

**Richland Forest  
Homeowners Association  
4105 Rust Road  
Fairfax, VA 22038  
www.richlandforest.com**

RFHOA Board of Directors Meeting, Cascades Regional Library,  
January 10, 2007 came to order at 7:00 P.M.

Attendees: Sue Kysela, Natalie Rose, Sheila Singleton, Pam Valatka,  
Shonnie Dennis, and Jack Jernigan

I. Review & Approve Minutes Jack Jernigan  
November minutes we approved via e-mails in December.

II. Treasurer Report Sue Kysela  
Sheryl met with Sue to hand over the association's financial information and to close the account at Potomac Mercantile Bank. Sue received the close-out check of about \$15,000. The board in attendance unanimously approved a claim for reimbursement to Anne Beltran for the repair of a fence. This repair should be recorded as a reserve expense. Sue will follow up with Rose on getting an audit of the association's books.

III. Committee Reports

A. Communications Natalie Rose  
The RFHOA Winter Newsletter was mailed out in December with a lot of good information. Natalie will post the 2005 and 2006 minutes on the associations web-site.

B. Landscape Pam Valatka  
Pam was working on an issue with a homeowner about trees that fell in the homeowner's yard from the common area. Jack asked Pam to hand over this matter to Koger Mgmt. to resolve for the association. Pam requested approval to have Pine Ridge remove 2 dead trees in the common area behind Lot# 41 at a cost of \$575.00. All board members in attendance unanimously approved.

C. Developer Closeout

Shonnie Dennis

Shonnie will send a letter to the County Supervisor seeking help with getting the bond release from Centex. Shonnie will draft a letter to the association's Centex POC to go over the "punch list" of items such as the side streets and the community signage at Ducksprings and Backwater that need to be settled before the bond release.

D. Traffic & Parking

Jeff Long

Nothing new to report.

E. Architectural Control

Sheila Singleton

a. Action: Garage Doors & Deck Specs

Sheila will work with Rose, Koger Mgmt., on updating the specs for garage doors and decks, treks vs. wood. Sheila will follow up with Rose to make sure the Architectural Modification Request approval letter was actually sent to the homeowners of Lot# 60 vice the homeowners of Lot# 157. A board member advised the association that we will be receiving a request from a homeowner for a white fence (trek). Sheila will research the bylaws on fencing.

IV. Other Business

Jack Jernigan

A. Management Report

Jack will contact Rose to get a copy of the current contract that the association has with Koger Management.

A letter was sent out in November to homeowners advising that they were in violation of having their trash cans seen from the street vice a friendly reminder as requested by the President.

V. Roundtable Discussion

In regards to delinquent RFHOA fee accounts with large amounts, the President will request that Koger Mgmt. pursue the large amounts but to verify that the accounts are truly delinquent.

Split rail fence behind Lot 20 needs to be replaced or repaired.

- VI. Next meeting: Thursday, February 15, 2007, at 7:00PM, at the Cascades Regional Library in the Conference Room
- VII. Meeting adjourned at 8:15 PM