FINAL

MINUTES OF THE RIDGETOP COMMONS

# HOMEOWNERS ASSOCIATION

**BOARD MEETING**

11550 Cavalier Landing Court

Fairfax, Virginia

##### November 5, 2014

**I. ATTENDEES:**

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

Board Members Absent: Joseluis Jimenez, Member at Large

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

**II. CALL TO ORDER:**

Mr. Mouser called the meeting to order at 7:05 p.m.

**III. HOMEOWNER FORUM:**

Homeowner from 11419 Log Ridge Drive said she had a gas leak at her property last week. It was repaired quickly. She suggested residents check for the smell of gas around the meters in their backyards especially with the recent construction nearby. The homeowner also suggested a sign to distinguish Ridgetop from Parkside at the entrance of Government Center Pkwy and Ridgetop Road.

The Board discussed covenants violations. The Board asked Management to run a report of trash and parking violations for the year.

**IV. OFFICERS REPORTS:**

Mr. Bumgarner reported on the parking committee’s meeting with the attorney. He discussed the attorney’s recommendations for parking. Mr. DuBray is going to work on a draft policy to present to the Board.

**V. MANAGEMENT REPORT:**

Ms. Carter reviewed contracts including end dates. The insurance policy renewed with a minor increase to be in compliance with state law.

The Board discussed an architectural review application for landscaping with a stone wall. The Board discussed what modifications require an application. Mr. Mouser suggested putting together some guidance in writing on what requires an application and what does not. He suggested Board members draft something ideas and compare notes at the next meeting. Management will request a copy of the plat from the homeowner who submitted the application.

**VI. APPROVAL OF MINUTES:**

**MOTION: Mr. Mouser moved, Mr. Bumgarner seconded, to approve the October 1, 2014 Board meeting minutes as presented. The motion passed unanimously (3-0-0).**

**VII. TREASURER’S REPORT:**

The Board reviewed and discussed current CD rates.

**MOTION: Mr. Mouser moved, Mr. Bumgarner seconded, to let the $18,612.68 CD roll over into the Washington First CD with a one-year maturity date at 0.5% interest rate. The motion passed unanimously (3-0-0).**

**MOTION: Mr. Mouser moved, Mr. Bumgarner seconded, to take out a one-year CD at Presidential Bank in the amount of $100,000 at 0.95% interest rate contingent upon all of the logistics working out. The motion passed unanimously (3-0-0).**

**VIII. UNFINISHED BUSINESS:**

**Proposals for 2015 Grounds Maintenance:** The Board reviewed and discussed three proposals. Going forward, Ms. Lindemans suggested the Board get some communication from the grounds maintenance company regarding when they were on site and what work was done. Management will request the price for any additional leaf removal as well as the cost to extend service to the front yards. The Board will vote via email by November 14th.

**Proposals for 2014-2015 Snow Removal Services:** Management has received one proposal. The Board will vote via email by November 14th.

**Draft 2013 Audit:** The draft audit needs to be reviewed and the management representation letter needs to be signed.

**IX. NEW BUSINESS:**

**Draft 2015 Budget:** The Board reviewed and discussed the draft budget. Mr. Mouser suggested the Board take a more strategic approached to site improvements in the future. A copy of the draft budget will be sent to Mr. Jimenez for review and the Board will vote via email by November 14th.

**Engagement Letter for 2014 and 2015 Audits – Kahline CPA:** The Board reviewed the contract.

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to retain Kahline CPA services for the 2014 and 2015 audits. The motion passed unanimously (3-0-0).**

**X. EXECUTIVE SESSION:**

The Board agreed **BY CONCENSUS** to move into an Executive Session to discuss delinquencies at 9:22 p.m.

The Board agreed **BY CONCENSUS** to move out of Executive Session and reconvene the General Session at 9:31 p.m.

**XI. ADJOURNMENT:**

The Board meeting was adjourned at 9:31 p.m.