

**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, December 12, 2007 came to order at 7:10 P.M.

**Attendees:**

Natalie Rose, Sheila Singleton, Sue Kysela, Pam Valatka, Steve Satre, and Ernie Lightfoot (Tri-State Management Group, Inc. Association Manager)

**I. Review & Approve Minutes**

**Sheila Singleton**

- September minutes were approved.

**II. Treasurer Report**

**Sue Kysela**

- Audit:
  1. 2004 through 2006 of the association's books were audited, "no errors found."
  2. Sue will be ordering the next audit for 2007.
- HOA dues:
  1. 60 days delinquent notices will be sent out.
  2. Six very delinquent homeowner's on the December report, Sue will take action on the next step in the process.
- Insurance:

Ernie will check on the status of our insurance bill with Nationwide.
- Community Lighting dues:

Funds were transferred to the General Multit-Purpose account in April 2007.

**III. Committee Reports**

**A. Communications**

**Natalie Rose**

- **Newsletter** -Kudos to Steve for putting together the newsletter. minor changes were made and then it will be sent out soonest.

**B. Landscape**

**Pam Valatka**

1. Jon Runger is the manager for Pine Ridge, Pam discussed winter snow removal and landscaping.
2. A portion of the fence and tree was knocked down and the turf was badly damaged along Augusta was knocked down in a car accident. Pam will get bids for the repairs & will e-mail them to the committee for

approval. Ernie will check on how we will be reimbursed by the insurance company.

3. The fence was repaired by the pond area behind Blackberry Court. Pam stated that it was a "fantastic job".

**C. Developer Closeout Shonnie Dennis**

Pam showed the committee the blueprints for the new Richland Forest sign that will be placed at the corner of Ducksprings Way & August Drive. The permit for the sign is in process for installation in Spring 2008.

**D. Traffic & Parking Jeff Long**

- Nothing new to report.

**E. Architectural Control Sheila Singleton**

- **Garage doors & deck specs** - Sheila will send Ernie copies of the Architectural guidelines revisions.
- **Violation notices** - Ernie will send Sheila a copy of the inspection report that was recently completed in the community.
- **Neighborhood Inspections** -Ernie will send Sheila a copy of the latest letter that was sent to the homeowner of Lot 86.

**V. Other Business/Roundtable Discussion**

- 2008 Budget - discussion resumed on the budget. Sue will take another look at the budget and will make recommendations at the next BOD meeting.

**VI. Next meeting: Wednesday, January 9 at 7:00 P.M., at Cascades Library in Conference Room A.**

**VII. Meeting adjourned: ~ 8:40 P.M.**