

**Richland Forest Home Owners Association
c/o GHA Community Management
3020 Hamaker Court
Suite 300
Fairfax, VA 22031
www.ghacm.com**

RFHOA Board of Directors Meeting, Cascades Library, August 11, 2008 came to order at 7:15 P.M.

Attendees:

Board members:

Sheila Singleton, Sue Kysela, Pam Valatka, and Shonnie Dennis

GHA:

Jennifer Rosa and Dennis Emison, Vice President, Controller, GHA who provided his bio and background on the company. He also gave us gifts (mugs, pens, & compass with company logo and information on the company's services.)

I. Treasurer Report

Sue Kysela

- **Audit** - 2007 is still occurring. Tax return will be filed by September 15th.
- Dennis reviewed our account and noted that he will make adjusting balance sheet entries to match the appropriate general ledger accounts.
- He noted that our delinquencies should be 5% or less of our annual budget.

II. Review & Approve Minutes

Sheila Singleton

None .

III. Committee Reports

A. Communications

- **Newsletter** - was mailed on the week on August 6th.
- **Website** - updated with GHA information. Summer 2008 Newsletter and Petition for Candidacy on the board were also posted.

B. Landscape

Pam Valatka

- Pam is satisfied with our new Landscaping manager, Greg Gagnon.
- We need to re-bid the Landscaping & Snow Removal contracts.

C. Developer Closeout

Shonnie Dennis

- Centex replanted trees on Augusta.
- Someone defaced our community sign. Shonnie is working with Mark to get the sign cleaned. She will e-mail us information on sealing the sign.

D. Traffic & Parking

Nothing new to report.

E. Architectural Control

- **Two ARC applications** - Sheila approved the application for the patio & fence. Sheila disapproved the application for change in color of the front door & shutters and advised the homeowner to review the colors in McCormack Paints, exterior palette.
- **Violation notices:**
 - 21146 Mayapple - three dead trees need to be removed.
 - Shonnie will send Jennifer a note of a few homeowner's in violation. Jennifer will send notices.
 - 46860 Backwater -

IV. Other Business

- Jennifer will have S&S repair the common area fence behind the DuFour's.
- **2007 Insurance Claim Status** - recorded under "Suspense" on Balance Sheet.
- **Reserve Study** - Mason & Mason was voted on by all in attendance to prepare a reserve study for our community.

V. New Business

- **Annual Meeting** - Sheila will confirm a date for the second week in October.
- **Draft 2009 Budget**- Jennifer will prepare a draft budget for review in September.

VI. Next meeting: Monday, September 8th at 7:00 P.M., at Cascades Library in the Conference Room.

VII. Meeting adjourned: @ 8:55 P.M.

Sg