

DRAFT

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

15500 Cavalier Landing Court
Fairfax, Virginia

October 30, 2008

I. ATTENDEES:

Board Members Present: Mike Tembrina, President; Fred Lang, Vice President; Bob Dodd, Treasurer (arrived late); and Dan DuBray, Secretary

Board Members Absent: Tom Kessler, Member at Large

Others Present: Rose Bailey, Service First; and Karen Case, Recording Secretary, Minute-By-Minute

II. CALL TO ORDER:

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

III. OPEN FORUM:

No homeowners were present.

IV. APPROVAL OF MINUTES:

MOTION: Dr. Lang moved, Mr. Tembrina seconded, to approve the September 25, 2008 Board meeting minutes. The motion passed (2-0-1) with Mr. DuBray abstaining.

V. COMMITTEE REPORTS:

A. Communications & Events: No report.

B. Grounds Maintenance & Landscaping: No report.

C. Architectural Review: No applications to review.

D. Covenants & Parking: No report.

VI. FINANCIALS:

A. The Board reviewed the financial statements as presented in the Board packet. Mr. Tembrina stated that it will be important to remind Palmer's of what the Board wants in terms of snow removal during the walk-through.

Minute-By-Minute

[Mr. Dodd arrived at 7:17 p.m.]

B. The Board reviewed the status of delinquent accounts. Given the current economic climate, Mr. Tembrina stated that the Board should continue to monitor delinquencies closely.

C. The Board reviewed the draft 2009 operating budget provided by Management. Mr. Tembrina stated that two important objectives are to determine the community improvement priorities and budget for those priorities and to calculate the 2009 assessment fees. The Board discussed budget line items and possible cuts at length. Ms. Bailey reported that the 2009 budget needs to be approved as soon as possible and provided to the community no later than December 1, 2008.

VII. CONTRACT SERVICES:

A. General Maintenance and Repairs:

No report.

B. Grounds Maintenance and Improvements:

No report.

C. Snow Removal:

Mr. Tembrina requested that Ms. Bailey email Palmer's snow removal contract to the Board members for review.

D. Trash Removal:

No report.

VIII. CORRESPONDENCE:

Ms. Bailey reported that there was no new correspondence to discuss.

IX. OLD BUSINESS:

No old business was discussed.

X. NEW BUSINESS:

Dr. Lang stated that he would like the Board to consider a new four-way stop sign on Log Ridge Drive. Mr. Dodd suggested that a three-way stop sign may be more appropriate given the traffic flow at that location. Mr. DuBray suggested that the Board agree to observe that area and resume the discussion at the next Board meeting. Mr. Tembrina asked Ms. Bailey to price two stop signs with metal posts in the meantime.

Mr. Tembrina briefly presented the fencing quotes he received from Long Fence and Hercules and provided those documents for the Board's review. Mr. Tembrina stated the fencing quotes may not be needed at this time if fencing is not included in the 2009 community improvement priorities.

Mr. DuBray offered to explore the VA/MD/DC Homeowners Association resources and bring some of that information to the Board. The Board welcomed this suggestion.

The next Board of Directors meeting will be Monday, November 24, 2008 at 7:00 p.m.

XI. ADJOURNMENT:

MOTION: There being no further business to discuss, the Board of Directors meeting was adjourned by acclamation at 8:35 p.m.

Respectfully submitted,

Secretary

Karen Case, Recording Secretary