

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

**Date:** October 13, 2016

**Time:** 7:00 pm

**Location:** Cascades Library

Board Members Present

Beth Baker

Peggy Franklin

Stephen Mann

Lea Nigon

Orest Swystun

Guest

Supervisor Suzanne Volpe

Supervisor Volpe addressed those members who were present before a quorum was reached. Following is an excerpt from the *Algonkian District October 2016 Update* she sent via email on October 17 which summarizes what she reported:

Supervisor Saines and I and met with the County Department of Transportation & Capital Infrastructure (DTCI) regarding the survey that was mailed to residents in the Dominion High School and Seneca Ridge Middle School attendance area. The survey asked residents, if the County should continue to pursue the option of installation of a traffic signal at the intersection of Seneca Ridge Drive and Augusta Drive. Both Supervisor Saines and I agreed that the responses from the most impacted area were overwhelmingly against pursuing the traffic signal. It was agreed to continue with the other transportation improvements in the study area. DTCI will coordinate with the transportation consultant, who is working on the engineering plans for the transportation improvements. The County is confident the proposed improvements to the area will have a positive effect for residents. I should note that Supervisors Saines' office has requested a traffic study for Augusta Drive as the discussions regarding Seneca Ridge Drive brought forward concerns from residents along Augusta Drive.

Lea Nigon, President, called the meeting to order at 7:27 pm when a quorum was reached.

**Approval of Agenda:** Approved.

**Approval of Minutes:** The September 8, 2016 Board of Directors Meeting Minutes were approved.

**Officer Reports:**

- **President (Lea Nigon):** Thanked the Board members who agreed to run for another term.
- **Vice-President (Orest Swystun):** No report.
- **Secretary/Assistant Secretary (Peggy Franklin/Beth Baker):**
  - Assistant Secretary reported that she solicited for candidates, but was not successful in finding a community member willing to run. She prepared a draft notice of the annual meeting, proxy form and ballot (including the names of the three current members who

have agreed to run for re-election). The Board reviewed and agreed that the documents were ready to be mailed. The Assistant Secretary will mail early next week.

- The Secretary reported that Conference Room A at the Cascades Library has been reserved for the November 14 annual meeting.
- **Treasurer (Vicki Rundquist):** Not present. No report.
  - **2017 Budget:** The Treasurer prepared several draft versions of the 2017 budget for the Board's consideration. The Board reviewed and discussed the budgeted income and expenditures. A motion to set the annual dues at \$70, to accept all proposed expenses as stated with the exception of setting Lawyer Fees at \$4,000, adding \$1,000 for Tree Removal and adding to Path Maintenance whatever amount is needed to make the Net Income for 2017 equal zero was seconded and passed.
  - **Reimbursement Requests:** There were no requests for reimbursement.

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

#### **Committee Reports:**

- **Social Activities (Chair: Zeleste Henry):** Not present, but President reported that the Loudoun County Sheriff's office is trying to send an Auxiliary to direct traffic for the Halloween Parade scheduled for October 23<sup>rd</sup> at 4:00 pm. If the Auxiliary is not available, for safety reasons, the parade will be on the sidewalk. The President reported that the Social Activities Chair requested assistance to help at the beginning of the parade route. Orest Swystun volunteered to help.
- **Architectural Review (Chair: Stephen Mann):**
  - Closing Packet Inspections: Two were completed.
  - Outstanding Violations:
    - The Board went into executive session at 8:10 pm to discuss violations. The Board returned to regular session at 8:30 pm. ARC representatives will prepare letters to homeowners who have not met the deadlines to correct.
    - The Board reviewed applications for Alternate Storage Location of waste receptacles and approved the applications submitted for Lots 72 and 156.
  - New Violations: None.
  - New ARC Applications:
    - The ARC approved an application for a shed at Lot 180
    - The ARC approved an application for new siding at Lot 166.
  - Supplies Needed: The President will order a new "approved" stamp for use by the ARC.
- **Common Grounds (Chair: Greg Swiatocha):** Not present. No report.

The Board went into executive session at 8:35 pm to discuss use of common grounds. The Board returned to regular session at 9:00 pm. Due to lack of time, not further business was discussed.

The meeting adjourned at 9:00 pm.

Respectfully submitted,  
Peggy Franklin, Secretary

Next scheduled meeting: Annual Meeting, 11/14/16, 7:00 pm, Cascades Library Room A