

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

Date: February 11, 2015
Time: 7:00 pm
Location: Cascades Library

Board Members Present

Peggy Franklin
Brandon Henry
KC Holland
Steve Honard
Lea Nigon
Greg Swiatocha
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:07 pm.

Approval of Agenda: The agenda was approved as presented.

Introduction of Invited Guests: There were no invited guests.

Approval of Minutes: The January 14, 2015 Board of Directors Meeting minutes and the January 21, 2015 Special Meeting of the Board of Directors Meeting minutes were approved.

Officer Reports:

- **President:** Lea announced that Greg Swiatocha has agreed to serve as the Chair of the Common Grounds Committee.
- **Vice-President:** No Report
- **Secretary:** Peggy handed out Board Handbook inserts to one additional director. She reported that she will send an email to all directors to confirm who still needs inserts and to confirm the Handbook numbers issued to each director.
- **Treasurer:** Not present but submitted a written report which is summarized below.
 - Financial Update: Vicki reported that balances did not change significantly since last month. \$97.07 of interest was received on the matured CD and additional dues payments were received. The annual landscaping contract payment was made as well as reimbursements approved at the January meeting.
 - 2015 Dues Collection: As of February 7, 29 homeowners had not yet paid their dues. Vicki sent a reminder to the community and asked that the community tent sign be put up reminding homeowners that the deadline for dues was February 15. Vicki proposed that a second notice be sent to any homeowner for which dues had not been received by March 1 including two months' of interest (\$1.07). She proposed that dues received by March 1 be considered "on time" with no interest due. The Board concurred with her suggestions.
 - CD's: As approved at the last Board meeting, Vicki opened a two-year CD as Presidential at a 1.1% APY rate. Vicki proposed that we close the savings account with a \$5,693.72 balance and use the proceeds to purchase another two-year CD to realize a higher rate of return on the funds. She suggests that the cash balance in the checking account is more than sufficient to meet anticipated cash needs. Motion to approve

closing the savings account and opening a CD with the funds was seconded and passed unanimously.

- Reimbursement Requests: There were no requests for reimbursement.

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

Committee Reports:

- **Common Grounds:**
 - Greg met with Lea to review documents turned over from the prior Chair.
 - The Board discussed possible dates for the Spring Cleanup and tentatively agreed to May 2. Greg will check with Keep Loudoun Beautiful to see if this date will work.
- **Social Activities:** Steve reported that Dominion High School will have its annual yard sale on May 23. The Board agreed that May 16 would be a good date to schedule our Community Yard Sale. Brandon reported that Zeleste would like some help with Social Activities and it was suggested that she put out a notice to the community via newsletter/listserv.
- **Newsletter:** The board discussed possible article topics and selected April 17 as the next issue date. Brandon requested articles by April 13. Notices about the Spring Cleanup and the Community Yard Sale will be included.
- **Architectural Review Committee:**
 - Closing Packet Inspections: None.
 - New Applications: None.
 - Violations: Nothing new reported.

Unfinished Business:

- Website Control: No report.
- Distribution of Directors' Handbook Inserts: See Secretary report.
- Covenants Amendments Update: The Board reviewed the language drafted at the January 21 Special Meeting of the Board and made minor edits. Lea will submit drafts to the Association's legal counsel for review and drafting of language to submit to the community. Steve will inquire about getting a large room at Dominion High School to use for hosting the town-hall meeting to present recommended updates to the community.

New Business: The Association was notified by a homeowner that he had installed two birdhouses in an open area on common ground to encourage bluebirds. The homeowner offered to write up an article for newsletter about blue birds and asked if he could mention that he would be willing to install additional birdhouses on homeowners' lots for a small charge to cover his costs. Motion to retroactively approve installation of the two birdhouses with the understanding that future installations would require prior approval was seconded and passed unanimously. The Board welcomed an article for the newsletter about the benefits of bluebird houses but with no direct solicitation to install them on private lots. Lea will contact the homeowner and let him know of the Board's decisions on this matter.

The meeting adjourned at 8:28 pm.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: March 11, 2015 at 7:00 pm, Cascades Library.