

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

Date: February 9, 2017
Time: 7:00 pm
Location: Cascades Library

Board Members Present

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

Invited Guests

Jay Morrell

Orest Swystun, President, called the meeting to order at 7:05 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 January 12, 2017 Board of Directors Meeting Minutes was seconded and passed.

Financial Review Assessment: Presentation by Jay Morrell CMCA, AMS, PCAM

Mr. Morrell gave an overview of the services he provides to small homeowner associations. These include review of financials, project management, review of contracts, advice, and point of contact for various matters. The board asked him to provide a fee schedule and will discuss it at the next monthly meeting.

Officer Reports:

- **President (Orest Swystun):** No Report
- **Vice President (Paul Southwick):** No Report
- **Secretary (Beth Baker):**
 - The Secretary reported that the minutes on the website are now current through 2016.
 - She also has updated the index of minutes and will make it available to board members.
- **Treasurer (Vicki Rundquist):**
 - **Financial Update:** Assets are still over \$100,000, with inflow of dues and one sales packet. Expenses were for lawyer fees, postage and the annual landscaping contract. The Treasurer informed the board that the landscaping contract will expire at the end of the year and recommended that we begin the process of soliciting bids this September.
 - **Dues:** 37 homeowners have not paid this year's dues. The Treasurer will send second notices with added interest to delinquent parties. Any interest not paid this year will be added to next year's bill.

- **CDs:** The Treasurer elected to keep the CD that matured 2 February with Presidential because of a free one-time bump-up option. She recommended the same for the other CD that matures 18 February and the board concurred.
- **Reimbursement Request:** Vicki Rundquist requested reimbursement of \$30.73 for a black ink cartridge for her computer, and a motion to approve was seconded and passed.

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.
- **Architectural Review (Chair: Lea Nigon)**
 - **Closing Packet Inspections:** One was completed.
 - **New ARC applications:**
 - Approved solar panels for Lot 111
 - Approved new roof, fence, and deck for Lot 147
 - Approved Decking and sidewalk for Lot 106
 - Approval of an application for fencing on Lot 175 was deferred pending more information from the homeowner.
 - The Chair has updated Form 100 "Application for Alternate Storage Location of Waste Receptacles" as per recommendations at the last meeting.
 - The board went into executive session at 7:57 pm to discuss outstanding and new violations and returned to regular session at 8:16 pm. The board approved sending letters to homeowners in violation.
- **Common Grounds (Chair: Greg Swiatocha):** Not present. No report.
- **Newsletter:** Lea Nigon will invite Nesha Hanna to the next meeting to discuss the proposed spring newsletter.

Unfinished Business:

- ◆ **Draft Due Process Policy Resolution:** The Board came to agreement on the document presented. Lea Nigon will make a final copy, and upon legal approval it will be put to the Board for adoption at the next regularly scheduled meeting.

New Business: None

A motion to adjourn the meeting at 8:52 was seconded and approved.

Respectfully submitted,
Beth Baker, Secretary

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