

**Richland Forest
Homeowners Association
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**Board of Directors
Meeting Minutes
January 19, 2006**

The meeting of Richland Forest Homeowners Association Board of Directors was held on January 19, 2006, at the Eastern Loudoun Regional Library. Present were Sheryl Dufour, Jack Jernigan, Sheila Singleton, PamValatka, Jeff Long, Shonnie Dennis, and Natalie Rose. There was a quorum present and the meeting was called to order at 7:05pm.

Review Minutes

Minutes from the December 13, 2005, meeting were approved with the following changes: Rose Bailey was not present.

Treasurer Report

Nothing to report, but that everyone on the board should receive the monthly financial reports mailed to them.

Communications

Natalie put the Board's email addresses on the web site and set up everyone with a Richland Forest email address. Natalie announced that RF has a new web host, Myriad Network. The web space has been donated to RF. Natalie has requested the Board review the current web site and offer suggestions on what information needs to be on the site.

Landscape Report

Pam handed out a diagram of the site plan indicating the dead trees that will be replaced. Koger was to remove graffiti in the common areas and also mulch the tot lots last year. This has yet to be completed. It was noted that salt & sand bags were left behind after the last snow. Karen to be contacted regarding removing them. Pam will follow up with tot lot mulching and will obtain 3 bids.

Developer Closeout

Shonnie has been in touch with Centex and got in writing from Jan to get everything done by March 31 (dead trees replaced by Meadows Farms, etc). A 4-way stop sign is coming at Backwater & Augusta.

Traffic/Parking Report

Jeff will have a few proposals for the next Board meeting regarding the parking and other traffic issues on Ducksprings.

Architectural Report

Jack has nothing to report at this time. Pam mentioned Koger to go around yearly to check compliance. Jack to follow up with Koger on this.

Other Business

- Tot Lots: Pam to get 3 bids on mulch; Jeff to follow up with Koger on graffiti removal.

- Spring Clean-up & party: Jeff suggested great way to get community together, and get rid of items no longer wanted.
- Newsletter: Natalie will solicit for volunteers for each of the Committees, and is seeking fodder for the newsletter. Newsletter information to Natalie by February 15; draft out by February 21.
- PO Box: replace the PO Box on the web site with Koger's PO Box address.
- Koger/Rose items: needs contact information and meeting minutes. Rose will attend March, June, September and December BOD meetings. Suggested perhaps moving the meetings to October, January, April and July. Jeff to check on the rules of the board for meeting dates, based on the Annual meeting date.
- Roundtable: Remove Past Board Presidents from letterhead.

Next Meeting: 7pm, March 8, 2006, Eastern Loudoun Regional Library (same room)

Meeting was adjourned at 8:20pm.