

**Richland Forest  
Homeowners Association  
P.O.Box 10133  
Fairfax, VA 22038-8008  
[www.richlandforest.com](http://www.richlandforest.com)**

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

Meeting came to order at 7:06 PM at Cascades Library

**Attendees**

Board Members: Jack Jernigan, Jeff Long, Natalie Rose, Sheila Singleton, Shonnie Dennis, Pam Vlatka

Residents: Sue Kysela

- I. **Review & Approve Minutes** September 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.

Finances are in good shape; budget was approved at the Annual Meeting. Amendment was made in the budget for street lights since they are managed by Loudoun County and not the HOA. Money had been in reserve for the street lights; to be re-allocated.

- III. **Committee Reports**

- A. **Communications** – Look for a newsletter to be out by the end of the year.

**Landscape** – Board should consider re-upping Pine Ridge contract for the new mowing season.

A tree was removed by Pine Ridge off Blackberry Court common area, as approved by majority vote via email.

Centex removed 3 dead pine trees on Augusta Drive per my request.

Fall clean-up by Pine Ridge to occur on Augusta Dr. in November. Beds should be weeded and perennials should be cut down. There should be another clean-up in December as well. We are still waiting on some trees for Augusta and other common areas to be planted by Centex.

Fence repair along Augusta Dr. was finished; contract approved at prior Board meeting.

A resident was to have dead trees removed from behind her home by Centex this past summer. Those trees have yet to be removed; Centex has been contacted about the oversight.

Pine Ridge will be assigning a new project manager to RF for snow removal. Someone from the Board will be walking around the neighborhood with them to show them what sidewalks and trails need to be cleared.

There have been continued issues with graffiti. Koger Management to hire someone to clean it up.

- B. Developer Closeout – Loudoun County officials contacts Centex on a regular basis to follow-up on the issues. Four-way stop has been put in, so that is up to code. But, Loudoun County will not release the bond until Centex issues are resolved. Centex has yet to submit permits for the Richland Forest signs. Jack to follow-up.

Some residents have inquired about the school buses and the County noise ordinance. The issue needs to be addressed with the school board; Shonnie to inquire.

- C. Traffic & Parking – Jeff was counting the of number of cars cutting thru May Apple and Ducksprings during school hours. He will look into putting up “No cut-through” signs.

- D. Architectural Control  
**Garage doors & deck specifications:** Still waiting on Koger management for amendment on garage doors and decks.

**Inspection Reports:** Friendly reminder letters should have gone out to residents, however, violation letters were sent out by Koger instead.

One architectural review on the table: Sun room application. Approved, provided roof of sunroom matches roof of house.

- III. Other Business – P.O. Box to expire in November. We will renew for one more year.

- IV. Election of New Board & Committee Chairs -

President: Natalie nominated Jack; Pam seconded  
Vice President: Natalie nominated Jeff; Jack seconded  
Secretary: Natalie nominated Sheila; Pam seconded  
Treasurer: Shonnie nominated Sue; Pam seconded

Communications: Shonnie nominated Natalie; Jeff seconded  
Landscape: Sheila nominated Pam; Natalie seconded  
Developer Close-out: Natalie nominated Shonnie; Pam seconded  
Traffic: Natalie nominated Jeff; Shonnie seconded  
Architectural: Sheila nominated herself; Shonnie seconded

Took a vote to agree to all of the above; passed unanimously.

- V. Next Meeting – Second Wednesday in January Cascades Library.

- VI. Adjourn Meeting adjourned at 8:35 PM.