

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

RFHOA Board of Directors Meeting, Cascades Library, September 18, 2007 came to order at 7:10 P.M.

Attendees:

Natalie Rose, Sheila Singleton, Jeff Long, Sue Kysela, Shonnie Dennis, Pam Valatka, Mr. Suomi (homeowner) and Tina Ford (Tri-State Management Group, Inc. Association Manager)

I. Review & Approve Minutes

Jeff Long

- August minutes: Sue will provide an amendment to minutes, Sheila was not in attendance, minutes were approved with changes.

II. Open Forum

- Homeowner of Lot 85 is frustrated with lack of progress on a list of violations with the homeowner of Lot 86 (trees in save area cut down, boat in driveway, shopping cart, buckets in yard, landscaping, satellite on roof, etc.). Homeowner provided pictures of the violations and will document all the violations in an e-mail to Tina at Tri-State. Tri-State will set up a hearing upon receipt of the e-mail.

III. Treasurer Report

Sue Kysela

- **Audit** - will hopefully be done by next BOD meeting.
- 2006 taxes were filed.
- Two weeks of non-service credit was applied in Sept. 07 to the RFHOA account from Tri-State.

IV. Committee Reports

A. Communications

Natalie Rose

- **Newsletter** - send committee reports to Natalie.

B. Landscape

Pam Valatka

- October 1 - Meadows Farms will plant 18 trees including trees for 2 homeowners. The committee needed permission to have the property entered at 21313 Jackpine to plant a Crepe Myrtle on the property and 46808 Backwater had 3 Hollies planted behind the home in a common area buffer.

- Pam worked for many hours meeting with Centex people on the developers close-out. She made phone calls, faxes galore, emails and such for over 2 years. She contacted Centex and Loudoun County which got the ball rolling for our HOA which has resulted in much of the progress we have so far. After successfully obtaining a point of contact at Centex, she turned the developers close-out project over to Shonnie.

C. Developer Closeout Shonnie Dennis

- Ms. Montgomery is no longer with Centex. Shonnie is communicating with Bob Flynn with Centex on the developers close-out "punch listed".
 - One development sign will be placed at the corner of Ducksprings Way & August Drive for installation in Spring 2008
 - Augusta Drive did not pass inspection by the county
 - Fencing is in need of repair behind Lot 104, near the pond.

D. Traffic & Parking Jeff Long

- Nothing new to report.

E. Architectural Control Sheila Singleton

- **Garage doors & deck specs** - Sue provided updated specs for garage doors. Sheila will send an e-mail if changes are needed.
- **Violation notices** - homeowner at 46929 Buckskin Place has sent an appeal for the BOD to review on the driveway cut-outs.
- **Neighborhood Inspections** - Tri-State was waiting for an edited version of the inspection sheet to complete an inspection of the community. The BOD approved the inspection sheet as is. Tina advised the inspections will take place in the next week or two.

V. Other Business/Roundtable Discussion

- Jack Jernigan resigned from the RFHOA BOD and as President. Jeff Long assumed the title of President of RFHOA BOD.
- Tina will advise our attorney of our annual meeting.
- Board advised Tina to send out a notice on the annual meeting by weeks end.
- Door prizes will be given out at the annual meeting.
- Three seats are available on the board.
- BOD approved the payment for another year for our PO BOX 650131.

VI. Next meeting: Annual RFHOA meeting, Thursday, October 25 at 7:00 P.M., at Cascades Library in the Conference Room C.

VII. Meeting adjourned: ~ 8:45 P.M.