

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

Date: August 30, 2017
Time: 7:00 pm
Location: Cascades Library

Board Members Present

KC Holland
Lea Nigon
Vicki Rundquist
Greg Swiatocha
Orest Swystun
Abul Tareque

Orest Swystun, President, called the meeting to order at 7:05 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 May 11, 2017 Board of Directors Meeting Minutes was seconded and passed.

Officer Reports:

- **President (Orest Swystun):**
 - President summarized communications with the Association's landscaping firm regarding possible damages from recent mowing.
- **Vice President (Paul Southwick):** Not present. No report.
- **Secretary (Beth Baker):** Not present. No report.
- **Assistant Secretary (Lea Nigon):** Lea reported that two of the three board members whose terms expire this November will not run for another term. Lea will contact the other board member to determine if he will run. The Board set Thursday, November 9, 2017 for the upcoming Annual Meeting of the Members.
- **Treasurer (Vicki Rundquist):**
 - **Financial Update:** Treasurer distributed financial report. Total balance was \$94,816.49
 - **Audit:** No notice of a target date yet received.
 - **Reimbursement Requests:** A motion was made, seconded, and passed to approve reimbursing \$19.60 to the Secretary for postage and \$9.80 to the Treasurer for postage stamps for bills.

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

Committee Reports:

- **Social Activities (Chair: Zeleste Henry):** Not present. Lea Nigon acted on behalf of the Chair.

- Halloween Parade: The Board confirmed Sunday, October 29, 2017 at 4 PM for the next Halloween Parade. Lea has contacted the Fire Department and reserved a truck to lead the parade for that date and time. Lea will contact the other agencies involved. Lea will give Chair a report. Chair will order postcards to announce the parade. A motion was made to increase the budget for the parade to \$500 to cover all the expected costs.
- Raffle prizes: The Board decided that raffle prizes were not needed at the Halloween Parade event. However, raffle prizes were beneficial for the Spring Cleanup effort. The board will research types & costs of SRHOA raffle prizes to present for approval later.
- **Common Grounds (Chair: Greg Swiatocha):**
 - Mowing on Common Grounds: Greg presented a summary of recent issues related to the mowing of common grounds. Board recommend that next contract include more specific guidance on how to mow the common grounds. Landscaping contract is due to expire in December. Chair will contact current landscaping firm to get a proposal and report back to the Board.
 - Tree removal wood giveaway: Will put an article in upcoming newsletter about
- **Architectural Review (Chair: Lea Nigon)**
 - New ARC applications: Seven (7) architectural improvement applications were approved.
 - The board went into executive session at 8:09 pm to discuss outstanding violations and returned to regular session at 8:20 pm. No action was taken.
 - Form 200 Application: A motion to approve application #17-16 was made, seconded, and passed with stipulations that will be stated in the approval letter to the homeowner.
- **Newsletter:** Lea will draft articles for a September mailing. Orest will prepare a President's Message. Lea will include an article on our community Listserv per Vicki Rundquist's request.

Unfinished Business:

- **Common Area Rules:** Lea Nigon will take the suggestions from the Board and revise the draft policy resolution for further review.
- **Asset Assessment Report:** The President is continuing efforts to formulate a report.

New Business:

- **Hearing Letter:** Template for the hearing letter was distributed to the board members present.
- **Hearing Outcome Letter:** The President will contact other HOAs for examples of their hearing outcome letters.

A motion to adjourn the meeting at 8:55 was seconded and approved.

Respectfully submitted,
Lea Nigon, Assistant Secretary

Next scheduled meeting: September 14, 2017 at 7:00 pm, at Cascades Library