

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

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

Board Members Present

Beth Baker  
KC Holland  
Lea Nigon  
Vicki Rundquist  
Paul Southwick  
Orest Swystun

Orest Swystun, President, called the meeting to order at 6:58pm.

The presence of a quorum was established.

**Approval of Agenda:** A motion to approve the agenda was seconded and passed.

**Approval of Minutes:** A motion to approve the October 13, 2016 and November 10, 2016 Board of Directors Meeting Minutes was seconded and passed.

**Officer Reports:**

- **President (Orest Swystun):**
  - Orest reported that he and former president Lea Nigon are in the process of transitioning the role of president. He requested that another member take charge of the announcement sign and commented that it needs minor repair.
- **Vice-President (Paul Southwick):** No report.
- **Secretary (Beth Baker):**
  - Beth distributed updates to the Board Handbooks.
  - Distribution of responsibilities regarding preparations for monthly meetings is not yet complete, but Assistant Secretary Lea Nigon will take responsibility for room reservations.
- **Treasurer (Vicki Rundquist):**
  - **Financial Update:** Dues for 2017 have come in from 31 homeowners, which artificially inflates income for the month of December. Since September, the last budget report given, payments were made for lawyer fees, the post office box, postage, copying, and social activities. Yearly expenses are still less than budgeted.
  - **Reimbursement Requests:** Requests for reimbursements were made as follows: Vicki: \$94.79 for expenses related to the annual dues letter; Lea: \$23.92 for ARC office supplies; and Beth: \$42.61 for copying annual meeting documents, newsletter, and handbook updates. A motion to approve all was seconded and passed.

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

**Committee Reports:**

- **Social Activities (Chair: Zeleste Henry):** Zeleste was not present, but she recommended that next year the Halloween Parade activities include a costume contest. More money should be allocated for the activity next year in order to adequately pay for the Sheriff's Auxiliary.
- **Architectural Review (Chair: Stephen Mann), Lea Nigon reported:**
  - Closing Packet Inspections: One was completed.
  - Outstanding Violations:
    - The Board went into executive session at 7:17 pm to discuss violations and an application for an Alternate Storage Location of Waste Receptacles. The Board returned to regular session at 7:40 pm. Orest Swystun will sign letters to be mailed to homeowners who have not met the deadlines to correct violations. The Board will continue to consider the Alternate Storage Location application, and Orest Swystun will speak with the applicant.
  - New Violations: Orest Swystun advised that the frequency of inspections regarding waste storage location is a committee matter. Quarterly inspections are not unreasonable.
  - New ARC Applications: No report.
- **Common Grounds (Chair: Greg Swiatocha):** Not present.
  - Tree Removal: Loudoun County will take down trees obstructing drainage behind Lot 86 and put down rocks to aid drainage.
  - Grading along pathways: Loudoun County states that it does not maintain storm drain pipes which are under paved paths.
  - Some structures of various kinds are reported to be on the common grounds. Paul Southwick will check on these, and anyone known to be responsible should remove them.
- **Newsletter:** No report

**Unfinished Business:**

- **Draft Due Process Policy Resolution:** The Board made some progress in developing the proposed resolution: Either homeowners or residents may make a complaint. Any complaint must be written or presented in person at a meeting of the Board. Further discussion of the proposed resolution will continue at a subsequent meeting.

**New Business:**

- **Asset Assessment Report (Orest Swystun):** Orest has identified some issues with the common grounds including: needed repair of some cracks on the paths, drop-off next to the paths in some places, and possible overreach of homeowners' use of common grounds. He has also begun to inventory Association capital assets such as fencing.
- Lea Nigon proposed revisions to the Alternate Storage Location Form. Orest Swystun said that such changes would be at the discretion of the ARC committee.

A motion to adjourn the meeting at 8:47 pm was seconded and approved.

Respectfully submitted,  
Beth Baker, Secretary

Next scheduled meeting: January 12, 2017 at 7:00 pm, Cascades Library Conference Room