

Seneca Ridge Homeowners Association, Inc.
Meeting of the Board of Directors Minutes

Date: September 8, 2016
Time: 7:00 pm
Location: Cascades Library

Board Members Present

Beth Baker
Peggy Franklin
Lea Nigon
Vicki Rundquist
Greg Swiatocha
Abul Tareque

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

Approval of Agenda: Approved.

Approval of Minutes: No quorum was reached at the August meeting, so no minutes were prepared. The July 14, 2016 Board of Directors Meeting Minutes were approved with the addition of a non-member guest.

Officer Reports:

- **President (Lea Nigon):** Reported that to keep costs down, we have been assigned an associate attorney within the practice of our law firm to assist us in the future.
- **Vice-President (Orest Swystun):** Not present. No report.
- **Secretary/Assistant Secretary (Peggy Franklin/Beth Baker):** Secretary will attempt to reserve room in the Cascades Library for the annual meeting November 14 since there would be a charge for a room at Dominion High School. Assistant Secretary will send a notice to the community about the upcoming road closures due to the Dominion High School Homecoming Parade.
- **Treasurer (Vicki Rundquist):**
 - **Financial Update:** Reported that the HOA continues to have almost \$100,000 in assets. One late dues payment and one electronic sales packet were the only income this month. The annual PO Box fee was paid. The HOA is still approximately \$2,000 ahead of budget for the year although certain budget line items are over budget – legal fees due to unanticipated costs associated with the covenant revisions and postage due to unanticipated mailings associated with the covenant revisions.
 - **2017 Budget Preparation:** Because 2017 expenditures are expected to be less than 2016 (due mostly to reduced legal fees now that the covenant revisions have been completed), Treasurer proposed reducing the annual dues payment in 2017. She provided two proposed budgets for the Board’s review – one at a \$70 rate and one at a \$60 rate. She asked that Board members review the proposed budgets and be prepared to discuss at the October meeting.

- **Reimbursement Requests:** The following reimbursement requests were made:
 - Vicki Rundquist for \$47.00 for the cost of a roll of postage stamps for mailing ARC inspection letters and for mailing bill payments.
 - Beth Baker for \$23.80 for costs associated with copying the newsletter.
 - Lea Nigon for \$14.47 for costs associated with copying the declaration letter.
 - Greg Swiatocha for \$4.10 for the cost of spray paint needed to mark location of needed improvements to the paths.

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):**
 - Chair reported that there are seven trees that may need to be taken down. He will get quotes for the work.
 - Chair reported that it has been difficult to get quotes for adding gravel to bring the ground level closer to the level of the path behind mainly Lots 81 and 82. Chair will contact Loudoun County to come and look at the area to see if there is a drainage issue affecting erosion that the County may be willing to address.
- **Social Activities (Chair: Zeleste Henry):** Not present, but Chair requested via email that she be permitted to order postcards similar to those sent last year to promote the Halloween parade to be held on October 23. The Board concurred that this was a good idea. The Chair asked for volunteers to assist with the event and a community member present at the meeting volunteered to help. The President will try to get a fire truck for the event and will investigate getting someone from the Sheriff Auxiliary to direct traffic on the parade route. The Board agreed that for safety reasons, if we cannot get help to direct traffic, the parade should be on the sidewalk.
- **Newsletter (Chair: Neshia Hanna):** Not present, but the Board expressed appreciation for the Chair's work in producing an excellent newsletter. The Board discussed timing for the next newsletter and decided that it should be targeted for the beginning of December – if possible to coincide with the annual dues mailing to save postage costs.
- **Architectural Review (Chair: Stephen Mann):**
 - New Applications: Received an application to add a fence that was denied as submitted.
 - Closing Packet Inspections: None
 - New Violations: None
 - Neighborhood Inspection: The Board went into executive session at 8:35 pm to discuss violations that have not been corrected by the deadline given in letters mailed in July as a result of the inspection. The Board returned to regular session at 8:45 pm. ARC representatives will prepare letters to homeowners who have not met the deadlines to correct.
 - Revised Guidelines for Deadlines: The President distributed an updated document as approved at the July 14, 2016 board meeting for inclusion in Section E of the Board Handbook.

Unfinished Business:

- **Traffic Study Update:** No update.
- **Draft Due Process Policy Resolution:** No update.

New Business:

- **Annual Meeting:**
 - Secretary will request a meeting room at Cascades Library 60 days before November 14 meeting date.
 - President requested that Board members reach out to neighbors to try to find people to fill upcoming vacancies on the Board.
- **Listserv Policy Revisions:** Not discussed due to lack of time.
- **Updating Standard Record Report:** President will instruct secretary to add the Alternative Location Application (for waste receptacles) to the Standard Record Report.

The meeting adjourned at 8:56 pm.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: October 13, 2016 at 7:00 pm, Cascades Library Upstairs Conference Room