

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

Date: November 9, 2015
Time: 7:00 pm
Location: 332 Silver Ridge Drive, Sterling, VA

Board Members Present

Brandon Henry
KC Holland
Steve Honard
Stephen Mann
Lea Nigon
Vicki Rundquist

Lea Nigon, President, called the meeting to order at 7:06 pm.

Approval of Agenda: Approved as submitted.

Approval of Minutes:

Reading and Approval of July 8, 2015 Board of Directors Meeting Minutes: Approved.

Reading and Approval of August 12, 2015 Board of Directors Meeting Minutes: Approved.

Reading and Approval of October 1, 2015 Special Meeting of the Board of Directors Minutes: Approved.

Reading and Approval of October 14, 2015 Board of Directors Meeting Minutes: Approved.

Officer Reports:

- **President:** Lea Nigon, expressed appreciation for the following:
 - Our District Supervisor, Suzanne Volpe, and her staff for coordinating a town-hall meeting in August on community traffic problems that has resulted in funding for studies and amelioration.
 - Our webmaster Jenny Le for training our secretaries how to load approved minutes onto the website.
 - Our Social Activities Coordinator Zeleste Henry for an awesome postcard announcement regarding the Halloween Parade.

Lea Nigon also showed the Board two large photographic community maps that our Supervisor's office provided. Location for storage will be determined at a later date.

- **Vice-President:** Steve Honard reported safety concerns regarding a homeowner's pool. Stephen Mann will follow up on the issue.
- **Secretary:** The following previous e-votes were ratified by unanimous vote of the Board:
 - E-vote for awarding contract for path fencing/railing repair – August 2015
 - E-vote regarding reimbursements for town hall meeting and some bridge repair expenses – August 2015

- E-vote for expense of postcard printing and mailing regarding Halloween parade – September 2015
- **Treasurer:**
 - Financial Update: Only expense for the past month was for attorney fees, and there was no significant income. Income for the year exceeds expenditures by almost \$5000.
 - Proposed 2016 Annual Budget – Has been approved in a prior Board meeting.
 - Vicki Rundquist moved that the Board make charitable contributions to the following (as has been done in past years): \$100 to the Sterling Fire Department, \$100 to Sterling Rescue, and \$100 to Friends of Cascades Library. The motion was seconded and unanimously approved.
 - Reimbursement Requests: The following requests were submitted and approved by unanimous vote of the Board:
 - \$5.72 for 180 copies of “We need board members” flyer – Beth Baker
 - \$3.92 for mailing above flyer to non-resident homeowners – Lea Nigon
 - \$125.54 for stamps, copying, & envelopes for annual meeting mailing – Beth Baker
 - \$3.24 for September 9 meeting announcement copying – Lea Nigon
 - \$82.53 for Halloween parade expenses – Brandon Henry

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

Committee Reports:

- **Common Grounds:**
 - The path bridge fencing has been completed and paid for.
 - Greg Swiatocha reported our contract for common grounds lawn service will expire at the end of this year. He has solicited three 2-year bids with a bid deadline of 11-20-15 and has received one so far. The Board voted to go into Executive Session at 7:43 pm to discuss the bid. At 7:45 pm the Board returned to regular session. The Board will vote on the bid(s) at the next regular meeting.
 - The board directed the president to contact legal counsel regarding a common ground maintenance question.
- **Social Committee:**
 - Halloween Parade - There was a positive response to the postcard announcement, and a great turnout of 60 persons showed for the event. Thanks to Steve Honard for assisting in setting up and to the Sterling Fire Department for their interaction with the children. Suggestions for the future would be to have a better traffic plan to ensure the safety of the children, possibly having them walk on the sidewalk, with the fire fighters throwing candy. Consider having a bouncy house at the end of the parade.
 - Yard Sale –Zeleste Henry will get quotes on professionally produced, reusable signs for the yard sale.
- **Newsletter:**
 - Brandon Henry will convert the newsletter program he uses to Word so as to be accessible for the next editor.
 - Lea suggested that instead of a comprehensive newsletter he produce a one-page update before the end of the year, and she will assist him.
- **Architectural Review Committee:**
 - There were no closing packet inspections.
 - One application for drainage modification was received and is under review.

- The Board went into executive session at 7:50 to discuss a new violation and returned to regular session at 8:00. The board, by acclamation, directed the ARC to write a ‘correct violation letter’ to an owner.
- No neighborhood violations re-inspection date was set due to lack of resources.

Unfinished Business:

- Annual Meeting
 - Proxies – Only nineteen have been returned, so board members were requested to take forms door to door so as to ensure a quorum.
 - Term staggering – There was some discussion as to the rationale for determining who is elected for a 3-year term and who will have a 1-year term. The board asked Lea to discuss the matter with the attorney.
- Organizational Meeting – The newly-comprised Board will meet immediately after the Annual Meeting to elect officers and appoint committee chairs..
- Traffic Study Update – The Board noted that as a response to the town-hall meeting in August the county has designated funds for a traffic study, which appears to be in process.
- Covenants Amendments Update
 - Waste Receptacles: After receiving feedback from the community the board will propose the option of allowing two waste receptacles to be stored along the side of the dwelling, with the possibility of written consent of the Board to change the location for an individual homeowner who finds this not feasible.
 - Enforcement: The Board will use the amended language proposed by a homeowner as being more easily understood.
 - Storage: The Board will not address possible changes to the prohibition of keeping boats on properties.
 - Timeline: Vicki Rundquist suggested that announcement of a meeting to vote on amending the covenants be sent out with the annual dues notice, delayed to the end of January or beginning of February. The actual meeting and vote would be within 60 days, but a ratification process could extend the gathering of votes to 11 months.

New Business: None

The meeting adjourned at 8:52.

Respectfully submitted,

Beth Baker, Assistant Secretary

Next scheduled meeting: Annual Meeting, November 12, 2015 at 6:30 pm, Dominion High School Library, and Board Organizational Meeting immediately afterwards.