

Richland Forest Home Owners Association
c/o Tri-State Management
4105 Rust Road
Fairfax, VA 22030
www.richlandforest.com

RFHOA Board of Directors Meeting, Cascades Library, May 21, 2008 came to order at 6:08 P.M. to allow Ernie Lightfoot to attend.

Attendees:

Board members:

Sheila Singleton, Sue Kysela, Pam Valatka, Colleen Long, and Steve Satre

Tri-Statement Management:

Jennifer Rosa and Ernie Lightfoot

I. Treasurer Report

Sue Kysela

Ernie was present to respond to a list of questions that Sue had prepared ahead of time for his response. See Sue's e-mail dated May 16, 2008. Ernie provided a written response at the BOD meeting. The following is a synopsis of the questions:

1. The auditors performed an audit only to have them provide "no opinion" due to lack of record keeping. Why? *The 2004 financials were pulled from the archive facility and forwarded to the wrong auditor by the management company. The information was subsequently destroyed by Jeff Koger and, therefore, not available when Turner Jones was performing the 2004 audit.*
2. How should we handle the amount the excess funds in 2004 and 2005? *Make a resolution that all excess funds be placed in the reserve account. A reserve study should be done before deciding what to do with the excess funds.*
3. Missing \$50,000 from 2005? *Ernie stated that a police report was filed. Proof of loss will need to be provided to the insurance company. Ernie will file a claim against the insurance company next week.*
4. The auditors mentioned that a reserve study was done. However, Ernie and Jennifer did not see that a study was done in the last five years.
5. Were any proposed audit adjustments submitted by the auditors for 2004, 2005 and 2006? *None were presented by the auditor.*
6. The auditors had difficulties obtaining bank reconciliations for the year ended December 31, 2005 and 2006. *The records were destroyed by a Koger Management officer.*

Ernie mentioned that Tri-State will be sold to American Management.

- **Audit** - 2007 is currently being audited. Tax returns were filed for 2006 and 2007.
- Ask Jennifer to send notices to 7 delinquent HOA over 120 days.
- Sue made a nomination to write-of balances under \$5.00, Colleen second the motion and it was unanimously agreed.

II. Review & Approve Minutes Sheila Singleton

- April minutes were not presented and October minutes will be reviewed and up for approval at the next meeting.

III. Committee Reports

A. Communications Natalie Rose

- **Newsletter** - Send Steve e-mails from your committee to put in the newsletter. Steve will send a reminder.
- **Post** December, January and March minutes to web-site.
- **Change** all Tri-State Mgmt's. new address on the web-site.

B. Landscape Pam Valatka

- Greg Gagnon is the new project manger working with Pam on our contract with Pine Ridge.
- **Fence**- Pam advised that we need more bids the one's that were presented seemed too high. Pam suggested that we use the person that repaired the fence about six months ago.
- Jennifer will send Sheryl DuFour an e-mail advising that her spouse does not have our approval repair the fence behind her property and the that we will include this repair with the bid for all the fencing in the common areas.
- We need bids for the tot lot bench s. Colleen suggested that they be replaced with trek type. All present agreed.
- Jennifer asked if we have any more information on the person the knocked down our fence so that she can receive reimbursement for the repair.

C. Developer Closeout Shonnie Dennis

- Richland Forest sign is presently being constructed and will be completed in a few weeks.

D. Traffic & Parking Colleen Long

- Discussion on folks parking and illegally driving on Duckspnigs Way when picking up students. Colleen has witnessed a lot of dangerous driving. Colleen will notify authority's when necessary.

E. Architectural Control

Steve Satre

- **Violation notices** - Steve needed clarification on several homeowner's that had violations that we went over.
- **Inspections** - Jennifer stated that they will be doing an inspection of the community looking for violations.
- **Homes for Sale** - Jennifer clarified that we can not hold up a homeowner's request for packets for houses that are for sale. However, Tri-State will perform visual home inspection for violations before a sale.

IV. Other Business

Jennifer will send notices to homeowner's from April's hearings. All were no shows.

- 46913 Antler Court - bars on windows and front door needs to painted. **Fine of \$10/day will begin .**
- 48660 Backwater - satellite dish on front roof. **Fine of \$10/day will begin.**
- 46941 Buckskin Place - trash cans and plywood/wood in driveway, Christmas lights dangling from the upstairs windows, firewood stacked at curb, automobile tires and 4 bikes on the side yard and dangling fence. - Most of the items have been cleaned up by hearing date. **Jennifer will have the property cleaned up and will bill the homeowner.**
- 21240 Bullrush Place - sign post in front yard. **Sign was removed by homeowner before hearing.**

VI. Next meeting: Wednesday, June 9 at 7:00 P.M., at Cascades Library in the Conference Room.

VII. Meeting adjourned: @ 8:54 P.M.