

**Richland Forest  
Homeowners Association  
c/o Koger Management  
312 E. Market Street SE  
Suite C  
Leesburg, VA 20176  
www.richlandforest.com**

RFHOA Board of Directors Meeting, Cascades Regional Library, May 9, 2007 came to order at 7:13 P.M.

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

**I. Review & Approve Minutes**

**Jack Jernigan**

- April minutes were approved by board members present.

**II. Treasurer Report**

**Sue Kysela**

- The 2004-2006 audit report is still in process.
- \$35,000 was put in a CD.
- \$9,480 was transferred from Light Maintenance to the Multi Purpose account.
- Sue will follow up on delinquent HOA fees delinquent accounts with Koger.

**III. Committee Reports**

**A. Communications**

**Natalie Rose**

- Natalie is working on the Spring newsletter.

**B. Landscape**

**Pam Valatka**

- Arrow Contractors will repair various fencing/posts in the common areas.
- Tree replacement - not sure when this will be done.

**C. Developer Closeout**

**Shonnie Dennis**

- Sign, roads & other - Let Jack know what needs to be done for close-out.
- Pam will e-mail Jan Montgomery.
- Pam mentioned that the bulldozers along the fence line behind Backwater was to clear the path for bond release.

**D. Traffic & Parking**

**Jeff Long**

- Nothing new to report.

**E. Architectural Control**

**Sheila Singleton**

- Garage doors & deck specs - specs were received from the lawyer to update the by laws for garage doors and decks. Sheila will provide copies to all board members for approval.
- Violation notices - 8 out of 10 violations were repaired from last months letters.
- Inspections - by Koger, none were done.
- Homes for sale - Sheila will advise Koger Mgmt. to let her know when homeowner's request packages for houses that are for sale. Sheila will perform visual home inspection for violations.
- Other - Window replacements will need to be approved. Replacement windows will be different from the original windows that were installed years ago.

**IV. Other Business**

- Rose Bailey does not work for Koger Management. Our new contact is Tina Ford.
- No management report was received for May

**VI. Next meeting: Wednesday, June 13 at 7:00PM, at the Cascades Regional Library in Room A.**

**VII. Meeting adjourned: @ 8:12M**