

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

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

Board Members Present

Peggy Franklin
Steve Honard
Stephen Mann
Lea Nigon
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:35 pm.

Approval of Agenda: The agenda was approved as presented.

Approval of Minutes: The February 11, 2015 Board of Directors Meeting minutes were approved.

Officer Reports:

- **President:** Lea reported that she forwarded the draft Covenant Agreements to the attorney for review. She also reported that she followed up with the homeowner who installed birdhouses on common grounds informing him of the Board's decisions at the February 11 meeting.
- **Vice-President:** No Report
- **Secretary:** Peggy reported that she heard from one Board member on which Handbook he had and that she was able to give the last set of inserts to the appropriate member. There are still two handbooks not identified as to which Board member has them. She will follow up.
- **Treasurer:** Not present but submitted a written report which is summarized below.
 - Financial Update: Vicki reported that the cash balance is up because more dues were received as well as a sales packet fee and the only expenditure was the monthly attorney retainer. As approved in February, Vicki closed the savings account and opened a two-year CD at Presidential Bank.
 - 2015 Dues Collection: As of March 10, there were still five homeowners outstanding on their dues. Delinquent homeowners were sent a second notice adding two months of interest with a deadline of April 30.
 - Upcoming Expenses: Vicki reported that she will be filing taxes for the HOA in March and that she received the insurance packet indicating that we will be receiving a bill for \$1,699 (budget \$1,700).
 - Reimbursement Requests: Stephen Mann requested reimbursement for payment of the HOA Domain Name registrations for 8 years (@\$10/year = \$80). Peggy Franklin requested reimbursement of \$10.59 for a file box to store HOA documents. 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:** Not present but Greg reported to Lea that he will have a firm date for the Spring Clean by the next meeting.
- **Social Activities:** No report, but the Board confirmed that the Community Yard Sale will be on May 16 and Lea will contact Jenny to put a “save-the-date” notice on the website.
- **Newsletter:** The board discussed possible articles.
- **Architectural Review Committee:**
 - Closing Packet Inspections: One.
 - New Applications: None.
 - Violations: Nothing new reported.
 - Steve Honard reported that with his upcoming schedule, he cannot be the Chair of the Committee. Stephen Mann agreed to step into the Chair role.

Unfinished Business:

- **Website Control:** The Seneca Ridge HOA domain name was reserved until 6/25/2024. The board discussed the best way to maintain control of the domain name/website going forward and agreed that information would be kept in the Board Member Handbook.
- **Covenants Amendments Update:** The Board reviewed the comments made by the attorney. The Board agreed with most of the comments made and revised some of the wording based on those comments. Lea will send updated language to the Board for review at the April meeting in the hopes that final language can be agreed on. Steve Honard reported that Dominion High School would be available for a Town Hall meeting to present the proposed amendments to the community. If the meeting will be held in the summer, the auditorium would be an option for a fee. Steve is checking on the amount, but believes it is fairly small. We need to decide on a date so that we can get on the calendar before the end of the school year.

New Business: None.

The meeting adjourned at 8:53 pm.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: April 8, 2015 at 7:00 pm, Cascades Library.