

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

11550 Cavalier Landing Court
Fairfax, Virginia

January 17, 2012

I. ATTENDEES:

Board Members Present:

Adam Schell	President
Sigrid Ebert	Vice President
David Mouser	Treasurer
Annelies Lindemans	Secretary

Board Members Absent:

John Fotelargias	Member at Large
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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.

III. OPEN FORUM:

Mr. Mouser said that there appears to be a problem with how the shower pans were installed in both bathrooms in his house. Mr. Mouser asked if this might be a problem across the community and suggested checking with other homeowners.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to approve the November 15, 2011 Board meeting minutes as submitted. The motion passed unanimously (4-0-0).

Ms. Carter will contact Dominion for a final bill showing a zero balance.

V. COMMITTEE REPORTS:

A. Communications & Events: No report was presented.

B. Architectural Review: Mr. Schell stated the Architectural Modification form needs to be revised with the new management company information.

C. Covenants & Parking: Mr. Mouser said he was concerned about people speeding through the community. Ms. Carter will get speed limit sign samples for the Board.

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D. Grounds Maintenance & Landscaping: Some items from the October walk through with McFall and Berry have not been completed. The foliage around the monument lights needs trimming. Mr. Schell said the soil sample results were normal. Ms. Ebert said that leaf removal was less thorough than previous years and suggested mentioning this to McFall and Berry.

VI. FINANCIAL MANAGEMENT:

The Board reviewed the Financial Statements.

Ms. Carter will get new signature cards for the Board members to sign for all of the Association's accounts. A CAB rate sheet was included in the Board packet for review. Ms. Carter will make a recommendation to the Board for reinvesting the CD that matured on January 13, 2012. There was a general discussion about how to handle two ongoing delinquent accounts.

VII. CONTRACT SERVICES:

A. Grounds Maintenance and Improvements: No report was presented.

B. Trash Removal: Mr. Mouser said there is a problem with residents putting trash out in bags rather than the trash cans. Mr. Mouser suggested mailing a notice to remind residents about the trash policy and that it will be strictly enforced.

C. Pet Waste & Removal: Ms. Ebert said that some residents are bringing dogs into the tot lot which is prohibited. Ms. Ebert suggested mailing a notice in the spring to remind residents about the policy.

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

E. Snow Removal: The snow removal contract with Fairfax Paving and Concrete was signed. Ms. Carter will obtain their certificate of insurance.

VIII. CORRESPONDENCE:

The Association has received notice of two public hearings on February 9, 2012 and February 28, 2012 regarding the proposed development of the property adjacent to Ridgetop Commons.

IX. OLD BUSINESS:

There was no old business to discuss.

X. NEW BUSINESS:

Status of 2011 Audit: Ms. Carter said the field work for the audit is scheduled to begin next week.

Investment of Reserve Funds – CAB Rate Sheet: The Board discussed this item under Financial Management.

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

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The Board agreed **BY UNANIMOUS CONSENT** to accept the snow removal contract with Fairfax Paving and Concrete.

XII. ADJOURNMENT:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to adjourn the Board meeting at 8:41 p.m. The motion passed unanimously (4-0-0).