FINAL

MINUTES OF THE RIDGETOP COMMONS

# HOMEOWNERS ASSOCIATION

**BOARD MEETING**

11550 Cavalier Landing Court

Fairfax, Virginia

##### July 2, 2014

**I. ATTENDEES:**

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

Board Members Absent: Sigrid Ebert, Treasurer

Others Present: Nancy Carter, Stephens & Company; Karen Case, Recording Secretary; and Dan DuBray, Parking Committee

**II. CALL TO ORDER:**

Mr. Mouser called the meeting to order at 6:32 p.m.

**III. OPEN FORUM:**

A homeowner asked about a tree that was full of wasps and sticky stuff. Ms. Carter said someone was supposed to be out to take care of it. She will check to make sure it was done.

**IV. PARKING COMMITTEE REPORT:**

A memo was included in the Board packet. Mr. DuBray presented the committee’s findings and recommendations to the Board. He discussed issues of concern including non-resident vehicles and the reserved parking easement for non-garage units. He also discussed the committee’s recommendations for corrective strategy in a phased approach. This includes rescission of the reserved parking easement and a hangtag method for resident and temporary guest parking. The committee is requesting an expenditure of funds for initial activities including legal review to finalize the new policy resolution and correspondence to the community. Mr. Mouser thanked the committee for its time and efforts. The Board asked follow up questions. Mr. Bumgarner is the Board’s representative on the Parking Committee.

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to authorize the Board’s representative on the Parking Committee to convene a meeting with Legal Counsel up to three hours long. The motion passed unanimously (3-0-0).**

**V. APPROVAL OF MINUTES:**

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to approve the May 7, 2014 Board meeting minutes as presented. The motion passed unanimously (3-0-0).**

**VI. MANAGEMENT REPORT:**

**Architectural Review Application:** The Board reviewed and discussed an application for a deck. The Board asked Management to request more information on a height view and parcel distance between the back of the house and rear property line.

**Financials:** The Board reviewed and discussed the financials in the Board packet. Mr. Mouser asked Management to look at the CD rates prior to the next meeting and the Board can make a decision about reserve investments at the next meeting.

**VII. UNFINISHED BUSINESS:**

**Proposals for Gazebo Lighting:** Ms. Carter said an additional proposal is pending.

**Welcome Booklet – Draft for Board Approval:** The latest version from Mr. Mouser is in the Board packet. Ms. Carter suggested a cover page and table of contents page.

**Pot Hole Repair:** Ms. Carter said the pot hole is still there. VDOT has not given any commitment on when they will fix it.

**Tot Lot Mulch:** A proposal for additional tot lot mulch was included in the Board packet. The Board reviewed and discussed the proposal. The proposal was amended to make sure the amount of mulch will completely cover certain areas.

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to approve the proposal from Premium in the amount of $900.00 for tot lot mulch as amended. The motion passed unanimously (3-0-0).**

**Concrete Repairs:** An additional proposal was included in the Board packet. Ms. Carter discussed the proposals. The Board will review the proposals more thoroughly and discuss at the next meeting.

**Street Sweeping:** Ms. Carter has not found any additional contractors to provide proposals.

**Information on Original Facades:** Brookfield does not have any brochures or documents showing the facades of the buildings.

**Landscaping:** Mr. Mouser asked for the new account manager to provide a general write-up regarding their assessment/recommendations for landscaping.

**VIII. NEW BUSINESS:**

**Repair of Swale Between 4215 Timber Meadow:** The contractor did not provide pictures of the end result. He stated it will be level with grass. Ms. Carter discussed the two drainage issues in the community. The Board reviewed proposals and pictures. The Board discussed whether to find a company to provide an engineering solution. The Board will revisit this issue at the next meeting.

**VDOT Public Hearing:** Ms. Carter said A VDOT public hearing about the intersection is tentatively scheduled for July 28, 2014 at 7:30 p.m. at the Fairfax County Government Center. She has passed along concerns about the school buses and other issues to the VDOT representative.

**Miscellaneous Repairs:** MDB has already tightened all the bolts and greased the gate/bolts at the playground. A proposal for minor repair at the gazebo is pending. The Board reviewed and discussed a proposal for bench and arbor repairs to deal with rotted wood and mildew.

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to approve the proposal from MDB for power washing, removing mildew, prep and painting of arbors and benches as amended in the amount of $3,045.00. The motion passed unanimously (3-0-0).**

**IX. EXECUTIVE SESSION:**

The Board agreed **BY CONCENSUS** to move into an Executive Session to discuss delinquencies at 8:28 p.m.

The Board agreed **BY CONCENSUS** to move out of Executive Session and reconvene the General Session at 8:33 p.m.

The Board agreed to change the Board meeting time to 7:00 p.m.

Mr. Mouser asked Ms. Carter for a list of the projects discussed during the walk through so the Board can begin to prioritize them.

**X. ADJOURNMENT:**

**MOTION: Mr. Mouser moved, Mr. Bumgarner seconded, to adjourn the meeting at 8:36 p.m. The motion passed unanimously (3-0-0).**