FINAL

MINUTES OF THE RIDGETOP COMMONS

# HOMEOWNERS ASSOCIATION

**BOARD MEETING**

11550 Cavalier Landing Court

Fairfax, Virginia

##### October 1, 2014

**I. ATTENDEES:**

Board Members Present: David Mouser, President; Annelies Lindemans, Vice President; Joseluis Jimenez, Member at Large (arrived at 8:26 p.m.); 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 7:03 p.m.

**III. OFFICERS REPORTS:**

Mr. Bumgarner gave an update on scheduling the meeting with the attorney regarding parking. Ms. Carter will try to schedule the meeting on October 10th or 17th.

Mr. Mouser said there has been no update on the Ridgetop Road “Road Diet” plan from VDOT.

**IV. APPROVAL OF MINUTES:**

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

Ms. Carter will email the August financials to the Board.

**V. ACTION ITEM REVIEW:**

Landscaping – Trimming Bushes: Ms. Carter has spoken with the landscaper. She will meet with him next week to go over the trimming and several other things in the community. Mr. Mouser said they need to pick up the dead tree limbs around the Government Center Parkway entrance. The landscape lights at one monument are still obscured.

CD Rates – Investments: Ms. Carter provided CD rates at several banks and recommendations for investment amounts and terms. The Board reviewed the rates and asked Ms. Carter to find out if Washington Bank needs a new application or if the existing one can be used to establish a new CD.

Pet Station Landscaping: Ms. Carter has not received a proposal yet. She will follow up with J. Reynolds.

Tot Lot Gate Latch: The repair is pending.

**VI. OPEN FORUM:**

A resident noted the text for the Board meeting time needs to be changed on the website. Also, there is a resident who is leaving their trash can out everyday. There was a discussion about how to address ongoing trash can violations. Any resident who was mailed a trash can violation letter in the last two months will be called to a hearing at the next Board meeting if a repeat violation is observed. Ms. Carter will provide a report on the violation letters that have been mailed.

A resident suggested posting a list of the approved external modification applications on the website so that residents know whether an application has been submitted and approved when a neighbor is modifying their property. There is a scooter that appears to be stored in a parking spot.

Mr. Mouser asked for a disclosure packet agenda item to be added to future meetings.

**VII. UNFINISHED BUSINESS:**

**Proposals for Concrete Repairs:** The Board reviewed and discussed three proposals. The Board decided to hold off on converting the steps behind 17 and 18 to a continuous grade path until more information on ADA compliance is obtained.

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to approve the Brothers Paving proposal to fix the curbs, gutters and sidewalks in the amount of $11,027 to be paid out of the reserve fund. The motion passed unanimously (3-0-0).**

**Repair of Swale Behind 4215 Timber Meadow:** Repair is in progress.

**Repair of Swale Behind 4219 Timber Meadow:** Item is tabled.

**Repair of Swale Between 4154/4156 Timber Log:** Repair is in progress.

**CD Rates – Investments:** Discussed under Action Item Review.

**Report from Parking Committee:** Discussed under Officers Reports.

**Proposal for Gravel Path at 11420 Log Ridge:** Item is tabled.

**VIII. NEW BUSINESS:**

**Proposals for 2015 Grounds Maintenance:** Proposals are pending; tabled until next meeting.

**Proposals for 2014-15 Snow Removal Services:** Proposals are pending; tabled until next meeting.

**Draft 2013 Audit:** Management provided the draft audit for the Board’s review. The management representation letter needs to be signed.

**IX. EXECUTIVE SESSION:**

The Board agreed **BY CONCENSUS** to move into an Executive Session to discuss delinquencies at 8:11 p.m.

The Board agreed **BY CONCENSUS** to move out of Executive Session and reconvene the General Session at 8:24 p.m.

The Board discussed a problem with vehicles parked in fire lanes when children are getting on and off the school bus. The Board will determine the exact times this is happening. Ms. Carter will send the Board a sample letter authorizing police to come onto the property to address this.

*Mr. Jimenez arrived at 8:26 p.m.*

Mr. Jimenez noted a problem with vehicles parked in fire lanes at night. These vehicles should be towed immediately.

**X. ADJOURNMENT:**

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to adjourn the meeting at 8:33 p.m. The motion passed unanimously (4-0-0).**