

**Seneca Ridge Homeowners Association
Annual Meeting of the Members Minutes**

Date: November 12, 2014
Time: 6:30 PM
Location: Dominion High School

Board Members Present:

Peggy Franklin
Brandon Henry
KC Holland
Steve Honard
Lea Nigon
Abul Tareque

Lea Nigon, President, called the meeting to order at 6:42 PM.

Establishment of Quorum: The Secretary counted the proxies and confirmed that a quorum was established.

Introduction of Attendees: All those present introduced themselves.

Proof of Notice of Meeting: Notice of annual meeting was mailed October 27 and delivered October 28, meeting the 15-day advance requirement.

Approval of Minutes:

- 2013 Annual Meeting Minutes: Copies of the 2013 Annual Meeting Minutes were distributed, reviewed and approved.
- 2012 Annual Meeting Minutes: Copies of the 2012 Annual Meeting Minutes were distributed, reviewed and approved.

Officer Reports:

- **President:** The President reported on major achievements in 2014:
 - The HOA website, senecaridge.org, had been updated and enhanced.
 - Handbooks containing information/reference for board members were created and distributed.The President also reported on initiatives planned for 2015:
 - Response to Dominion Power's requested for an easement to allow them to bury electrical lines.
 - Amending Bylaws and Covenants
- **Secretary:** No report.
- **Treasurer:** The Treasurer was not present, but submitted a written report, summarized below:
 - Financial Update: The HOA had a successful year financially with income well ahead of expenditures. Dues were collected for all households except one, which went into foreclosure. CD income was a little higher than anticipated.
 - Expenses were less than expected as there was no need to renovate the path or remove many trees. The amount listed as "Misc" under the Office category was to pay someone to input all the data from 30 years of HOA ARC files into a database making it easier to track approvals. Postage was a little higher than

anticipated because the Board decided to stock up on stamps prior to the rate increase earlier this year.

- The Balance Sheet reveals very healthy reserves. Because the HOA had a profit of over \$5,000 in 2014, total holdings have grown. The largest CD matured this year and the Board voted to split it in two and spread out the maturation dates. The best rate for one of the periods was offered by Virginia Heritage bank, so a CD was opened there to get a higher return. The other CDs are all at Cardinal Bank.
- 2015 Budget Proposal: Treasurer prepared and submitted a 2015 budget. Because of the profit realized in 2014, Treasurer has suggested lowering next year's annual assessment to \$80. The Board will review and approve a budget for 2015 at the December Board of Directors meeting.

Committee Reports:

- **Common Grounds:** The Chair was not present, but reported via email that in 2014 there was good participation in the annual Spring Clean, that "No Hunting" signs and markings had been posted in the common area, and that a multi-year contract had been negotiated with a lawn service resulting in lower costs than what had been paid in the past.
- **Social Activities:** Reported that there was pretty good turnout at the Halloween parade, but that there did not seem to be too much participation in the Community Yard Sale.
- **Newsletter:** The Chair reported that newsletters had been sent out quarterly in 2014 and that articles are welcome from all members of the community.
- **Architectural Review Committee:** The ARC Chair reported that the ARC database was completed in 2014 so that researching prior approvals can be done easily. He also reported that there had been good response to notices sent to homeowners as result of the annual inspection.

Election of Officers: Peggy Franklin and Stephen Mann were re-elected to three-year terms as members of the Board. Greg Swiatocha was elected to a three-year term as a member of the board, filling the open seat created by the expired term of Tim Robinson.

Unfinished Business: None

New Business: None

The meeting adjourned at 7:05 PM.

Respectfully submitted,
Peggy Franklin, Secretary