

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

Date: April 14, 2016
Time: 7:00 pm
Location: Cascades Library

Board Members Present

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

Guests Present

Suzanne Volpe, Algonkian District Supervisor

Lea Nigon, President, called the meeting to order at 7:22 pm.

Approval of Agenda: Approved as submitted.

Approval of Minutes: The March 10, 2016 Board of Directors Meeting Minutes were approved.

Traffic Study Update: Suzanne Volpe reported on the findings of the traffic engineering study of Seneca Ridge Drivee conducted in November 2015. Of the \$500K approved by the County last fall for study and improvements, \$400K remains. The County Transportation staff is preparing an item for the Board of Supervisors' (BOS) May 19th Business Meeting with specific recommendations and requests for additional funding to implement the improvements. The Board Packet with the item will be available for the public to review approximately five days prior to the May 19th Meeting. The County posts the Board Packets online on their website. Residents may comment on the Item in by emailing the BOS or attending the BOS meeting on the 19th. The BOS meetings are also televised, so residents can watch the proceedings if they are unable to attend the meeting in Leesburg.

Officer Reports:

- **President (Lea Nigon):** No report.
- **Vice-President (Orest Swystun):** No report.
- **Secretary/Assistant Secretary (Peggy Franklin/Beth Baker):** No report.
- **Treasurer (Vicki Rundquist):** Not present, but reported in writing as follows:
 - **Financial Update:** The Treasurer reported that the HOA cash balance increased significantly due to receipt of \$7,760 in dues payments and \$300 in sales packet fees during the period. She reported that she paid the annual insurance bill, a lawyer bill and copying postage expense reimbursements approved at the last meeting.
 - **Dues Update:** As of April 11, 54 homeowners had not yet paid dues. The deadline to pay without penalty is April 30. Vicki indicated that she will draft a second-notice letter to be reviewed at the next Board meeting.

- **Sales Packets:** The Treasurer reported that she tested setting up a Dropbox account for electronic delivery of sales packets.
- **Reimbursement Requests:**
 - Vicki Rundquist requested \$98 in reimbursement for postage for the newsletter mailing, \$49 for a roll of stamps for future postage needs, and \$84.78 for an order of 250 deposit slips (used in the printer when making deposits of more than a few checks). She anticipates that the deposit slips should last for many years. Vicki's total request is \$231.78.
 - Beth Baker requested reimbursement of \$10.07 to cover the cost of copying the newsletter.
 - Lea Nigon requested reimbursement of \$30.81 for office supplies and printing costs related to the April 20 special meeting.

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.

Unfinished Business:

- April 20 Special Meeting: The Board discussed logistics related to the April 20 Special Meeting.
- Listserv Disclaimer Revision: Outstanding. No new report.

Committee Reports:

- **Common Grounds (Chair: Greg Swiatocha):** Not present. Reported via email that arrangements are almost finished for the May 7 Spring Cleanup. He has the bags and just needs to get refreshments for that morning. He will follow up on the concern expressed by a homeowner about dead trees and debris along the short path that enters Silver Ridge Drive. Vice President Orest Swystun offered to take a look at a tree at risk of falling into the backyard of Lot 83.
- **Social Activities (Chair: Zeleste Henry):** Not present. No report.
- **Newsletter (Chair: Neshia Hanno):** Not present. No report.
- **Architectural Review Committee (Chair: Stephen Mann):**
 - Closing Packet Inspections: None
 - New Applications:
 - A pergola and deck were approved for Lot 32.
 - A roof color change was approved for Lot 127.
 - A door color change was approved for Lot 129.
 - Violations: No new violations were reported.

New Business:

- County Health Department requested HOA Point of Contact: Deferred due to lack of time.
- Loudoun Volunteer Caregivers Request: Deferred due to lack of time.
- New Community Map – Deferred due to lack of time.
- Retention of Old Newsletters – Deferred due to lack of time.
- Electronic Sales Packet Process – Deferred due to lack of time..

The meeting adjourned at 8:55 pm.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: May 12, 2016 at 7:00 pm, Cascades Library Upstairs Conference Room