

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

Date: March 10, 2016
Time: 7:00 pm
Location: Dominion High School Media Center

Board Members Present

Beth Baker
Peggy Franklin
Lea Nigon
Vicki Rundquist
Greg Swiatocha
Orest Swystun
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:00 pm.

Approval of Agenda: Approved as submitted.

Approval of Minutes: The February 11, 2016 Board of Directors Meeting Minutes were approved.

Officer Reports:

- **President (Lea Nigon):** Thanked those who contributed to getting the special meeting mailing prepared and sent out to the members.
- **Vice-President (Orest Swystun):** No report.
- **Secretary/Assistant Secretary (Peggy Franklin/Beth Baker):** The Secretary reported that proxies have started to come in for the vote that will take place at the special meeting.
- **Treasurer (Vicki Rundquist):**
 - **Financial Update:** The Treasurer reported that the HOA asset balance increased back above \$90,000 because dues payments have started to come in. Thirty-two dues payments have been deposited so far and more have been recently received but have not yet been deposited. She reported that last month's legal bill was high again, as expected, and that she prepared both the Federal and Virginia tax returns. Vicki noted that expenses still outweigh income for the year, but as dues payments continue to come in this should change by next month.
 - **Sales Packets:** The Treasurer reported that she learned that if a sales packet is requested in electronic format, we must provide it electronically. Our attorney concurred that this is the case. The Board discussed this issue and a motion to authorize the Treasurer to send sales packets in electronic format when requested was seconded and passed. Vicki will research ways to make this process as easy as possible and will report back to the Board on a proposed process.
 - **Reimbursement Requests:** Vicki Rundquist requested \$8.44 in reimbursement for costs to make three copies of the covenants, bylaws, and amendments for use in sales packets plus \$106.00 for copying portions of the special meeting mailing packet. Beth Baker

requested reimbursement of \$336.88 for postage to mail the special meeting mailing packet. Motion to approve the aforementioned reimbursement requests 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):** Reported that Spring Cleanup is scheduled for Saturday, May 7. The Board discussed advertising the event in the upcoming newsletter and with the tent sign a few days before the event and agreed to raffle off one of the community blankets to one of those participating.
- **Social Activities (Chair: Zeleste Henry):** Not present. No report. Beth Baker will contact Zeleste to follow up.
- **Newsletter (Chair: Neshia Hanno):** Not present. No report. The President will send the new chair's contact information to the Board (srhoanewsletter@gmail.com). The Board discussed articles for the newsletter and set a deadline of March 25 for submission of articles with a target date of April 1 mail the newsletter
- **Architectural Review Committee (Chair: Stephen Mann):** Not present. Committee member Abul Tareque reported:
 - Closing Packet Inspections: Two
 - New Applications:
 - A backyard patio was approved for Lot 39.
 - A kitchen bump-out was approved for Lot 99.
 - Violations: The Board went into executive session at 7:40 pm to discuss a possible violation and returned to regular session at 7:44 pm. No action was taken.

Unfinished Business:

- Traffic Study Update: No new report.
- Listserv Disclaimer Revision: Outstanding. No new report.
- April 20 Special Meeting:
 - The President reported that the notice was mailed on February 29, 2016 which meets the notification requirements for the April 20 meeting.
 - The President reminded the Board that 26% of the community must attend or send proxies to meet quorum requirements for the meeting.
 - The Board discussed the method to track proxies and then following up with community members who do not return proxies. The Treasurer will keep a spreadsheet tracking proxies.
 - The President discussed the agenda for the special meeting.

New Business:

- **VDOT Snow Removal Meeting:** Vicki Rundquist reported that she attended the meeting held on February 23 and that she thanked VDOT for their great snow removal efforts during the recent snow storm. She reported that Supervisor Volpe asked HOA to send her a list of priority roads to

be cleared during a snow storm. The Board discussed and agreed that with the small number of roads in the community, it was not necessary to provide a list of those with top priority.

- New Map – Orest Swynstun is going to see if he can get an updated map of the community from Loudoun County.

The meeting adjourned at 8:45 pm.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: April 14, 2016 at 7:00 pm, Cascades Library Upstairs Conference Room