

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

Date: November 10, 2016
Time: 7:00 pm
Location: 332 Silver Ridge Drive, Sterling, VA

Board Members Present

Beth Baker
Peggy Franklin
KC Holland
Lea Nigon
Greg Swiatocha

Lea Nigon, President, called the meeting to order at 7:05 pm.

Approval of Agenda: Approved.

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

Annual Meeting:

- President Lea Nigon reported that the agenda for the Annual Meeting is ready. The Board discussed the quorum requirement for the annual meeting and the number of proxies received to date. Those present agreed to each reach out to neighbors to ensure that a quorum could be reached for the annual meeting.
- The Board concurred with a sample ballot.
- The Board decided not to serve refreshments.

Organizational Meeting: The Board discussed suggestions for the board members' handbook and decided adding addresses and email addresses for the board members would be helpful.

Review of Annual Dues Letter: The Board discussed a draft annual dues letter presented by Treasurer Vicki Rundquist and agreed on the final version to be sent.

Charitable Contributions: The Board agreed to give \$100 to the Auxiliary Unit of the Loudoun County Sheriff's Department in appreciation for their assistance with the Halloween Parade.

Tree Removal and Path Erosion/Grading: Common Grounds Chair Greg Swiatocha reported that there are trees that may need to be taken down in the easement behind River View as well as on the path at the end of Trail Ridge.

- The Board discussed the situation regarding the trees in the easement and agreed that we should reach out to Loudoun County regarding the ones in the easement. Water flowing from that area seems to be causing the path erosion problem just down from that easement. KC Holland agreed

to reach out to David Whalen from the County who is currently working on drainage issues near his home to advise them of the issue and ask for their help in resolving the problem.

- Greg will get a quote to take down the trees on the path at the end of Trail Ridge.

ARC Applications:

- Application for siding change was approved for Lot 009.
- Application for a shed was approved for Lot 091.

Outstanding ARC Violations: The Board went into executive session at 7:50 pm to discuss violations. The Board returned to regular session at 8:12 pm. The Board decided to rescind a violation notice issued to lot 019 regarding porch color and to send second letters to homeowners who have not corrected violations in a timely manner.

Newsletter: The Board discussed ideas for the upcoming newsletter and agreed to try to have the newsletter sent in time to mail with the annual dues letter.

Unfinished Business:

- The Board discussed who should have access to the Association's community ListServ and agreed that both Homeowners and Residents should have access. President Lea Nigon will reach out to the webmaster to request that language be changed on the community website.
- The Board agreed that before sending out hearing notices for violations, the Policy Resolution that describes the violation notice process should be finalized and distributed. The Board will put a priority on completing a new Due Process Policy Resolution in the upcoming months.

New Business:

- President Lea Nigon reported that Loudoun County is having a workshop on November 15 regarding Flood Plain Remapping.

The meeting adjourned at 8:35 pm.

Respectfully submitted,
Peggy Franklin, Secretary

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