

Richland Forest Home Owners Association
c/o GHA Community Management
3020 Hamaker Ct, Suite 300
Fairfax, VA 22031
www.richlandforest.com

RFHOA Annual Meeting, Cascades Library,
October 16, 2008

I. Establishment of Quorum

We met a quorum with homeowners and proxies.

Board of Directors in attendance:

Sheila Singleton, President
Steve Satre, Vice President
Sue Kysela, Treasurer
Natalie Rose, Secretary
Shonnie Dennis, Director
Pamela Valatka, Director

Jennifer Rosa, GHA Community Manager
George Biondi, Esq. (RFHOA Legal Council)

II. Call to Order

At 7:38 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:

Sheila Singleton (Incumbent President)
Shonnie Dennis (Incumbent Director)
Pamela Valatka (Incumbent Director)
Charlie Peng (Treasurer)

All voting homeowners present were in favor by raising of hands and the count was recorded by Tri-State Management.

Change in Board: Charlie Peng is Treasurer; the Secretary seat is vacant.

V. 2009 Budget

The budget was approved at the annual meeting.

VI. 2007 Annual Meeting Minutes

Old news on the floor from the 2007 minutes:

- Reserve study will be done; already paid for
- Multipurpose account: has money for lights
- Landscape budget - budget gets adjusted throughout the year, pending snow removal

Minutes approved.

VII. Committee Reports

A. Communications

Natalie Rose

The web site gets updated regularly with meeting minutes as they are approved. Three newsletters were sent out in 2008; one more to follow shortly.

B. Treasury Report

Sue Kysela

- Audits are up to date; \$50k undocumented money withdrawn from our account was May, 2005. Claim has been made with Nationwide Insurance.
- 2007 audit still underway
- Taxes were filed in September
- Reserve study: examines common ground property (fences, gazeboes, playgrounds, etc); we have money set aside for repairs and replacement based on the study.

C. Landscape

Pam Valatka

- We used Pine Ridge again last year for flowers, mulching, mowing & snow removal.
- For up-coming year, we obtained 3 bids
- Pam moved to accept Pine Ridge for 5 years; Sheila seconded; motion approved.
- We have the right to opt-out; there is a minimal increase each year.

D. Developer Closeout

Shonnie Dennis

- Worked with Mark Flynn at Centex regarding closeout.
- Replaced dead trees along Augusta

- Community Sign done
- Asphalt being tested for VDOT approval
- Upcoming: streets should be paved; more trees replaced

2. The Richland Forest sign at Augusta & Ducksprings will be erected in Spring 2008.

E. Architectural Control

Steve Satre

- Guidelines were updated for garage doors; deck specs modified.

VIII. New Business

None at this time

IX. Owners' Forum

- One owner inquired about using Ning Online Community for our web site, newsletters. We will look into it.
- Inquiry about trash & recycling and not having it 3 days a week, but combining trash & recycling on one day. The Board had previously looked into this issue, reviewed contracts for trash & renewed with CSI. CSI cannot pick up both trash and recycling on the same day.

X. Meeting adjourned: ~ 8:38 P.M.