

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

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

Board Members Present

Beth Baker  
Stephen Mann  
Lea Nigon  
Vicki Rundquist  
Greg Swiatocha  
Abul Tareque

Guest

Supervisor Suzanne Volpe

Lea Nigon, President, called the meeting to order at 7:10 pm.

**Approval of Agenda:** Approved.

**Approval of Minutes:** The June 22, 2016 Board of Directors Meeting Minutes were approved.

**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):**
  - **Financial Update:** The HOA continues to have almost \$100,000 in assets. More dues were paid during the month and two sales packets were prepared. One CD matured bringing in \$387.57 interest. Expenditures were ones approved at the June meeting, so that the figures are comfortably within budget.
  - **Dues Update:** After receiving an extra reminder five homeowners still have not paid dues and one made a partial payment. Treasurer proposed that at this point in the year that any unpaid 2016 dues be added to the 2017 dues notice (plus calculated interest for the remainder of the year of \$4.24). A motion to approve Treasurer's above stated proposal regarding late dues was seconded and passed.
  - **CD:** Per instructions at the June board meeting, Vicki Rundquist renewed the 3-year CD at Eagle Bank and the rate remains 1.25%.
  - **Reimbursement Requests:** Lea Nigon requested reimbursement of \$7.84 for office supplies. A 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 (Chair: Greg Swiatocha):**
  - Donegan’s Tree Service is scheduled to remove marked trees behind Lot 2 and Lot 83 Monday, July 18. Chair will call to alert the residents involved.
  - Chair has marked two areas of the path behind Lots 81 and 82 for addition of gravel to bring the ground level closer to the level of the path. Chair will continue to request proposals from landscape companies for each of the two areas and will present findings at next meeting.
- **Social Activities (Chair: Zeleste Henry):** Not present, but Chair has set a date of Sunday October 23 for the costume parade. Chair urges that help is needed if there is to be an Octoberfest. Chair suggested that, if held, it be professionally catered but board did not concur.
- **Newsletter (Chair: Neshia Hanna):** Not present, but the board suggested various topics for a newsletter planned for later this month or as soon as possible in August: President’s report of board activities, solicitation of interest in an Octoberfest, save the date for the costume parade, Annual Meeting Monday November 14th, reminder of changes to the covenants, “Thinking of Selling Home?” process, courtesy while walking dogs, volunteers needed for board elections, and the traffic survey.
- **Architectural Review (Chair: Stephen Mann):**
  - Neighborhood Inspection: A neighborhood-wide inspection will be held this month.
  - The Board discussed the document “Deadlines to Correct Violations”, and agreed on time limits, after which a motion to approve was seconded and passed.
  - The Board reviewed a draft of a first notice violation letter.
  - Waste Receptacles: The board reviewed a draft of a separate letter regarding violation of waste receptacle storage so as to provide a more complete explanation to any recipient. Stephen Mann presented a draft form for requesting an alternate storage location.

**Unfinished Business:**

- **Traffic Study Update:** Supervisor Suzanne Volpe gave an update on the status of the proposed traffic improvements at the entrance to the community and beyond. The county will send a survey within the next week to all homeowners in the Dominion High School boundaries regarding proposed changes. She advised that since our community is the most directly affected an effort should be made for a large response from it. The board plans to post an announcement on the listserv and utilize the tent sign to encourage return of the survey. The response due date is August 6.
- **Due Process:** Due to time restraints the board will review the draft Due Process Policy Resolution for next month’s meeting.
- **New Community Maps:** Postponed until after the Traffic Study is complete.

**New Business:** None

The meeting adjourned at 8:56 pm.

Respectfully submitted,  
Beth Baker, Assistant Secretary

Next scheduled meeting: August 11, 2016 at 7:00 pm, Cascades Library Upstairs Conference Room