

Richland Forest Home Owners Association  
c/o Tri-State Management  
312 E. Market Street SE, Suite C  
Leesburg, VA 20176  
www.richlandforest.com

RFHOA Annual Meeting, Cascades Library,  
Conference Room C  
October 25, 2007

**I. Establishment of Quorum**

We met a quorum with 16 homeowners and proxies according to Sr.V.P.

**Board of Directors in attendance:**

Jeff Long, Acting President  
Sheila Singleton, Secretary  
Natalie Rose, Director  
Shonnie Dennis, Director

Sr. V.P. Tri-State Management Group, Inc.  
George Biondi, Esq. (RFHOA Legal Council)

**II. Call to Order**

At 7:27 P.M.

**III. Proof of Notice of Meeting**

Letter that was sent to the homeowner's.

**IV. Election of Directors**

1-One-Year term ending December 31, 2009  
2-Three year term ending December 31, 2011  
Nominees:  
Natalie Rose (Incumbent)  
Colleen Long  
Steve Satre (floor nomination)

All voting homeowner's present was in favor by raising of hands and the count was recorded by Tri-State Management.

**V. 2008 Budget**

The budget was not approved at the annual meeting. It will be reviewed at the January meeting.

## Treasury Report

Sue Kysela

### Excerpts from Sue's note e-mail dated October 19, 2007:

- a. Taxes: 2006 taxes were filed last month.
- b. Audit reports: Auditor stated that 2006 audit is completed. He needs to speak with the principal of the firm regarding the 2004 and 2005 audits and taxes to determine how they will proceed with these because they have some outstanding questions. I asked him to talk with Ernie Lightfoot and also asked Ernie to follow up with him.
- c. Delinquent Accounts: Our attorney, George Biondi, has made some progress on collecting some of our association's most delinquent accounts. We still have some homeowners who have not responded to his first letter and collection efforts will now go to the next level. I had a discussion with Ernie Lightfoot regarding a handful of homeowners that did not pay last quarter's assessments. We decided that Tri-State will send a letter to these homeowners reminding them to pay their dues. Going forward, I want to have delinquent letters go out from Tri-State for all homeowners that are 90 days late with their payments, and then have our attorney follow up if they have not paid within the next month.

### Questions from the floor:

1. Are we due a reserve study? One was done within the last two years. They are normally done every five years.
2. Which account is holding the funds for the lights in the community? The BOD believes they were transferred to an account earlier this year. We will need to check.
3. Landscaping budget was not at least the same as last year's budget. The Treasurer was not present, however, she will review and make recommendations to the board.

## VI. Committee Reports

### A. Communications

Natalie Rose

**Newsletter** - two homeowners volunteered to help prepare the newsletter along with the committee chair, Natalie. A newsletter will be sent to homeowner's early this Winter.

### B. Landscape

Pam Valatka

### Excerpts from Pam's e-mail dated October 19, 2007:

I need more than this year, not much less. We need to replace several bushes that have died in addition to what we have done this year. Please revise the \$8,000 to at least meet this year's number and hopefully exceed it. Hopefully Ernie knows that fence repairs, large tree removal does not come out of landscaping money.

**C. Developer Closeout**

**Shonnie Dennis**

1. Centex developer close-out list- in final stages.
2. The Richland Forest sign at Augusta & Ducksprings will be erected in Spring 2008.

**D. Traffic & Parking**

**Jeff Long**

Nothing to report.

**E. Architectural Control**

**Sheila Singleton**

1. Discussion on burned out lights and who is responsible. Dominion Virginia Power's telephone number is listed on the light post. If a light is out then a homeowner should call for the light to be repaired.
2. We have a number of homeowner's that are in violation of the HOA by-laws and notices/hearing notices should be sent out.

**VII. Open Forum:**

Trash/Recycle collections- on three days of the week vice two due to cost. The board will get bids for a new contract and will take that into consideration.

Updating the by-laws.

Sand in the streets from the Winter will not be removed by Centex.

Home businesses & Commercial vehicles - discussion.

Mayapple & Ducksprings - dead trees need to be removed.

**VIII Next meeting: Wednesday, 9 January, 2008 at 7:00 P.M., at Cascades Library in the Group Study.**

**IX. Meeting adjourned: ~ 8:37 P.M.**