

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

Date: March 9, 2017
Time: 7:00 pm
Location: Cascades Library

Board Members Present

Beth Baker
Lea Nigon
Vicki Rundquist
Paul Southwick
Orest Swystun

Orest Swystun, President, called the meeting to order at 7:13 pm.
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 February 9, 2017 Board of Directors Meeting Minutes was seconded and passed.

Officer Reports:

- **President (Orest Swystun):** Supervisor Volpe has communicated to him that Loudoun County agencies are following up on reports of dumping of a suspicious substance in the creek running through the common ground.
- **Vice President (Paul Southwick):** No Report
- **Secretary (Beth Baker):** Upon legal advice regarding Architectural Review Applications, future minutes will report the lot number and approval status only.
- **Treasurer:**
 - **Financial Update:** Total income was \$1,366.84, mostly from payment of dues, and there were no expenses.
 - **Dues:** Seventeen (17) homeowners have not yet paid dues. Beginning April 1, certified letters will be sent to homeowners who at that point remain delinquent in payment and advise them of potential legal action.
 - **Reimbursement Request:** Lea Nigon requested reimbursement of \$5.93 for a USB drive to store ARC application records, and a motion to approve 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):** Not present and no report.
- **Architectural Review (Chair: Lea Nigon)**
 - Applications: Lot 156, application approved

- Adoption of Resolution 17-1 “Creation of Procedures to Ensure Due Process in Enforcement Cases”. A motion to approve was seconded and passed unanimously. A copy will be sent to each homeowner within a few weeks.
- The chair reviewed minor changes to the “Application for Architectural Improvement”, Form 100, and will post both Form 100 and Form 200 on the website.
- The board went into executive session at 8:13 to discuss violations and returned to regular session at 8:26. A motion to approve an application for alternate location of waste receptacles for Lot 99 was seconded but did not pass with a vote of 2-2 with one abstention. The president will continue to dialog with the homeowner.
- **Common Grounds (Chair: Greg Swiatocha):**
 - In the chair’s absence Paul Southwick reported that he will organize the Neighborhood Cleanup. It is planned for April 1st at 9 am with a rain date of April 8th. Water, snacks, and pizza will be provided.
 - Grading along the path: The board will continue discussion of this matter at next month’s board meeting.
- **Newsletter:** Lea Nigon presented sample articles for the next issue, which will be sent with Policy Resolution 17-1. She will send her articles to the Board for review and then to Nesha Hanna for compilation into final format.

Unfinished Business:

- **Financial Review:** Lea Nigon suggested a highly-recommended firm that specializes in HOA audits. The Treasurer will contact this along with others to get estimates. Regarding reserves for capital components, Orest Swystun and Lea Nigon will research the Virginia POA requirements and present findings to board at the next regularly scheduled meeting.

New Business: None

A motion to adjourn the meeting at 8:51 was seconded and approved.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: April 13, 2017, at 7:00 pm, Cascades Library Conference Room