

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

**Date:** September 14, 2017  
**Time:** 7:00 pm  
**Location:** Cascades Library

Board Members Present

Beth Baker  
Stephen Mann  
Lea Nigon  
Vicki Rundquist  
Paul Southwick  
Orest Swystun

Paul Southwick, Vice President, called the meeting to order at 7:15 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 August 30, 2017 Board of Directors Special Meeting Minutes was seconded and passed.

**Officer Reports:**

- **President (Orest Swystun):** No Report
- **Vice President (Paul Southwick):** No report.
- **Secretary (Beth Baker):**
  - The SRHOA Annual Meeting is scheduled for November 9, 2017, 7:00 pm, Cascades Library, Meeting Room B.
  - New candidates are needed to fill board vacancies, and Lea Nigon will present a strong appeal on the front page of the newsletter soon to be distributed. Interested persons should reply by October 10.
- **Treasurer (Vicki Rundquist):**
  - **Financial Update:** Treasurer distributed a financial report. Total balance was \$94,273.81.
  - **Audit:** No notice of a target date received.
  - **Reimbursement Requests:** A motion was made, seconded and passed to approve reimbursing Treasurer in advance for 150 postcard stamps.

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

**Committee Reports:**

- **Social Activities (Chair: Zeleste Henry):** Not present.
  - Halloween Parade: Lea Nigon has submitted the required Emergency Management form, and will seek approval from VDOT. An Auxillary Sheriff's staff request has been made and we are awaiting confirmation.

- Raffle Prizes: The board decided not to give raffle prizes at the spring cleanup.
- **Common Grounds (Chair: Greg Swiatocha):** Not present.
  - Greg is working on getting a proposal from the current landscaping firm.
- **Architectural Review (Chair: Lea Nigon)**
  - New ARC applications: One application was approved.
  - The board went into executive session at 7:00 pm to discuss outstanding violations and returned to regular session at 7:45 pm. No action was taken.
- **Newsletter:**
  - Lea Nigon presented her work for the current issue and the board made further suggestions regarding the articles.

**Unfinished Business:**

- **Common Grounds Policy Resolution:** The board continued discussion of the content and Lea Nigon will make the suggested changes and bring to the board for consideration at the next meeting.
- **Asset Assessment Report:** The President has completed an inventory of assets, photographed areas of note, and will send a link to board members. Next step will be to obtain an estimate of replacement.
- **Hearing Outcome Letter:** No report. Orest Swystun will get samples for our consideration.

**New Business:** None

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

Respectfully submitted,  
Beth Baker, Secretary

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