

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

**Date:** October 12, 2017  
**Time:** 7:00 pm  
**Location:** Cascades Library

Board Members Present

Beth Baker  
KC Holland  
Stephen Mann  
Vicki Rundquist  
Paul Southwick  
Abul Tareque

Paul Southwick, Vice 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 September 14, 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):**
  - Paul Southwick volunteered to be a candidate running for a full term. Two more candidates are still needed, and board members will continue to pursue volunteers as a high priority.
  - Since notification of the Annual Meeting needs to be a minimum of 15 days prior to the November 9<sup>th</sup> meeting, notice of any more candidates must be given to the secretary by October 19 to allow time to prepare and mail the announcement and proxies.
- **Treasurer (Vicki Rundquist):**
  - **Financial Update:** Treasurer distributed a financial report. Total balance was \$94,223.00.
  - **Audit:** The treasurer reported that an audit is being conducted and is in its final stages.
  - **Reimbursement Requests:** A motion was made, seconded, and passed to approve the following reimbursements: \$27.00 to Vicki Rundquist for extra postage for the postcard mailing; \$58.10 to Zeleste Henry for the Halloween Parade postcards; \$24.37 to Beth Baker for duplication of the recent newsletter.

**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 submitted a report stating that there are sufficient volunteers for the activity. She is still awaiting word from the Auxiliary Sheriff's staff and will advise the board when she receives it. In the event it does not come the parade will be on the sidewalk for safety considerations.
- **Common Grounds (Chair: Greg Swiatocha):** Not present.
  - The board noted that Greg is working on getting a proposal from the current landscaping firm.
- **Architectural Review (Chair: Lea Nigon, who submitted a report)**
  - ARC applications: Since the last meeting eight (8) Form 100 applications were approved.
  - The board considered two more applications (#s 17-27 and 17-28) and recommended that the ARC committee approve both.
  - The board went into executive session at 7:28 pm to discuss outstanding violations and returned to regular session at 7:30 pm. No action was taken.
- **Newsletter:**
  - A fall edition was hand-delivered to all households in late September and copies mailed to the few owner-landlords. The next newsletter is planned for December/January.

**Unfinished Business:**

- **Common Grounds Policy Resolution:** The board reviewed the common grounds policy resolution including changes recommended at the September meeting. A motion to approve Policy Resolution 17-02 "Common Areas Rules and Regulations" was made, seconded, and passed.
- **Asset Assessment Report:** No further action reported.
- **Hearing Outcome Letter:** No report. Orest Swystun will get samples for our consideration.

**New Business:** None

A motion to adjourn the meeting at 7:35 was seconded and approved.

Respectfully submitted,  
Beth Baker, Secretary

Next scheduled meeting: Annual Meeting, November 9, 2017, 7:00 pm, at Cascades Library Meeting Room B. Organizational Meeting of the Board will follow immediately afterwards.