

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

Date: July 9, 2014
Time: 7:00 PM
Location: Cascades Library

Board Members Present:

Peggy Franklin
K. C. Holland
Steve Honard
Lea Nigon
Vicki Rundquist

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

Introduction of Non-Member Guests: There were no non-member guests present.

Approval of Agenda: The agenda was approved as presented.

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

Officer Reports:

- **President:** President reported that Dominion Electric contacted the HOA about burying electrical lines at the end of Potomac Ridge Court. The Board is awaiting more details.
- **Vice President:** No report.
- **Secretary:** No report.
- **Treasurer:**
 - Financial Update: Interest in the amount of \$532.81 was received on the maturing CD. One late dues payment was received and payment for one sales packet. Payments were made as approved in the last Board meeting as well as the monthly attorney invoice. There was a little more income than expenses this month and income remains well above expenses.
 - Dues Collection Update: Only two homes remain delinquent on dues. One is in foreclosure and the Treasurer remains in contact with the bank. Multiple attempts to contact the owner of the other property have been unsuccessful. Treasurer recommends waiting for the certified letter to be returned by the end of the month and then filing a claim in Small Claims court if no payment is received prior. The Board agreed that this should be the next step.
 - CD Status: Via an email message to the Board on June 16, the Treasurer recommended splitting the maturing CD worth approximately \$40K into two CD's of approximately half that value each as follows:
 - The slightly larger value to a 2-year CD at Virginia Heritage Bank at 0.95% maturing in mid-2016.
 - The balance to a 1-year CD at Cardinal Bank at 0.51% maturing mid-2015.A majority of Board members approved this action via email.
 - Ratification of approvals of CD Renewals: Motion to ratify the aforementioned email vote was seconded and passed unanimously.

- Reimbursement Requests: Treasurer requested reimbursement of \$19.82 (\$6.49 to mail the certified letter regarding dues to the delinquent homeowner, \$7.20 for making five additional copies of the official covenants for inclusion in sales packets, and \$6.13 for a file box. Motion to approve the aforementioned reimbursement request was seconded and passed unanimously.

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

Committee Reports:

- **Common Grounds:** Not present. No report.
- **Social Activities:** Not present. No report.
- **Newsletter:** Not present. No report.
- **Architectural Review Committee:**
 - Closing Packet Inspections: None were completed.
 - New ARC Applications: Three applications were received and all approved.
 - Violations: One violation was reported.
 - Document Archiving: Project is complete. Digital records are being kept in the safety deposit box.
 - Neighborhood Inspection: The inspection was held on June 14 with 4 Board members. Issues were identified with 47 properties, mostly minor. Violation letters were sent on June 30.
- **Governing Documents Review Committee:** The committee met last month and came to agreement on what changes to propose. The committee chair is drafting language to present to the Board in September.

Unfinished Business:

- Listserv Disclaimer & New Enrollees: No Report.
- Financial Review: No Action.
- Traffic and Pedestrian Concerns: A response was received from the Loudoun County Sheriff’s Office to our letter regarding speeding. The response requests more specific information on the location and time of speeding. The President will request input from the Board regarding speeding they may have witnessed and follow-up with LCSO. Additionally, the President will communicate with our Board of Supervisor representative concerning traffic congestion during the Seneca Ridge Middle School arrival and dismissal times.
- Hunting Policy: The Board voted to go into Executive Session at 7:37 PM to discuss specific issues related to the insurance contract and consult with legal counsel. At 8:15 PM the Board returned to regular session. This issue will be put on the agenda for August.

New Business:

- Website Update:
 - Minutes from February through May were provided to the webmaster to load on the website. Once the new website is active, the webmaster will provide instruction to the Secretary on how to load minutes.
 - Board members reviewed the new website. The Secretary will provide suggested changes to the webmaster.

The meeting adjourned at 8:25 PM.
Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: August 13, 2014 at 7:00 PM, Cascades Library in the Group Study Room