

**Seneca Ridge Homeowners Association  
Board of Directors Meeting Minutes**

**Date:** August 13, 2014  
**Time:** 7:00 PM  
**Location:** Cascades Library

Board Members Present:

Peggy Franklin  
Brandon Henry  
Stephen Mann  
Lea Nigon  
Tim Robinson  
Vicki Rundquist  
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:03 PM.

**Introduction of Non-Member Guests:** Introduced Suzanne Volpe, Loudoun County Board of Supervisors representative for the Algonkian District, and Josh Fornwalt, aide to Supervisor Volpe.

**Approval of Agenda:** The agenda was approved as presented.

**Approval of Minutes:** July 2014 Board of Directors Meeting minutes were approved as submitted.

**Update on Augusta Drive/Seneca Ridge Drive Traffic Issues:** Supervisor Volpe gave an overview of her office's efforts to address the traffic concerns at this intersection. Her office will continue to keep us abreast of developments. All agree that the problems arise during dismissal of Seneca Ridge Middle School.

**Officer Reports:**

- **President:** President reported that she contacted the Sugarland Run HOA about the downed tree over the path behind Potomac Ridge Drive and the tree has been removed. She wishes to express her thanks to Sugarland Run. She also reported that at the September meeting, the governing documents committee will present their findings.
- **Vice President:** Not present. No report.
- **Secretary:** Secretary reported that the next meeting will be back in the upstairs conference room.
- **Treasurer:**
  - Financial Update: Balance sheet shows healthy reserves. The only activity on the Profit & Loss statement was interest earned and receipt of two dues payments.
  - Dues Collection Update: Dues have been collected from all homeowners with the exception that the bank which now owns the home in foreclosure paid the dues from the date it took over ownership. The previous owners have a balance due of \$45.14 and the Treasurer moved to write off this amount. Her motion was seconded and passed unanimously.
  - Reimbursement Requests: President requested reimbursement of \$28.50 for a black ink cartridge. Common Grounds Chair requested reimbursement of \$5.27 for grey paint to mark trees and an unknown amount to cover costs associated with the spring cleanup (forgot to bring receipts to meeting, but knows it was less than \$50). Motion to approve

the reimbursement requests for \$28.50 and \$5.27 was seconded and passed unanimously. Motion to approve the reimbursement of actual expenditures for spring cleanup up to \$50 once receipts were submitted to the Treasurer was seconded and passed unanimously.

**Member Forum:** The Board conducted an open forum for members of the community.

**Committee Reports:**

- **Common Grounds:** Chair presented an estimate of the cost to cut down dead trees. Board discussed other trees that may also be dead. A motion to approve expenditure of \$780 to remove trees as quoted was seconded and approved unanimously. If other trees must be removed, the Chair will get a separate quote.
- **Social Activities:** Halloween Parade will be on Sunday, October 26 from 4:00 to 5:00 p.m. President will contact Fire Department to see if a fire truck can be dispatched for the parade.
- **Newsletter:** Article submission deadline is August 22; print date will be August 29. President will submit articles on the upcoming board elections/annual meeting and speeding issues. Webmaster will be asked to submit an article on the new website. The Board discussed ideas for other articles.
- **Architectural Review Committee:**
  - Closing Packet Inspections: One was completed.
  - New ARC Applications: Two applications were received; one was approved and one is under review.
  - Violations: There were three new violations. The Board voted to go into Executive Session at 8:17 p.m. to discuss new and on-going violations. At 8:37 p.m. the Board returned to regular session
- **Governing Documents Review Committee:** The committee will present its findings at the September meeting.

**Unfinished Business:**

- **Hunting Policy:** In light of new information that has come to the Board's attention, a motion to prohibit hunting on HOA common areas was seconded and adopted by a vote of 5-2.
- **Listserv Disclaimer & New Enrollees:** No Report.
- **Financial Review:** No Action.
- **Dominion Power Easement:** Treasurer has been in contact with Dominion Power regarding the easement they are seeking at the end of Potomac Ridge Court to move an overhead line underground. She requested a written proposal with drawings for the Board's review.

**New Business:**

- **Upcoming Board Vacancies:** The term of three directors is about to expire. Only one of the three can run again, leaving the Board with two vacancies to fill in November.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,  
Peggy Franklin, Secretary

**Next scheduled meeting:** September 10, 2014 at 7:00 PM, Cascades Library in the Conference Room