FINAL

MINUTES OF THE RIDGETOP COMMONS

# HOMEOWNERS ASSOCIATION

**BOARD MEETING**

11550 Cavalier Landing Court

Fairfax, Virginia

##### December 3, 2014

**I. ATTENDEES:**

Board Members Present: David Mouser, President; Annelies Lindemans, Vice President; 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. HOMEOWNER FORUM:**

The parking committee reviewed the discussion with the attorney regarding parking. Mr. DuBray said the next step is to have a working session to determine what the parking policy will look like and how to phase it. The draft policy will be reviewed by the attorney; then the committee will bring it back to the Board.

Mr. DuBray suggested some communication to residents regarding the scheduled garbage and recycling days around the holidays. One community put out temporary signs to notify residents.

**IV. APPROVAL OF MINUTES:**

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to approve the November 5, 2014 Board meeting minutes as presented. The motion passed unanimously (3-0-0).**

**V. MANAGEMENT REPORT:**

The Board reviewed and discussed the budget and the financials. The reserve study will be updated in 2015. Ms. Carter will get proposals. Mr. Mouser reported that Mr. Jimenez resigned from the Board.

**VI. ACTION ITEMS:**

The Board reviewed and updated the Action Items Report (see Unfinished Business).

**VII. UNFINISHED BUSINESS:**

**Pot Hole Repairs:** VDOT repairs pending.

**Uplighting at Monuments:** Ms. Carter will follow up on ideas for wider lights, more lights, or repositioning current lights to shine correctly on the monument signs.

**CD Rates - Investments:** Ms. Carter indicated Presidential Bank does have application forms online.

**Concrete Repairs:** Ms. Carter reported the rain has delayed the concrete repairs. A start date is pending.

**2015 Grounds Contract:** The Board discussed the proposals. There was a discussion about the use of bobcats due to some complaints from residents regarding last season’s snow removal. Mr. DuBray noted the potential to go over budget with the use bobcats. The Board discussed the possibility of matching up the dates of the grounds contract and snow contract in the future.

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to retain Premium for grounds maintenance services for 2015 and the contract will be signed at a later time. The motion passed unanimously (3-0-0).**

**Improving Areas Around Pet Stations:** Ms. Carter provided a proposal from Reynolds for a three foot rectangular area with a border and rocks. The Board asked Ms. Carter to ask the grounds company for ideas.

**Renewal of Management Contract:** The Board would like to increase the site visit frequency to two visits per month. Ms. Carter will put it in a renewal letter and send it to the Board.

**VIII. EXECUTIVE SESSION:**

The Board agreed **BY CONCENSUS** to move into an Executive Session to discuss delinquencies at 8:30 p.m.

The Board agreed **BY CONCENSUS** to move out of Executive Session and reconvene the General Session at 8:43 p.m.

**IX. RECORDATION OF BOARD DECISIONS MADE IN LIEU OF MEETING:**

The Board voted unanimously via email to approve the 2015 budget.

**X. ADJOURNMENT:**

**MOTION: Mr. Mouser moved, Ms. Lindemans seconded, to adjourn the December 3, 2014 Board meeting at 8:45 p.m. The motion passed unanimously (3-0-0).**