

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

Date: May 13, 2015
Time: 7:00 pm
Location: Cascades Library

Board Members Present

Peggy Franklin
Brandon Henry
Steve Honard
Stephen Mann
Lea Nigon
Vicki Rundquist
Greg Swiatocha
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:11 pm.

Approval of Agenda: Approved as submitted.

Approval of Minutes: The April 8, 2015 Board of Directors Meeting minutes were approved.

Officer Reports:

- **President:** Lea thanked Vicki for posting the May events on the website.
- **Vice-President:** No report.
- **Secretary:** No report.
- **Treasurer:**
 - Financial Update: Vicki reported that there was not much change on the Balance Sheet. One additional dues payment was received and the refund of the dues overpayment was made. There were four sales packets for a total of \$400 in income. Expenditures included the annual \$25 incorporation fee and attorney's fees.
 - 2015 Dues Collection: Only one homeowner is delinquent. Vicki has attempted to reach by phone. Recommends taking the next step of notifying homeowner via certified letter and regular mail that the HOA will file in small claims court if payment is not received soon. The Board concurred.
 - Free Legal Seminar: Vicki has signed up for the free legal seminar in late May and will advise if she learns anything that may be of interest to the Board. Vicki found a list of maximum allowable fees on the Virginia Common Interest Community Board website and reported that our fees for sales packets were under the maximum.
 - Reimbursement Requests: Brandon: \$122.38 for printing of the newsletter. Lea: \$19.98 for the purchase of a "Rejected" stamp for ARC applications. Vicki r: \$103.64 (\$39.74 for ink cartridges, \$7.63 for making five copies of the covenants for sales packets, and \$56.27 for envelopes and stamps for newsletter mailing). 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:** Greg reported that there was a good turn-out for the Spring Clean-up. Lea pointed out that the common ground next to Silver Ridge needs weeding. The Board asked Greg to put a notice out to the community to see if there were members willing to weed the area. A community member has volunteered to fix the broken fence at that location for the cost of materials. The Board agreed to reimbursing member for reasonable repair costs.
- **Social Activities:** The May 16th Community Yard Sale will be advertised on Craig's List and a board member volunteered to put up the community sign the night before the event.
- **Newsletter:** The next Newsletter is planned for July.
- **Architectural Review Committee:**
 - Closing Packet Inspections: Three were approved.
 - New Applications:
 - Lot 16 – garage doors approved
 - Lot 32 – sidewalk and landscaping approved with conditions
 - Lot 73 – fence rejected
 - Lot 112 – concrete driveway approved with conditions
 - Lot 148 – fence approved with conditions
 - Lot 164 – fence approved
 - Violations: Nothing new reported
 - Neighborhood Inspection: Lea will email Board members with suggested dates in June.

Unfinished Business:

- Covenants Amendments Update: The Board reviewed attorney comments and suggestions from various board members. The Board agreed on language to be sent to the attorney for drafting of language to be presented to the community at a Town Hall meeting.
- Traffic Study/Town Hall: Supervisor Volpe informed us via email that Loudoun County Transportation staff met with LCPS Transportation staff to discuss the situation. The LCPS Transportation staff is now working with the Seneca Ridge Middle School Principal to develop an internal plan for the school site to improve the situation. Supervisor Volpe's office hopes to update us within the next two weeks.

New Business:

- Lea brought up that each member of the nine-member board has a term of three years and three Board members are supposed to be elected each year. Over the years with early terminations of members, we have gotten away from three members being elected each year. We will need to correct this in November at the annual meeting.
- The Board agreed that the Website Domain information should be stored in the safety deposit box.

The meeting adjourned at 8:34 pm.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: June 10, 2015 at 7:00 pm, Cascades Library.