

**Richland Forest
Homeowners Association
P.O.Box 10133
Fairfax, VA 22038-8008
www.richlandforest.com**

**Board of Directors
Meeting Minutes
September 14, 2006**

Meeting came to order at 7:05 PM at Cascades Library

Attendees

Board Members: Jack Jernigan, Sheryl Dufour, Natalie Rose, Sheila Singleton, Shonnie Dennis, Pam Vlatka

Koger Management: Rose Bailey

- I. **Review & Approve Minutes** August meeting minutes were approved.
- II. **Treasurer Report** – Sheryl to close out bank account held by the board. All finances will be maintained by Koger Management.

III. **Committee Reports**

A. **Communications** – The web site has been updated with new information and better organized.

B. **Landscape** – There is still a dead white pine on Augusta; Pam will see if Centex will remove when they plant the new trees and remove the old tree stumps. Board declined an offer for Pine Ridge to remove; responsibility belongs with Centex.

A homeowner has made a complaint of dead trees in common area near their home. Pam received a quote from Pine Ridge to remove them; Board approved the removal.

Centex repaved Augusta Drive, but the road is still not up to code to be released from bond.

Fence from Duckspring to Seneca Ridge Dr is falling down and needs new posts. Have one estimate from a vendor recommended by Koger Management. Approval on hold until we receive a second estimate within the next 7-10 days.

Received a snow contract with Pine Ridge: \$45/hr to shovel; \$55/hr for blowing and shoveling sidewalks; \$35 per magnesium chloride bag. Contract is approved and Pine Ridge will begin snow removal this year. Contract with 4 Seasons Gardens has been terminated.

C. **Developer Closeout** – No information yet from Centex on community signs. Augusta will not be released from Centex anytime soon, as the road is not yet ready or up to code.

- D. Traffic & Parking – School traffic & parking was bad on first day of school. After speaking with DHS Principal, there have been no further problems. The police have been out ticketing for speeding.

Jeff to do a check/tally of number of cars cutting thru May Apple and Ducksprings.

Rose to check on local and county laws to see what sort of “No parking” signs can be posted in our neighborhood, since our roads are not yet released to VDOT.

- E. Architectural Control

There is an application from a homeowner up for review; received revised drawings.

Garage doors: Rose is working on revised guidelines to allow both wooden & metal (new) doors that have windows on top or in second row.

Deck specifications: Currently, wording is to allow just wood decks, but there has been an increased use of Trex. Rose to come up with verbiage to change guidelines to allow for Trex materials.

Outdoor lights: current guideline language is vague on how to replace outdoor fixtures. Rose to prepare a resolution to present to the Board.

Inspection Reports: Letters were sent out; some residents responded, others have yet to. Rose has asked the Board to contact her with addresses of individual violations notices; she will then contact resident if they are out of compliance.

- IV. Other Business – Homeowners from Lot 43 brought concerns to the Board which they are working to resolve, where applicable.
- V. Annual Meeting – Notices to be mailed to residents Sept 15. Rose to send budget to Board for approval, and bring approved budget to Annual Meeting. October 11, 2006, Room B.
- VI. Roundtable Discussion – none.
- VII. Next Meeting – Wednesday, October 11, Room B Cascades Library.
- VIII. Adjourn Meeting adjourned at 8:40 PM.