

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

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

Board Members Present

Beth Baker
Stephen Mann
Lea Nigon
Vicki Rundquist
Orest Swystun
Abul Tareque

Orest Swystun, 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 8, 2016 Board of Directors Meeting Minutes was seconded and passed.

Officer Reports:

- **President (Orest Swystun):**
 - Orest reported that he and the former president Lea Nigon hope to meet as soon as possible to transition the role of presidency.
 - He is still seeking someone to take charge of the announcement sign which is currently in his possession.
 - Orest is continuing to work on an Asset Assessment Report.
 - **Financial Review Assessment:** See New Business
- **Vice President (Paul Southwick):** Not present. No report.
- **Secretary (Beth Baker):**
 - A courtesy reminder is usually sent to the listserv in January, reminding users that this service is for community interest, not commercial. Orest will send the reminder.
 - Lea Nigon has made a library room reservation for March, and Beth will make subsequent reservations.
 - The President, Secretary and Assistant Secretary have completed the “Distribution of Meeting-Related Tasks” list.
- **Treasurer (Vicki Rundquist):**
 - **Financial Update:** Dues are continuing to come in before the January 31st deadline making total assets just over \$100,000. Fifty-three (53) homeowners have not yet paid. Expenditures in the past month include safety deposit box rental, annual landscaping fee, and miscellaneous reimbursements approved at last month’s meeting.
 - **CDs:** Two small CDs mature in February. A motion was seconded and passed instructing Vicki to use good judgment in obtaining a rate for renewal of the first CD maturing February 2nd. The board will discuss the second CD at its February meeting.

- **Reimbursement Request:** Vicki requested reimbursement of \$47.00 for postage stamps, and a motion to approve was seconded and passed.
- **Financial Review Assessment:** See New Business.

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

Committee Reports:

- **Social Activities (Chair: Zeleste Henry):** Not present and no report. Orest will email Zeleste to discuss a possible spring activity.
- **Architectural Review (Chair: Stephen Mann, Lea Nigon)**
 - Stephen Mann will remain on the committee, but due to increased work responsibilities he requested that Lea Nigon assume the chair. Lea accepted.
 - Closing Packet Inspections: One was completed.
 - New ARC Applications: One for a wood shed at Lot 34 was approved, and another has been received but not yet processed.
 - Lea proposed changes to the "Application for Alternate Storage Location of Waste Receptacles" and will continue to work on a revised form.
 - Violations: The board went into executive session at 8:03 pm to discuss violations. The Board returned to regular session at 8:17. Lea will send 1st Notice letters to homeowners recently in violation of the Covenants regarding Waste Receptacles.
- **Common Grounds (Chair: Greg Swiatocha):** Not present. No report
- **Newsletter:** The board agreed that the next issue should be in the spring when the Neighborhood Cleanup and Yard Sale take place.

Unfinished Business:

- **Draft Due Process Policy Resolution:** The Board focused discussion on "Part III. Notice to Owners", and the need to clarify wording about Violation Notices. The board will continue to study the document in preparation for the next meeting.

New Business:

- **Financial Review Assessment:** Vicki proposed we obtain a review from a professional versed in community management. An individual has come to her attention and she will ask him to make a presentation of his services at a board meeting (not to exceed 30 minutes.)
- Lea will review the Standard Record Report. Although the originals of contracts are kept in the safe deposit box, the secretary should retain copies.

A motion to adjourn the meeting at 8:58 pm was seconded and approved.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: February 9, 2017, at 7:00 pm, Cascades Library Conference Room