

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

**Date:** April 13, 2017  
**Time:** 7:00 pm  
**Location:** Cascades Library

Board Members Present

Beth Baker  
Lea Nigon  
Vicki Rundquist  
Paul Southwick  
Abul Tareque

Paul Southwick, Vice President, called the meeting to order at 7:08 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 March 9, 2017 Board of Directors Meeting Minutes was seconded and passed.

**Officer Reports:**

- **President (Orest Swystun):** Not present. No report.
- **Vice President (Paul Southwick):** No Report
- **Secretary (Beth Baker):**
  - The Secretary reported that Police Resolution 17-01 “Creation of Procedures to Ensure Due Process in Enforcement Cases” was mailed to all homeowners on March 15, 2017.
- **Treasurer (Vicki Rundquist):**
  - **Financial Update:** Income of \$1,787 came from a CD, dues payment and one HOA packet. Expenses were \$2,253 for legal fees, insurance, web fees, and taxes. Total balance remains over \$102,000.
  - **Dues:** Twelve (12) certified letters were mailed out as part of the Third Notice procedure. These homeowners have a deadline of April 30 before further action is taken.
  - **CDs:** The Cardinal Bank CD matured and the board concurred with the Treasurer’s recommendation to move that money to a CD at Presidential Bank for a better interest rate.
  - **Audit:** A motion to hire Goldklang Group CPAs, P.C., a firm specializing in HOAs, for a routine audit was seconded and passed. Although this expense of \$1,800 is not in the budget there are adequate funds in the checking account to cover it.
  - **Loudoun Homeowner dot com.:** The board declined to participate in their proposal.
  - **Instant Ink:** The board concurred with the Treasurer’s recommendation of using HP Instant Ink for automatic supply of ink cartridges for a monthly fee of approximately \$2.00 per month to reduce printing expenses.
  - **Reimbursement Requests:** A motion was made, seconded, and passed to approve reimbursing \$387.71 to the Treasurer for the following expenses: Policy Resolution and

Newsletter mailing (copying, envelopes, and postage) and other stamps for general treasurer office usage.

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

**Committee Reports:**

- **Social Activities (Chair: Zeleste Henry):** Not present. The chair notified the board that she will not be able to organize a community yard sale this year. None will be held.
- **Architectural Review (Chair: Lea Nigon)**
  - New ARC applications:
    - Applications for improvement for Lots for 148, 164, and 90 were approved.
  - The Chair will coordinate with the Webmaster to revise ARC forms on the website.
  - A neighborhood inspection will be in the next couple of months, the date to be decided by ARC members.
  - The board went into executive session at 7:26 pm to discuss outstanding and new violations and returned to regular session at 7:38 pm.
    - The board approved sending initial letters to homeowners in new violation.
    - Lea Nigon and Vicki Rundquist will coordinate with the lawyer to discuss violation hearings proposed for the near future.
    - A motion to reject an application for alternate location of waste receptacles for Lot 99 dated August 24, 2016, was made, seconded, and passed.
- **Common Grounds (Chair: Greg Swiatocha):** Not present.
  - Nine homeowners participated in the Community Cleanup held April 8<sup>th</sup>: Paul & Lisa Southwick, Ed and Lori Barr, Steve & Cheri Honard, Ron Baker, and Dick & Lea Nigon.
  - The board will ask the Chair to follow up on the following actions:
    - The homeowner at Lot 140 requested HOA attention to several trees he deems to be on common land next to his property. The board requests that the homeowner clarify the property line from the property plat, and mark the trees in question with tape.
    - Follow up with the estimate from Locust Landscaping for gravel along portions of the paths.
    - The board also recommends contacting an arborist to look at trees along the HOA paths to identify any problem trees.
    - Estimates for replacement of the paths and a schedule of amortization are needed to prove sufficient reserves in the HOA accounts.
- **Newsletter:** An attractive newsletter was mailed with Policy Resolution 17-1 in March.

**New Business:** Lea Nigon presented for the board's consideration and future discussion a sample policy for the use of Common Grounds.

A motion to adjourn the meeting at 8:18 was seconded and approved.

Respectfully submitted,  
Beth Baker, Secretary

Next scheduled meeting: May 11, 2017, at 7:00 pm, Cascades Library Conference Room