

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

Date: February 2, 2016
Time: 7:00 PM
Location: 332 Silver Ridge Drive, Sterling, VA
Purpose: To Discuss Dues/Amendments Mailing and ARC Violations

Board Members Present

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

Establishment of Quorum: Upon arrival of the fifth Board Member, the Secretary confirmed that a quorum was established.

Call to Order: Lea Nigon, President, called the meeting to order at 7:10 PM.

Proof of Notice of Meeting: On January 26 email notice of the Special Meeting was sent to the members of the Board and a Notice of the Special Meeting was posted on the Community website to comply with Article VI Section 3 of the Bylaws and the notice requirements contained in the Virginia Property Owners Association Act.

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

ARC Violations: The Board went into executive session at 7:13 PM to discuss a new violation and returned to regular session at 7:20 PM. The Board, by acclamation, directed the ARC to write a "correction violation letter" to an owner.

Dues/Amendments Mailing: The Board worked on the logistics of the mailing and concurred that a statement of reasons for the proposed amendments to the Declaration would be desirable.

Unfinished Business: No unfinished business was discussed.

New Business: No new business was discussed.

The meeting adjourned at 8:50 PM.

Respectfully submitted,
Peggy Franklin, Secretary

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