

DRAFT

**MINUTES OF THE
RIDGETOP COMMONS
HOMEOWNERS ASSOCIATION
BOARD MEETING**

15500 Cavalier Landing Court
Fairfax, Virginia

January 31, 2008

I. ATTENDEES:

Board Members Present: Mike Tembrina, Vice President; Eric Thornsby, Secretary; and Steve Lott, Member at Large

Board Members Absent: Ron Durant, President

Others Present: Ed Maltese, Service First; and Karen Case, Recording Secretary, Minute-By-Minute

II. CALL TO ORDER:

The Board meeting was called to order at 7:43 p.m.

III. OPEN FORUM:

No homeowners were present.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Tembrina moved, Mr. Lott seconded, to approve the December 19, 2007 Board meeting minutes. The motion passed unanimously (3-0-0).

V. COMMITTEE REPORTS:

A. Communications & Events:

Mr. Maltese inquired if the Board had discussed the issue of a webmaster. Mr. Tembrina suggested, and the Board agreed, to table the discussion until the next meeting.

B. Maintenance & Landscaping:

Mr. Tembrina inquired about the resolution of the homeowners' complaints regarding Palmer's Landscaping - reiterating the Board's expectation of professionalism. Mr. Maltese reported on the correspondence from Palmer's and stated that he expressed the Board's concerns to Palmer's.

C. Architectural Review:

Mr. Maltese reported that Mr. Durant has received a few resale disclosure requests which will follow the normal procedure.

D. Covenants:

Mr. Maltese reported that Mr. Venkateswaran moved out of the community. The Board agreed they will need to seek a new volunteer for this committee.

VI. FINANCIALS:

Mr. Maltese reviewed the financials as presented in the Board Packet. Mr. Maltese stated that the Board can draw about \$50,000.00 from the \$63,176.00 in equity to cover improvement costs. Mr. Maltese strongly recommended that the Board consider a combination of fence and/or shrub-lines on the perimeter as a priority to provide demarcation and potentially improve the parking situation.

Mr. Maltese reported the total amount of delinquencies was \$4,136.28 and said this was a relatively small balance given the size of the community.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

Mr. Maltese stated that he contacted the USPS. The Post Office will charge about \$20.00 per future repair. Just for reference, the local USPS can be contacted at 703-591-0458 for future needs.

B. Grounds Maintenance and Improvements:

Mr. Maltese reported the second leaf removal was completed in December.

C. Snow Removal:

Mr. Lott stated that the Board was generally pleased with the last snow removal.

D. Trash Removal:

Mr. Tembrina asked Mr. Maltese to send a kind letter to Doody Calls because they have been doing a stellar job.

VIII. CORRESPONDENCE:

Mr. Maltese reported that he received a homeowner complaint regarding littering of cigarette butts. Mr. Maltese sent letters to both 4114 and 4106 Timber Log Way in response to this complaint.

IX. OLD BUSINESS:

Mr. Maltese stated the vacancies for the Recreation Center and the Board seat are still pending.

Mr. Tembrina proposed that the Board again mail a letter asking for volunteers. Mr. Thornsbury expressed doubt that it would be beneficial, but he would support it. Mr. Lott suggested that the Board plan a social event for spring which may encourage volunteerism.

X. NEW BUSINESS:

The Board discussed the presentations from KT Irrigation and Hydro-Tech.

The Board asked KT to revise their quote to include the option for boring, and additional heads along the Wegman's entrance, and to provide a separate proposal for lighting.

The Board asked Hydro-Tech to provide a separate proposal for lighting.

Mr. Thornsbury suggested they take into consideration when the lot will need to be resurfaced as to whether it is better to choose boring or cuts.

Mr. Maltese reported that a homeowner at 11402 Log Ridge Drive requested an exterior paint color. He also suggested that the Board consider creating a community profile and color chart. The Board agreed to look into this.

XI. ADJOURNMENT:

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 8:38 p.m.

Respectfully submitted,

Secretary

Karen Case, Recording Secretary