

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

**Date:** June 10, 2015  
**Time:** 7:00 pm  
**Location:** Cascades Library

Board Members Present

Peggy Franklin  
KC Holland  
Steve Honard  
Stephen Mann  
Vicki Rundquist

Steve Honard, Vice President, called the meeting to order at 7:16 pm.

**Approval of Agenda:** Approved as submitted.

**Approval of Minutes:** The May 13, 2015 Board of Directors Meeting minutes were approved.

**Officer Reports:**

- **President:** Not present. No report.
- **Vice-President:** No report.
- **Secretary:** No report.
- **Treasurer:**
  - Financial Update: Vicki reported that there was not much change on the Balance Sheet. The HOA is still more than \$8,000 positive in income. This will continue to drop through the year as expenditures are budgeted to be higher than income for the remainder of the year.
  - 2015 Dues Collection: All dues have been collected.
  - Free Legal Seminar: Vicki attended the seminar she reported on at the last meeting and reported on a few items of interest.
    - The HOA should not remove snow and ice from sidewalks/paths as it sets the expectation that it was done well and if someone were to slip, the HOA could be liable. The Board noted this recommendation and agreed that it was prudent not to remove snow and ice from sidewalks/paths.
    - As of July 1 under changes to Virginia law, the HOA may require the following for rental properties.
      - Either a copy of the lease or the name and contact information for the tenant (HOA choice).
      - A tenant acknowledgement of, and consent to abide by, HOA covenants. Vicki will draft a letter to be sent to owners of those properties being rented asking for a copy of the lease and asking that they have their tenants sign the acknowledgement of HOA covenants.
    - The HOA should have a policy resolution laying out the manner in which voting rights are suspended (due to unpaid dues, etc.). The Board discussed, but did not think that this was an important issue to address at this time.

- Reimbursement Requests: Vicki requested reimbursement of \$6.49 for the cost of sending the registered letter to the last homeowner who had not paid their dues. Motion to approve the aforementioned reimbursement request was seconded and passed.

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

**Committee Reports:**

- **Common Grounds:** Not present. No report.
- **Social Activities:** Not present. No report.
- **Newsletter:** Not present. No report.
- **Architectural Review Committee:**
  - Closing Packet Inspections: There were no closing packet inspections.
  - New Applications: One application is under review.
  - Violations: Nothing new reported
  - Neighborhood Inspection: The Board approved a date for the neighborhood inspection. The Board approved language in a draft letter to homeowners who are found to have violations.

**Unfinished Business:**

- Covenants Amendments Update:
  - The Board approved the draft Covenant Amendments with minor changes. Peggy will send documents to the Board with these minor changes.
  - The Board reviewed a draft Notice of Special Meeting of the Members document presented by Lea. Steve will expand the bullets points describing the proposed changes and present an updated version at the next meeting.
- Traffic Study/Town Hall: Lea reported by email that no new information had been received from Supervisor Volpe's office.

**New Business:** None

The meeting adjourned at 7:47 pm.

Respectfully submitted,  
Peggy Franklin, Secretary

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