

**Seneca Ridge Homeowners Association  
Meeting of the Board of Directors Minutes**

**Date:** January 13, 2016  
**Time:** 7:00 pm  
**Location:** Cascades Library

Board Members Present

Beth Baker  
Peggy Franklin  
Stephen Mann  
Lea Nigon  
Vicki Rundquist  
Orest Swystun  
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:05 pm.

**Approval of Agenda:** Approved as submitted.

**Approval of Minutes:** The November 9, 2015 Board of Directors Meeting Minutes were approved. The December 9, 2015 Board of Directors Meeting Minutes were approved with a spelling correction to a Board Member's name and with one other minor change.

**Officer Reports:**

- **President (Lea Nigon):**
  - The President distributed copies of "2015 Virginia Selected Community Association Statutes" she received from the HOA's attorney.
  - She thanked Jenny Le Pettigrew for updating the website.
  - She reported that:
    - one of the large maps provided by Supervisor Volpe's office will be placed in the safe deposit box for safekeeping.
    - since Board meetings will be held on the second Thursday of the month (instead of the second Wednesday) starting in February, she asked the Treasurer to update the website calendar and asked Jenny Le Pettigrew to update the notice on the first page of the website.
- **Vice-President (Orest Swystun):** No report.
- **Secretary/Assistant Secretary (Peggy Franklin/Beth Baker):** The Secretary reported that there were no rooms available at the Cascades Library for the March meeting. The Assistant Secretary will contact Dominion High School to try to reserve a room.
- **Treasurer (Vicki Rundquist):**
  - **Financial Update:** The Treasurer presented a final 2015 Profit & Loss report that showed almost \$4,000 in income over expenditures for the year. There was very little activity in the last month. One community member paid 2016 dues in December and there were two small payments made in December (\$90 for the safe deposit box and

November attorney fees). She reported that the HOA has about \$90,000 in various accounts to start the year, \$21,000 of which is in checking. The \$3,000 payment for the 2016 lawn cutting contract was paid in January.

- **PO Box:** The Treasurer reported that she received notice that PO Box rates are increasing as of January 17. The HOA is currently paid through September 2016. She asked if the Board was in agreement that she should pay for the PO Box for several years at the current rate to avoid the increase. The Board discussed and agreed that it was prudent to do so.
- **Reimbursement Requests:** Vicki Rundquist requested a total of \$468.68 in reimbursement as follows:
  - \$98.00 for two rolls of stamps for the newsletter mailing
  - \$218.26 to purchase a new version of QuickBooks compatible with Windows 10 (she reported that she received a discounted cost)
  - \$152.42 to cover the cost of large envelopes for the covenant mailing, labels, additional stamps and ink for her printer (purchased 4 packages of ink under a buy one, get one 50% off deal and split the cost of the ink evenly between HOA and personal use)

Motion to approve the aforementioned reimbursement request was seconded and passed.

**Members' Open Forum:** The Board conducted an open forum for members of the community.

#### **Committee Reports:**

- **Common Grounds (Chair: Greg Swiatocha):** Not present. Reported via email that the landscape contract was paid.
- **Social Activities (Chair: Zeleste Henry):** Not present. Reported via email that she is working on determining a date to hold the community yard sale.
- **Newsletter (Chair: Open):** Lea Nigon drafted a Newsletter which was reviewed by the Board. Minor changes were suggested. Vicki Rundquist will print the final newsletters and mail them to community members in the next week.
- **Architectural Review Committee (Chair: Stephen Mann):**
  - Closing Packet Inspections: None
  - New Applications:
    - Lot 29 – fence approved
    - Lot 8 – new siding/gutters approved
  - Violations: Tabled until next meeting due to lack of time

#### **Unfinished Business:**

- Covenants Amendments Update:
  - Resolution of the Board:

A motion was made by Vicki Rundquist to resolve to hold a special meeting of the Association for the purpose of voting on proposed amendments to the Declaration of the Covenants and Restrictions. Motion was seconded by Orest Swystun. The motion passed unanimously.

- The Board reviewed the draft documents prepared by Lea Nigon to be mailed to community members and discussed creating a cover letter to explain everything that was contained in the mailing and what actions are needed. Vicki Rundquist offered to draft a cover letter. The Board also discussed and came to agreement on the best way to present the proposed changes to the community (paper color, ink color for edits).
- Traffic Study Update: Nothing new to report.

**New Business:**

- Listserv: It was noted that a homeowner posted an email on the Seneca Ridge (community) Listserv about his commercial business. It has been the unstated policy of the Board that the community Listserv is for personal use only. In order to make this policy more clear, the Board directed that references/links to the Listserv on the HOA website be amended to state that the Listserv is for personal use only. Finally, it will be the intent of the Board to send out an annual courtesy reminder of the policy to all subscribers to help prevent improper use of the Listserv. The President will send the first of such reminders this week.

The meeting adjourned at 8:55 pm.

Respectfully submitted,  
Peggy Franklin, Secretary

Next scheduled meeting: February 11, 2016 at 7:00 pm, Cascades Library.