

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

Date: December 9, 2015
Time: 7:00 pm
Location: Cascades Library

Board Members Present

Beth Baker
Peggy Franklin
KC Holland
Stephen Mann
Lea Nigon
Vicki Rundquist
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:10 pm.

Approval of Agenda: Approved as submitted.

Approval of Minutes: Approval of the November 9, 2015 Board of Directors Meeting minutes was deferred to the January 13 Board of Directors meeting.

Officer Reports:

- **President (Lea Nigon):**
 - The President welcomed Beth Baker and Orest Swystun to the Board.
 - She reported that:
 - the Annual Meeting of the Members went well – there was good attendance and discussion.
 - she provided information on the new Board members to Jenny Le-Pettigrew so that she could update the website.
 - she received a call from a homeowner reporting that they smelled gas. The gas company was called and discovered that a gas meter on one of the homes in the community was rusted to the point where gas was leaking out. The gas company replaced the meter. She reported this on the community Listserv so that other homeowners would be aware of the issue. The Board discussed including information about the meters in the next Newsletter.
 - on December 8, she attended a community round-table for local HOA leaders with the new FBI Assistant Director for the DC Field Office at the invitation of State Delegate Ramadan.
- **Vice-President (Orest Swystun):** Not present. No report.
- **Secretary/Assistant Secretary (Peggy Franklin/Beth Baker):** The Assistant Secretary created copies of updates to the Board Member Handbooks and handed them out to those present.
- **Treasurer (Vicki Rundquist):**

- **Financial Update:** The Treasurer reported that there has not been much change since the last report. Only the charitable contributions approved last meeting and the lawyer's fees were paid and there was no income. The HOA is still about \$4,000 ahead in income for the year.
- **Reimbursement Requests:** Beth Baker requested \$7.22 to reimburse her for the cost of making copies for the Annual Meeting and for the handbook inserts. Motion to approve the aforementioned reimbursement request was seconded and passed.

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

Committee Reports:

- **Common Grounds (Chair: Greg Swiatocha):** Not present. Reported via email that he received landscaping bids. The Board went into executive session at 7:25 pm to discuss the bids and returned to regular session at 7:28 pm. Motion to award a two-year contract to Locust was seconded and passed unanimously.
- **Social Activities (Chair: Zeleste Henry):** Not present. No report.
- **Newsletter (Chair: Open):** Lea Nigon reported that we need someone to take on the Newsletter Committee Chair position. Former Committee Chair, Brandon Henry, will provide a template that can be used for future newsletters. Lea Nigon offered to put together the next newsletter. The Board discussed possible articles for the next newsletter and decided that the next one should be sent out in early January.
- **Architectural Review Committee (Chair: Stephen Mann):**
 - Closing Packet Inspections: None
 - New Applications: None
 - Violations: The Board went into executive session at 7:40 pm to discuss a new violation and returned to regular session at 7:41 pm. The Board, by acclamation, directed the ARC to write a "correct violation letter" to an owner.

Unfinished Business:

- Traffic Study Update: Nothing new to report.
- Covenants Amendments Update: The Board continued discussion on the timing of sending the proposed Covenants Amendments to homeowners and decided to send the annual dues letter a little later than usual this year so that it could be sent with the Covenants Amendments Meeting Notice. The Board decided that holding the special meeting in April would be ideal and is targeting April 19, 20, or 21. The annual dues letter and meeting notice will be sent within the 60-day notice period in late February. Lea Nigon will check with Dominion High School for room availability and will check with the attorney on his availability. The Board, by acclamation, directed the President to ask the attorney to draft the Meeting Notice, Agenda, Proxy, Ballot and Ratification Form. Lea Nigon suggested minor wording changes to the Waste Receptacles language which the Board agreed provided clarification to the intent of the proposed change. The Board discussed the format to be used to identify proposed changes in the Covenants language. Lea will draft the final document to be sent to homeowners for the Board's final review.
- Common Ground Use: Lea Nigon reported that she consulted with the attorney regarding the common ground maintenance question discussed at the November 9 meeting. She reported that

the attorney advised that grass mowing alone is not enough for someone to lay claim to common ground.

New Business:

- Change of Day for Board of Director's meetings: So that Board Members who have conflicts on Wednesdays would be able to attend more meetings, the Board discussed changing the day of meetings. The Board discussed options and decided that Thursdays may work best for all Board members. Lea Nigon will check with one other Board Member to see if Thursday would work. If so, the Board plans to move its monthly meeting from the second Wednesday of the month to the second Thursday of the month beginning in February 2016.
- New Homeowners Welcoming Card: The President suggested sending welcome postcards to new homeowners. The Board discussed and decided that due to logistical issues, the postcards would not be practical.
- Dues Notice: The Board discussed when dues would be due since notices will not be sent until the end of February. The Board, by acclamation, directed the President to ask the Webmaster to put a notice on the website indicating that dues would be due in early spring. Information on dues will also be included in the January newsletter.

The meeting adjourned at 8:27 pm.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: January 13, 2016 at 7:00 pm, Cascades Library.