

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

11550 Cavalier Landing Court
Fairfax, Virginia

February 21, 2012

I. ATTENDEES:

Board Members Present:

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

Board Members Absent:

None

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.

III. OPEN FORUM:

Bob Dodd was contacted last month and told his ACH payment did not process correctly. It was determined that there was a processing error by the bank. This was corrected.

Mr. Schell mentioned some street lights were out. Ms. Ebert indicated they were back on.

A resident contacted the Board concerning a noise complaint. There have been no additional complaints. Mr. Schell would like to know how to proceed. Ms. Carter indicated the next action would be a second noise violation letter, sent via certified mail. The owner was told the best recourse was to contact the police. The violator will be requested to come to a hearing at the next meeting if the noise violation happens again. The Board needs to give 14 days' notice for the hearing.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to approve the January 17, 2011 Board meeting minutes as submitted. The motion passed unanimously (5-0-0).

V. OFFICERS/DIRECTORS REPORTS:

There were no reports presented.

Minute-By-Minute

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VI. 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.

VII. MANAGEMENT REPORT:

A. Action Item Report:

- The invoice for the FCRA has been received.
- Vendors have been notified.
- Dominion Power statement shows a \$0 balance.
- McFall and Berry will be followed up with and a walk around done before March 19.
- RSS feeds can be done on the website. The format would need to be changed. Mr. Schell determined it would not be worth the effort.
- Hearing information has been posted.
- Two leaf removals were done last fall. The contractor is willing to clean up the front yards if necessary. The mowing contract specifies that they will do the front yards where the leaf removal portion of the contract does not. But as it is the same contract it should. Mr. Schell wants to make sure next fall when the leaves are removed from the street that the yards are done as well.
- The cost allocation for the sprinkler system is being looked into.
- The notice about the trash policy has not gone out yet. This will be bundled with other informational items. Trash cans are always being left out. This will be an item addressed in the mailing. A letter about dogs in the playground will be included as well.
- Fairfax Paving has been contacted.
- Field work has been done on the audit. It will be picked up this week.
- Ms. Carter has her code to enter the clubhouse.
- The architectural form has been updated and sent to Mr. Schell for posting on the website.
- Samples of speed limit signs and posts were reviewed. There was a discussion on how to enforce the speed limits. The location of the proposed signs was also discussed. Other signs for safety issues were discussed. Mr. Mouser asked about changing a specific traffic safety problem area.

- B. Financial Reports:** Mr. Schell was trying to track the money presented in the December report and match it with this month. The cash at the Alliance account needs to be adjusted to show the balance under operating fund and balance under reserve fund. Ms. Carter gave an overview of the financial reports. She accounted for differences and explained various items. She explained other items that did not fall within the correct months. Expenses are slightly understated for the month of January. There were no violation inspections and no properties were sold in January.

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Mr. Mouser questioned an item concerning a negative variance. Ms. Carter explained that the operating interest income was not split up from the reserves interest income. She made an allocation of \$12 for interest on the operating income. Interest of reserves was set to \$19.80. The actual differs from the budget which is where the variance comes from.

Other budget line items were split out when possible.

Mr. Schell noted that there were some expenses not accrued on the January reports. Ms. Carter has sent an email requesting invoices. Ms. Carter explained that some bills may have been sent to Service First instead of to their office. All the vendors have been called and asked to forward invoices to Stephens and Company.

There was a brief discussion on the allowance for bad debt line item.

Ms. Carter would like to get a money market fund in which to deposit the monthly contributions to reserves.

VIII. UNFINISHED BUSINESS:

Investment of Reserve Funds – Summary Report: A CD has matured and options for investing were discussed. Further questions need to be answered and additional work needs to be done on the financials before a decision can be made. Mr. Mouser would like a column added to the investment spreadsheet with the calculated maturity balance shown. The check from Washington First will be held onto until the above issues are resolved and then an investment option can be selected.

IX. NEW BUSINESS:

Mr. Mouser mentioned that his neighbor was displeased after the last snowfall that no one had done any sanding in the area. The sand spreading was done by the decision of Fairfax Paving and was a good decision.

X. EXECUTIVE SESSION:

The Board moved into an Executive Session to discuss delinquencies.

ACTIONS TAKEN FOLLOWING EXECUTIVE SESSION:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to authorize writing off the \$25 due from the owner of Lot 34. The motion passed unanimously (5-0-0)

XI. ADJOURNMENT:

MOTION: Mr. Schell moved, Mr. Mouser seconded, to adjourn the Board meeting at 8:25 p.m. The motion passed unanimously (5-0-0).