

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

Date: June 22, 2016
Time: 7:00 pm
Location: Cascades Library

Board Members Present

Beth Baker
Peggy Franklin
Stephen Mann
Lea Nigon
Vicki Rundquist
Orest Swystun

Lea Nigon, President, called the meeting to order at 7:08 pm.

Approval of Agenda: Approved with deletion of Items 5 & 6 (approval of May 12 and June 9 minutes – no quorum was reached at those meetings and no minutes were prepared).

Approval of Minutes:

- The April 14, 2016 Board of Directors Meeting Minutes were approved.
- The April 20, 2016 Special Meeting of the Members Minutes were approved.

Officer Reports:

- **President (Lea Nigon):** The President expressed her thanks for all those who helped prepare for and conduct the Special Meeting of the Members. President solicited a volunteer from amongst the Board to take possession of portable tent sign and Vice-President Orest Swystun so volunteered.
- **Vice-President (Orest Swystun):** No report.
- **Secretary/Assistant Secretary (Peggy Franklin/Beth Baker):** No report.
- **Treasurer (Vicki Rundquist):**
 - **Financial Update:** The Treasurer reported that the HOA has almost \$100,000 in assets. Dues have been coming in and usual attorney fees and miscellaneous office costs have been paid. Year-to-date income is about \$4,000 over expenditures.
 - **Dues Update:** Second notices were mailed to those who had not paid dues by the April 30 deadline. Dues for 12 homes remain unpaid. The Board discussed how to treat those for whom payment was received after the deadline but before second notices were sent and agreed that late fees/interest should be carried over for those homeowners until next year to be fair to those who paid on time.
 - **Sales Packets:** The Treasurer reported that she set up a Dropbox account for electronic delivery of sales packets which seems to work very well. Electronic delivery of sales packets is less costly to the community since it saves on time, ink, and paper costs. She proposed setting the cost for electronic delivery of sales packets lower than paper copies. A motion to give a 20% discount for electronic sales packets was seconded and passed.

Treasurer will send new language to the Webmaster to update the cost structure for sales packets on the website.

- **Certificates of Deposit:** There is a CD maturing on July 7, one of the three that are approximately \$20,000 in value. The Treasurer recommended purchasing another 3-year CD so that the HOA will have a \$20K CD maturing every year (the other two mature in 2017 and 2018). The CD that is maturing is with Eagle Bank and their current rate is 1.25 APY. Other banks offer slightly higher rates, but switching banks is administratively burdensome for an estimated \$100 in extra interest at the end of the period. A motion to approve renewing the maturing CD at Eagle Bank with another 3-year CD was seconded and passed.
- **Reimbursement Requests:**
 - The Board voted via email to approve the following reimbursements:
 - \$163.47 to Zeleste Henry for purchase of ten reusable Seneca Ridge Yard Sale signs.
 - \$94.00 to Lea Nigon for postage for the traffic notice mailing.A motion to ratify these votes was seconded and passed.
 - Beth Baker requested \$12.78 in reimbursement for envelopes for mailing of the amended covenants. Vicki Rundquist requested a reimbursement of \$243.44 for postage for the mailing of the amended covenants. Lea Nigon requested a reimbursement of \$101.29 (\$75.26 for printing of the amended covenants, \$15.35 for refreshments for the special meeting, \$6.45 for postage for sending the special amendment to attorney for filing, and \$4.23 for glue to repair the HOA tent sign). A 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):** Not present but reported via email:
 - The May 7 Spring Cleanup went well. There was not as much trash as in the previous year. As experienced in the past, it took a long time for the bags to be picked up.
 - Reported that there are three trees on common grounds that need to be removed. The President confirmed with the attorney that only a courtesy call is required to homeowners if access will be needed to their property in order to safely remove the trees. The Chair contacted a few companies to get quotes on tree removal and has received one estimate to date. A motion to give the Common Grounds Chair authority to enter into a contract at this time for up to \$1,000 contingent upon receipt of bidders' business license and liability coverage was seconded and passed.
 - Reported that there is an area on the path between Lots 81 and 82 where the ground is significantly below the level of the path and suggested that gravel should be added to bring the ground level closer to the level of the path. The President will ask the Chair contact the HOA's current landscape company to give us an estimate.
- **Social Activities (Chair: Zeleste Henry):** Not present but reported via email:

- The custom made signs for the yard sale were very helpful. Chair suggested that the community yard sale be scheduled the same day as the Dominion High School yard sale next year. She also suggested getting a large banner for the entry to the community.
- Regarding an Octoberfest, the Chair advised that to be successful, two additional volunteers were needed to help. She suggested Saturday, September 17 for Octoberfest and Sunday, October 23 for the Children’s Costume Parade. She suggested sending a postcard advertising these events, catering the German main dishes (sausages and brats), and having some items to give away at Octoberfest. The Board will discuss further at the next meeting.
- **Newsletter (Chair: Nesha Hanno):** Not present, but Lea Nigon commented that Nesha produced a great newsletter in a very short time for the last publication. Lea requested that Board members send their ideas for the next newsletter to Nesha. The Board discussed ideas and agreed that a target date for the next newsletter should be late July or August.
- **Architectural Review Committee (Chair: Stephen Mann):**
 - Annual Inspection: Postponed until updates to and creation of pertinent documents can be made as a result of passage of the Amended Declaration.
 - Closing Packet Inspections: Three inspections were performed for closing packets.
 - New Applications: One was reviewed, but none were approved.
 - Violations: The Board went into executive session at 8:05 pm to discuss possible violations and returned to regular session at 8:13 pm. No action was taken.

Unfinished Business:

- Traffic Study Update: The Board noted that Supervisor Volpe invited the community to a special informational meeting on June 20 to discuss the proposed traffic improvements at the entrance to the community and beyond. Those Board members who attended reported that the meeting was well-attended by community members.
- Distribution of Amended Declaration: The President reported that the “Amended Declaration of Covenants and Restrictions” which was approved by the community at the April 20, 2016 Special Meeting of the Members and duly recorded in Loudoun County on May 13, 2016 was mailed to all members on June 13 along with the certification document.
- Storage of Original Copy of Amended Declaration: The Treasurer reported that the original, signed and recorded copy of the “Amended Declaration of Covenants and Restrictions” was placed in the HOA’s safety deposit box.
- Due Process: The president distributed for review a draft due process resolution prepared by the HOA’s law firm. The Board discussed and will discuss further at the next meeting. Drafts of other documents related to notifying members of violations of the covenants and restrictions were distributed by the President for review and will be discussed further at the next meeting.
- Listserv Disclaimer Revision: Stephen Mann reported that the disclaimer language had been updated on the listserv sign in page.
- SRHOA POC Request: Orest Swystun, Board Vice President, volunteered to be the official HOA Point of Contact for Loudoun County and other outside organizations.

- Loudoun Volunteer Caregivers: Orest Swystun will contact the Loudoun Volunteer Caregivers representative and reach out to the Newsletter Chair about putting an article in the upcoming newsletter.
- New Community Maps: Lea Nigon recommended that postponing preparing a new community map until after the Traffic Study is complete.

New Business: None

The meeting adjourned at 8:50 pm.

Respectfully submitted,
Peggy Franklin, Secretary

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