

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

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

Board Members Present

Beth Baker  
Steve Honard  
Colleen Kerrigan  
Lea Nigon  
Abul Tareque

Guests Present

Suzanne Volpe, Loudoun County Supervisor

Beth Baker, Secretary, called the meeting to order at 7:04 pm.  
The presence of a quorum was established.

**Approval of Agenda:** A motion to approve the agenda with some minor changes was seconded and passed.

**Guest Visit:** Supervisor Suzanne Volpe gave an update on two traffic studies affecting our community. She also advised that households will receive a mailing from her office encouraging them to attend the Augusta Drive traffic community meeting scheduled for January 11, 2018 at Dominion High School.

**Approval of Minutes:** A motion to approve the October 12, 2017 Board of Directors Meeting Minutes was seconded and passed.

**Officer Reports:**

- **President (Orest Swystun):** Not present. No Report
- **Vice President (Paul Southwick):** Not present. No report.
- **Secretary (Beth Baker):**
  - Beth distributed updates to the board handbooks.
  - To resolve the conflict between the January 11, 2018 board meeting and the January 11, 2018 community meeting (see ‘Guest Visit’ above), the board will re-schedule our January meeting. The date of Wednesday January 17, 2018 was proposed for our board meeting and homeowners will be notified both by mail via the next newsletter and on the website.
- **Treasurer (Vicki Rundquist):** Not present.
  - **Financial Update:** Treasurer provided a financial report as of November 13, 2017. Total balance was \$94,298.73.
  - **2016 Audit:** 2016 audit report performed by the Goldlang Group of Reston, Virginia was accepted.
  - **Audit Engagement Letter:** The board received an engagement for audit only services from the Goldlang Group for the years 2017 & 2018, and deferred action until the next meeting.
  - **Reimbursement Requests:** A motion was made, seconded, and passed to approve the following reimbursements: \$47.09 to Beth Baker for copying expenses of the handbook

updates and Annual Meeting materials, and to Lea Nigon for \$4.33 for refreshments for the Annual Meeting.

- **2018 Budget Approval:** Treasurer submitted a proposed budget. A motion to approve the submitted budget but with the following changes was made, seconded and passed: under Income, HOA dues for 2018 were set to \$70 per household for a total of \$12,740; under Expenses, Lawyer Fees, amount was changed to \$1500; under Expenses, Path Maintenance, amount was changed to \$1,700.
- **Volunteer to update website:** Beth Baker has volunteered to do all website updates.
- **Relationship with attorney and new POC:** Board deferred action until next meeting on whether to continue retainer with attorney and who will be the new POC with attorney.

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

#### **Committee Reports:**

- **Social Activities (Chair: Zeleste Henry):** Not present. No report.
- **Common Grounds (Chair: Steve Honard):**
  - A motion was made, seconded and passed to award a two (2) year contract to Steam 360 d/b/a Locust Landscaping at the rate of \$3,300 per annum. Contract will run from January 1, 2018 to December 31, 2019.
- **Architectural Review (Chair: Lea Nigon)**
  - ARC applications: Since the last meeting two Form 100 applications were approved.
  - Violations: No new violations reported.
- **Newsletter:**
  - A draft winter edition was reviewed and suggestions made to add several articles. The newsletter will be mailed out in late December with the annual dues notices.

#### **Unfinished Business:**

- **Asset Assessment Report:** No report
- **Hearing Outcome Letter:** In order to move ahead on this, a motion was made, seconded and passed to authorize up to \$500.00 to have attorney provide us with a template.

#### **New Business:**

- **Loudoun County Short-Term Residential Rental Initiative:** Discussion deferred to next meeting.
- **Invasive Species Curtailment Request:** Action deferred to next meeting to allow more time to identify degree of infestation in common areas and research options for containment/removal.

A motion to adjourn the meeting at 8:25 was seconded and approved.

Respectfully submitted,  
Lea Nigon, Assistant Secretary

Next scheduled meeting: January 17, 2018, 2018 at Cascades Library Group Study Room