

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

Date: December 10, 2014
Time: 7:00 PM
Location: Cascades Library

Board Members Present

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

Invited Non-Member Guests:

Sue Hollcroft, Communications Coordinator, Dominion Power

Invited Member Guests:

Jessica Barone
Mehra Pirzadeh
Doug Swiatocha

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

Approval of Agenda: The agenda was approved as presented.

Introduction of Guests: The President introduced invited guests from Dominion Virginia Power (Dominion) and homeowner members neighboring proposed underline Dominion project.

Presentation by representatives of the Dominion Underground Tap Line Program: Sue Hollcroft from Dominion presented a report on the Dominion Reliability Project with specific information on the impact to Seneca Ridge.

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

Approval of Minutes: October 2014 Board of Directors Meeting minutes and December 2014 Special Meeting of the Board minutes were approved.

Officer Reports:

- **President:** As instructed, confirmed that if board votes to lower assessment for 2015, in 2016 any increase must be based on the 2015 rate.
- **Vice President:** Not present. No report.
- **Secretary:** Distributed updates to the Board Handbook to those present. Secretary will distribute remaining updates to the absent members.
- **Treasurer:**
 - Financial Update: There has been little activity since the last report. The unusual amount for a sales packet (\$50) resulted when a house was resold within a few months and the seller just wanted an update for the packet. The checks approved at the last Board meeting had not been written yet, but will be written very soon. The Treasurer will contact the landscaping company to get an invoice so that the check for next year's landscaping expense can be written as well. The Budget vs. Actual report shows that income remains ahead of expenses for the year.
 - 2015 Budget: The Board unanimously approved a budget including the lowering of dues to \$80 for 2015.
 - The Board discussed suggested changes to the draft annual assessment letter and agreed on language.

- Reimbursement Requests: Motion to approve the reimbursement of the following expenditures was seconded and passed unanimously: \$72.70 to Zeleste Henry for treats purchased for the annual Halloween Parade, \$12.66 to Lea Nigon for costs to print the annual meeting documents, and \$3.18 to Beth Baker for costs to print handbook updates.

Committee Reports:

- **Common Grounds:** Chair position is currently vacant. No report.
- **Social Activities:** No report.
- **Newsletter:** The Board agreed to target February 2015 for the next newsletter and discussed topics for articles.
- **Architectural Review Committee:**
 - Closing Packet Inspections: One was completed.
 - New ARC Applications: No report.
 - Violations: No report.

Unfinished Business:

- Complete Committee Assignments: A Chair is needed for the Common Grounds Committee. The President will discuss with Board members before the next Board meeting.
- Lot 131 Requests Regarding Tree Removal: Homeowner has requested in writing reimbursement (or partial reimbursement) of his cost to remove a dead tree that was on common ground adjacent to his property. Homeowner also requested that the Association remove at its expense the remaining stump. As the Association does not pay to have stumps removed, this request was denied. However, a motion was seconded and unanimously approved to reimburse said homeowner \$500 toward the cost of the tree removal and to give homeowner permission to have the stump professionally removed at the homeowner's expense. The President will send a letter to the homeowner explaining the Board's decision.
- Dominion Power Easement Request: The Board discussed Dominion's presentation and directed the President to request an estimate from our attorney of costs to pursue the Dominion easement request. The issue will be discussed further at the next meeting.

New Business: None

The meeting adjourned at 8:48 p.m.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: January 14, 2015 at 7:00 PM, Cascades Library