

Richland Forest Home Owners Association

c/o GHA Community Management
3020 Hamaker Court
Suite 300
Fairfax, VA 22031
www.ghacm.com

Meeting Minutes
March 10, 2009

Opening:

The regular meeting of the Board of Directors of the Richland Forest Home Owners Association was called to order at 6:40PM on 10 March 2009 in the Cascades Library by Sheila Singleton.

Present:

Board of Directors: Sheila Singleton, Steve Satre, Charlie Peng, Colleen Long, Natalie Rose, Pamela Valatka

Resident: JoAnne Satre

GHA Representative: Dennis Emison, Vice President

The Secretary position remains vacant. Meeting minutes is recorded by Charlie Peng for the instant meeting.

A. Open Forum

- Resident expresses concerns about the recent rise in criminal activities in the neighborhood. Discussion will continue during Committee Reports session.

B. Approval of Minutes

- The minutes of the January 2009 Board of Directors meeting were unanimously approved as distributed.
- The minutes of the July 2008 Board of Directors meeting were unanimously approved upon correction to the Geico Insurance claim.

C. Treasurer Report – Charlie Peng

- Financial statements were reported. \$40,000 of the Koger embezzlement insurance claim was placed into a 13-month CD at CAB.

- 2007 Audit is still not completed by Turner Jones at the time of the meeting.
- An approximately \$16,000 will mature in March 29, 2009. A motion to roll over this CD and allow Charlie Peng to decide the term and rate of CD is brought to the table and approved. Dennis Emison will provide a plurality of quotes from local banks on the terms and rates for a new CD.
- A motion to move \$20,000 from operation funds into a money market account is brought to the table and approved. Dennis Emison will speak to Jennifer Rosa on this matter.
- GHA is asked to make another recommendation of an auditing firm.
- Jennifer Rosa will contact George Biondi to proceed with collection processes of delinquent accounts. Specifically, the collection processes focus on the home owners who had already been sent past-60 days letters.
- A \$25 late fee had been placed on delinquent HOA fee accounts. GHA is requested to remove all said late fees from the delinquent accounts and no longer assess said late fees in the future.

D. Committee Reports

- a. Communications: A newsletter will be posted next week by Steve. The board decides the newsletter, and all future ones thereof, will not accept any advertisements.
- b. Landscape: Valley Crest Landscape Management has taken over our landscaping contract. A motion, to allow Pam to determine spending within landscaping budget without consulting the board, is brought to the table and approved.
- c. Bond Closeout: No update.
- d. Traffic and Parking: The graffiti and general safety concerns on or around the tot lots and storm water drain area at Ducksprings/Augusta are discussed extensively. It is suggested signs should be placed indicating private properties. Board member(s) will contact LC Sheriff's Department and coordinate a neighborhood watch program.
- e. Architectural Control: Trash cans survey is presented and responses from home owners are discussed. Steve will determine how or whether to proceed to next step on violations.

E. Old Business

A two-year management contract with GHA in its final form will be sent to Sheila for approval.

Adjournment:

Meeting was adjourned at 8:15PM by Sheila Singleton. The next general meeting will be at 6:30PM on 13 May 2009 in the Cascades Library.

Minutes submitted by: /Charlie Peng/

Approved by: Board on 13 May 2009