

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

Date: January 17, 2018
Time: 7:00 pm
Location: Cascades Library

Board Members Present

Beth Baker
Steve Honard
Colleen Kerrigan
Lea Nigon
Vicki Rundquist
Paul Southwick
Debbie Voloshin
Orest Swystun (by phone)

Paul Southwick, Vice President, 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 was seconded and passed.

Approval of Minutes: A motion to approve the December 14, 2017 Board of Directors Meeting Minutes was seconded and passed.

Officer Reports:

- **President (Orest Swystun):** No Report
- **Vice President (Paul Southwick):** No report.
- **Secretary (Beth Baker):**
 - The Secretary distributed Officer Notebook updates for those in need of them.
 - a. The Secretary reported on a January 11th Augusta Drive Transportation Meeting sponsored by the county.
- **Treasurer (Vicki Rundquist/ Debbie Voloshin):**
 - **Financial Update:** Treasurer distributed a financial report. Total balance was \$94,229.27.
 - **Audit:**
 - The Treasurer reported that she has received a hard copy of the 2016 audit, which she will place in the safe deposit box. A copy will be made available to any homeowner by request of a board member.
 - A motion was made, seconded, and passed to continue the services of Goldlang Group of Reston, Virginia to perform a 2017 audit.
 - **Relationship with Attorney and POC:** A motion was made, seconded, and passed to cease the monthly retainer status with the attorney and request services only as needed. Lea Nigon will act as Point of Contact. Vicki Rundquist will relay the information to the attorney.

- **Reimbursement Requests:** A motion was made, seconded, and passed to approve the for following reimbursements: \$102.80 to Vicki Rundquist for copying and postage; and \$24.37 to Beth Baker for copying of the winter newsletter.
- **New Treasurer:** The board regretfully accepted Vick Rundquist's resignation due to her expected move out of the neighborhood in the near future. A motion was made, seconded, and passed to appoint Seneca Ridge homeowner, Debbie Voloshin, to the board and as treasurer.
- **Signatures on Bank Accounts:** Official signatories are to be changed from Lea Nigon and Vicki Rundquist to the current Secretary, Beth Baker, and new Treasurer, Debbie Voloshin.

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):**
 - One year of the two-year landscaping contract has been paid.
 - The chair will request the stand alone sign from Orest Swystun.
- **Architectural Review (Chair: Lea Nigon):**
 - ARC applications: Application 18-01 was reviewed and approved.
 - Violations: No new violations were reported.
- **Newsletter:**
 - A winter edition of the newsletter was mailed with the dues letters. The next edition is planned for March.

Unfinished Business:

- **Asset Assessment Report:** No further action reported.
- **Hearing Outcome Letter:** Lea Nigon will contact the attorney for input concerning a letter she will draft.

New Business:

- Colleen Kerrigan proposed the formulation of a new Seneca Ridge Homeowners Directory. The board will solicit responses of interest to the proposal in the next edition of the newsletter.

A motion to adjourn the meeting at 8:00 was seconded and approved.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: February 8, 2018, 7:00 pm, at Cascades Library Conference Room