

**Richland Forest  
Homeowners Association  
P.O.Box 10133  
Fairfax, VA 22038-8008  
[www.richlandforest.com](http://www.richlandforest.com)**

**Board of Directors  
Meeting Minutes  
March 8, 2006**

The meeting of Richland Forest Homeowners Association Board of Directors was held on March 8, 2006, at the Eastern Loudoun Regional Library. Present were Jack Jernigan, Sheila Singleton, Pam Valatka, Shonnie Dennis, Natalie Rose, Rose Bailey, and Karen Setia. There was a quorum present and the meeting was called to order at 7:05pm.

**Review Minutes**

Minutes from the January 19, 2006, meeting were approved.

**Landscape Report**

Karen Setia of 4 Seasons Garden was present and reviewed what landscaping has been done in the past few years by 4 Seasons, and what was planned to have been done, but not enough money had been budgeted. Original plan was to have half of the budget for planting, and half for maintenance.

Options as presented by Karen for what can fit into the budget:

- need to beautify flower beds
- Augusta tree maintenance
- Edging the trees (suggested may be cheaper to send to lawn maintenance and better use of budget)
- More mulch than has been put down

3 proposals were presented to the Board by 4 Seasons Garden:

Regular maintenance; can itemize as necessary

Augusta clean-up & mulching; can do partial

Tot lots weeded, mulched; all or nothing

Jack to review proposals & budget and present to Board the options for this up-coming season. Jack will also determine if we can borrow some from the unused snow budget since winter is over, and move that to landscaping.

Pam to send Rose Bailey an email about fixing community fences and copy the Board.

One spring inspection will take place in April or May to ensure all homes are in compliance. The Board will receive a copy of each letter before they get sent out to the homeowners not in compliance. Homeowners will have 30 days to correct the problem; 2 weeks after that, attend a hearing, and if still not in compliance, will be fined \$10/day for three months.

Palmer's provided an informer proposal to mulch the tot lots for \$500.

**Treasurer Report**

Reminder that it is not legal to give the HOA budget to a potential or current vendor. Monthly reports given to the Board should include phone numbers. The Board will have to request phone numbers from the homeowners. Koger to provide names of landscaping vendors where they have an established relationship and can get good rates (for both mowing and landscape).

Currently, there are too many funds in a checking account, and Rose recommends moving them to a money market fund to get more interest.

Future budgets, now that we have a management company: Rose will set the budget for the Board to approve.

### **Communications**

Natalie reminded the Board to review the newsletter and submit changes ASAP for distribution to the community. The Board needs to have the Board meeting dates and minutes posted to the web site. Natalie to post to the web site. Also, Natalie needs to create a sign to post in the library on the nights of the meetings. Meeting minutes cannot mention homeowners by name, but instead just by address.

### **Developer Closeout**

Jan is working on permits for the HOA signs. Deadline is still March 31, 2006. Everything is in Jan's possession (POA letter, etc) to accomplish this. Shonnie will follow up with Jan to push for that deadline.

There was a question as to when the roads will be turned over to VDOT.

4-way stop at Buckskin & Augusta will eventually be up to code with a median, 4-way stop sign, and a flashing light.

### **Traffic/Parking Report**

No report.

### **Architectural Report**

Garage doors: Original garage doors have windows at 5' height. Board would like to add a resolution in the HOA documents to allow for new doors to have higher windows. Rose to draft a resolution.

Fence application request: have a 3-rail split level fence on Buckskin; requested to replace with 6' board-on-board fence. Allowed by rules; request granted. 46929 Buckskin Place.

### **Other Business**

Merger with Westerly: Attorney and Koger Management advises against merger. Merger is officially dropped from discussion.

PO Box: PO Box has just been renewed and is paid-for through November. All bank statements and checkbooks should go straight to Koger. No one on the Board should have a checkbook.

### **Other Items from Rose Bailey**

January meeting minutes reference possibly changing the dates of the meetings in order for Rose to attend. Not necessary. It is in her contract to attend 4 Board meetings and the Annual meeting. Rose likely to attend next month's meeting to go over landscape budget.

Board can email homeowner violations to Rose at any time, and she will visit the property and take necessary action. (letter to homeowner)

Rose to pay for domain name renewal ([www.richlandforest.com](http://www.richlandforest.com)) to be good for the next 5 years. Total, \$85.

Meeting was adjourned at 8:43pm.

**Next Meeting:** 7pm, April 12, 2006, Eastern Loudoun Regional Library (conference room)