FINAL

MINUTES OF THE RIDGETOP COMMONS

# HOMEOWNERS ASSOCIATION

**BOARD MEETING**

11550 Cavalier Landing Court

Fairfax, Virginia

##### April 2, 2014

**I. ATTENDEES:**

Board Members Present: David Mouser, President; Annelies Lindemans, Vice President; Sigrid Ebert, Treasurer; and Scott Bumgarner, Member at Large

Board Members Absent: None

Others Present: Nancy Carter, Stephens & Company; and Karen Case, Recording Secretary

**II. CALL TO ORDER:**

Mr. Mouser called the meeting to order at 6:35 p.m.

**III. OPEN FORUM:**

A homeowner spoke to the legal foundation regarding the reserved parking. He said some residents expressed an interest in forming a committee to help with the parking issue. The Association needs to find a way to stop residents of neighboring communities from parking in Ridgetop. This could be done by providing residents with hang-tags to identify vehicles that don’t belong in the community. He spoke to problems with on-going violations such as garbage bins being out throughout the week.

**IV. OFFICERS/DIRECTORS REPORTS:**

There were no officer reports.

**V. MANAGEMENT REPORT:**

Ms. Carter reported on the inspection she did yesterday. The list of violations was included in the Board packet. There was a discussion about recurrent trash can violations. Ms. Carter said one option is to amend the policy to cite residents who repeatedly violate the policy. A homeowner asked if American Disposal can offer a smaller wheeling bin. He also noted someone is filling the common area trash can by the tot lot.

Ms. Carter discussed the financials. She noted snow removal has been more expensive, but it is still within the budget for the year. There is a transfer due from the reserves back to the operating fund for expenses paid last year for reserve items in the amount of $4,176. Receivables are very small and will be discussed during Executive Session. Two CDs mature this month. Ms. Carter will email interest rates to the Board for review. She said the money market funds are high and she can build an investment plan if the Board would like. New bank signature cards should be signed after the annual meeting.

Mr. Mouser asked Management to get quotes for street sweeping which is not included in the current Premium contract. The action items list was reviewed.

There was a brief discussion about light posts. Sigrid noted the globe on a recently replaced light post looks much nicer than the others. Mr. Mouser suggested the Board take a look at them during the next walk through.

There was a discussion about the website and Board email distribution list. Mr. Bumgarner needs to be added to the list. Ms. Ebert asked Ms. Carter for the list of homes that do not have an email address on file. She will try to get them this summer.

**VI. ARCHITECTURAL REVIEW APPLICATIONS:**

Ms. Carter said she got the signature from the second neighbor.

**MOTION: Ms. Lindemans moved, Mr. Mouser seconded, to approve an architectural review application for a fence. The motion passed unanimously (4-0-0).**

**VII. APPROVAL OF MINUTES:**

**MOTION: Mr. Mouser moved, Ms. Ebert seconded, to approve the March 5, 2014 Board meeting minutes as presented. The motion passed unanimously (4-0-0).**

**VIII. UNFINISHED BUSINESS:**

**New Policy – Parking and Towing of Vehicles – Legal Opinion:** Ms. Carter discussed the 2004 legal opinion from Rees Broome and the current legal opinion from Segan Mason & Mason. The Board discussed next steps including creating a parking committee and obtaining a recommendation from the attorney regarding options for moving forward.

**Welcome Booklet – Draft for Board Approval:** Mr. Mouser has some recommendations for edits. Ms. Carter will send a soft copy to Mr. Mouser.

**Proposals for Concrete Repairs:** Ms. Carter asked the contractor to inspect the concrete again to see if there are any new problems caused by the harsh winter. Concrete work is projected in the reserve study for this year. Mr. Mouser asked for the information ahead of the next meeting.

**Proposals for Gazebo Lighting:** Ms. Carter is gathering two additional quotes. Mr. Mouser mentioned the idea of installing lights by the pet waste stations.

**Contract with Premium for Grounds:** Ms. Carter provided the contract for signature. She requested clarification on whether the scope of service/RFP should include taking care of the front yards of the non-garage units. The Board discussed this and the general consensus was not to include the front yards. The Board chose the one year option and Mr. Mouser signed the contract.

**IX. NEW BUSINESS:**

**Planning for 2014 Annual Meeting:** The Board discussed possible dates for the annual meeting. Ms. Carter will check the clubhouse availability and send dates to the Board.

**X. EXECUTIVE SESSION & ADJOURNMENT:**

The Board agreed **BY CONCENSUS** to move into an Executive Session to discuss delinquencies at 8:12 p.m.

The Board agreed **BY CONCENSUS** to move out of Executive Session and reconvene the General Session at 8:28 p.m.

Ms. Carter discussed a request from a homeowner for tree trimming. Mr. Mouser directed Management to ask Premium about the trees in general, and to find out whether Premium can do the work or if the Association will need to hire an arborist.

**XI. ADJOURNMENT:**

**MOTION: Mr. Mouser moved, Ms. Ebert seconded, to adjourn the meeting at 8:32 p.m. The motion passed unanimously (4-0-0).**