

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

RFHOA Board of Directors Meeting, Cascades Library, June 13, 2007 came to order at 7:05 P.M.

Attendees:

Natalie Rose, Sheila Singleton, Jack Jernigan, Sue Kysela and Pam Valatka and our new Koger Management Group, Inc. Association Manager, Tina Ford

I. Review & Approve Minutes

Jack Jernigan

- May 9 minutes were approved by board members present.

II. Treasurer Report

Sue Kysela

- **Audit** - Nothing new to report.
- Sue will take action on the first five delinquent HOA accounts from the BOD Report dtd 5/31/07 with Koger.

III. Committee Reports

A. Communications

Natalie Rose

- **Newsletter** - Spring newsletter was sent to Tina for mailing. Tina advised that the newsletter will be sent out tomorrow. The President stressed the importance of sending out the newsletter correctly.

B. Landscape

Pam Valatka

- **Tree replacement** - Pam provided Tina with the history of trying to get our trees replaced by Centex/Meadows Farms.

C. Developer Closeout

Shonnie Dennis

- **Sign, roads & other (tree replacement)** - Pam will provide Tina with the punch list for builder close-out. Tina indicated that she has a good working relationship with Jan Montgomery and Centex on other properties.

D. Traffic & Parking

Jeff Long

- Nothing new to report.

E. Architectural Control

Sheila Singleton

- **Garage doors & deck specs** - specs were received from the lawyer, however, they did not include garage doors. Sue will try to update the garage doors portion .
- **Violation notices** -2 homeowner violations are outstanding from April. Notices will be sent out for a boat on Flatwood; installing walls in a back yard on Samantha; A/C unit on Duckspring; satellite dishes on roof on Backwater; and driveway cut-outs on Wideoak and Buckskin.
- **Inspections** - Koger will schedule.
- **Homes for Sale** - Sheila advised Tina to let her know when homeowner's request packets for houses that are for sale. Sheila will perform visual home inspection for violations.
- **Home Business** - A homeowner notified the board via e-mails this past month that another homeowner on his street was running a business out of their home. The President advised him to file a formal complaint with Loudoun County and provided him with the form via e-mail. However, the homeowner is in violation of the HOA bylaws. This issue was discussed at length at the board meeting. All board members present voted to have Koger send a notice to the violating homeowner.

IV. Other Business

- Sheila will send ecoe@timespaper.com of the upcoming meetings of the RFHOA to be published in the Loudoun Times-Mirror newspaper free of charge.

VI. Next meeting: Wednesday, August 8 at 7:00 P.M., at the Cascades Library in the Conference Room.

VII. Meeting adjourned: @ 8:38 P.M.