meeting minutes as presented. The motion passed unanimously (4-0-0).

V. OFFICERS/DIRECTORS REPORTS:

Mr. Schell asked about the Ridgetop Commons g-mail address. It was originally set up to forward automatically to the previous property manager. Mr. Schell will set this up to forward emails to Ms. Carter's email address.

VI. COMMITTEE REPORTS:

- A. Communications & Events:** There was nothing to report.
- B. Architectural Review:** There are a few new submissions. A few residents do not have decks. Someone needs to inspect the new deck to make sure it is built according to the approved plans. Mr. Fotelargias will take a look at the deck. There was a discussion as to whether or not the deck meets the architectural guidelines. There was also a discussion about updating these guidelines to specify the construction of decks.
- C. Covenants & Parking:** There was an email forwarded to Ms. Carter concerning parking. There is no way to identify cars from the community. There are cars from neighboring communities that take parking spots in the community. A resident complained that a car was parked in the community over night. Currently there are stickers that some members of the Board place on cars from outside the community for an initial warning. On a second offense the car is towed. Mr. Fotelargias does not believe that residents are aware of how this is being handled and the process needs to be communicated to them. Mr. Fotelargias suggests setting up a more substantial parking committee and coming up with stronger guidelines. Mr. Fotelargias will pull some information together and will have it ready to be discussed at the Annual Meeting. Mr. Schell will put together an email to be sent out on the listserv to assist with this. There was a discussion on how to handle community assistance. The tagging of cars should ultimately be the responsibility of the Board.

Mr. Schell mentioned an Audi that has been sitting for a few weeks. Mr. Fotelargias knows whose car it is. It is a resident's car whose wife just had a baby. Mr. Fotelargias will mention it to him. Mr. Schell will write up a draft set of rules for parking.

- D. Grounds Maintenance & Landscaping:** Mr. Mouser mentioned that some branches that were supposed to be cleared were still there. Mr. Carter has followed up and explained that this is done in conjunction with annual pruning. Later this month or in early May a walk around will be done to identify problem branches. The Board identified many trees that are encroaching on the area behind Timberlog and Parkside. Mr. Schell mentioned that there is no limit on the height of the trees that need to be trimmed according to the contract as this section was intentionally removed when the new contractor was hired. There are trees that have problem limbs that are over 12 feet. These can be reviewed in the walkthrough and determined by volume how these need to be addressed.

VII. MANAGEMENT REPORT:

- A. Action Item Report:** The trash mailer will be sent out this week. Ms. Carter is working on the welcome packet and it should be done by the end of the month. The CAB letter officially requesting new addresses has been written. There was no chance to talk about the 2012 audit proposal. Mr. Schell noticed the audit for 2011 has still not been approved. Payment of the REC fee is proceeding. They did not receive one payment. The budget change voted on in the last Board meeting will be reflected in the April financials. Mr. Mouser mentioned that bags of trash not placed in cans have become more of a problem recently. Mr. Schell would like to see the letter before it goes out.

Ridgetop Commons

April 17, 2012

Page 3

Ms. Carter discussed signs in the community specifically concerning the area identified during the last Board meeting. She provided samples for the Board to review. The signs are \$115 and a handyman would be hired to install the signs. Someone coming from the Parkside direction would see the sign. The number for the towing company will be added and HOA will be removed so the community name can be larger. The letters will be all lower case except for PARKING, RESIDENTS & GUESTS and TOWED. The same size font for all other words will be used except for Ridgetop Commons.

MOTION: Mr. Mouser moved, Mr. Schell seconded, to approve the sign for people coming from the Parkside direction. The motion passed unanimously (4-0-0).

Ms. Carter also mentioned the front of the community where the monument is. She suggested a speed limit sign for this area. This is not enforceable by the Police but would assist in encouraging people to slow down.

MOTION: Mr. Mouser moved, Mr. Schell seconded, to approve the purchase of four signs to help reduce speeds in the parking area. The motion passed unanimously (4-0-0).

B. Financial Reports: The variance in reserve funds versus operating has been solved. Ms. Carter went through the financials, provided the totals and explained how the transfers were being made.

Mr. Carter reviewed the income statement. There is a slight variance and Ms. Carter explained it. She asked if the Board had Directors and Officers insurance. Mr. Schell believes they do have one policy that covers everything. He reviewed an insurance statement from State Farm from 2006. Ms. Carter has two copies of statements that expire in November of 2012 but they do not seem to be Officers and Directors insurance. She has on her action item list to contact the insurance company to make sure the Board has the appropriate coverage.

VIII. UNFINISHED BUSINESS:

A. Status of 2011 Audit: Mr. Carter has reviewed the draft audit. Once accepted the balance sheet will be updated. The last few budgets had an operating cash deficit. This was noticed by Ms. Carter and explained by Mr. Schell. She questioned the way the operating funds were being handled. There seems to be a \$14,000 or \$15,000 balance in operating cash historically. Mr. Schell seems to think this is correct. This came up because when the refund from Dominion was placed in the correct area it should have made a larger impact if there was not a deficit. Ms. Carter will do some additional investigating to make sure things are being handled correctly. The auditor did not mention any red flags.

Mr. Schell mentioned that the audit talked about the reserves. They claim the study says the Association should contribute \$18,411 and the budgeted amount is \$28,911. The new reserve study says the contribution should be the exact amount of \$28,911. This needs to be corrected. A modified version will be supplied for approval at the next Board meeting.

B. Investment of Reserve Funds: Ms. Carter provided the latest rate sheet from Mutual of Omaha. This will be good through July and needs to be revisited by August 1st. This will be assessed in the summer. There are three CDs that can be considered for laddering as they mature.

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 (4-0-0).

IX. NEW BUSINESS: The Annual Meeting is set for May 15, 2012. There will be two open positions on the Board. A representative is needed for the pool and committee participation needs to be encouraged. Refreshments will be served and the proxy process will be explained. Ms. Carter explained how the voting process works and will send a mailing out to the residents about the Annual Meeting. The proxy voting form needs to be reviewed and will be included in the mailing. The numbers required for quorum will be mentioned in the mailing as well. A second mailing will be sent out and she would like to include a brief bio of anyone wanting to run for the Board. Mr. Schell will put together a President's report. Mr. Mouser will present a brief financial report.

X. RECORDATION OF BOARD DECISIONS MADE IN LIEU OF MEETING:

There were no decisions made in lieu of meeting.

XI. EXECUTIVE SESSION:

The Board reviewed the delinquent accounts and the collection process.

MOTION: Mr. Schell moved, Mr. Mouser seconded, to convene an Executive Session at 8:52 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Schell moved, Mr. Mouser seconded, to adjourn return to Open Session at 9:01 p.m. The motion passed unanimously (4-0-0).

XII. ACTIONS TAKEN FOLLOWING EXECUTIVE SESSION:

There were no actions taken following Executive Session.

XIII. ADJOURNMENT:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to adjourn the Board meeting at 9:01 p.m. The motion passed unanimously (4-0-0).