

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

Date: October 8, 2014
Time: 7:00 PM
Location: Cascades Library

Board Members Present:

Peggy Franklin
Steve Honard
Stephen Mann
Lea Nigon
Tim Robinson
Vicki Rundquist

Lea Nigon, President, called the meeting to order at 7:18 PM.

Introduction of Non-Member Guests: None present.

Approval of Agenda: The agenda was approved as presented.

Approval of Minutes: September 2014 Board of Directors Meeting minutes were approved.

Officer Reports:

- **President:**
 - Sent thank-you letters to Government Documents Committee members.
 - Sent a notice to the community regarding road closures during the Dominion High School Homecoming Parade.
 - Sent a notice to webmaster about suggested changes to the website.
 - Asked for input on updates/change to the Board Handbook.
 - Received homeowner question to the Board regarding political signs. The Board suggested a response based on current regulations. President will inform homeowner.
 - Received homeowner question to the Board regarding advertising on the Listserv an event in which a community member is involved. The Board concurred that the Listserv was not the forum for such advertising. The President will inform the homeowner.
- **Vice President:** No report.
- **Secretary:** No report.
- **Treasurer:**
 - Financial Update: There has been little change in the overall financial situation since last month on the Balance Sheet. The Profit & Loss Statement shows income from one HOA packet and expenses for lawyer fees, annual PO Box renewal, and reimbursement of expenses approved at the last meeting. The Budget vs. Actual report shows that income remains ahead of expenses for the year.
 - 2015 Budget Proposal: Proposed dropping dues in 2015 based on the strong surplus currently on hand and lower anticipated expenditures. As this is the first time we have considered this Board directed President to consult with attorney. Decision on dues amount for 2015 tabled until next regular BoD meeting. Will send a proposed budget in early December.
 - Suggested making charitable donations to the Cascades Library, Sterling Fire, and Sterling Rescue each in the amount of \$100 as done in the past. Motion to approve these donations was seconded and passed unanimously.

- Reimbursement Requests: Requested reimbursement of \$21.19 to purchase envelopes (taking advantage of the \$10 coupon discussed last month). Motion to approve the reimbursement of expenditures as requested was seconded and passed unanimously.

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

Committee Reports:

- **Governing Documents Review Committee:** There will be no future reports. The committee is disbanded since its work is complete.
- **Common Grounds:** Advised the Board that a homeowner had a dead tree removed from what he thought was his lot, but it turns out that the tree was on community property. The homeowner requested reimbursement for at least some of the cost. The Common Grounds Chair will find out how much the homeowner paid and compare it to what the HOA typically pays. Tabled for discussion at the next Board meeting.
- **Social Activities:** Not present. No report. Vice President to contact chair to see if any help is needed with the Halloween Parade.
- **Newsletter:** Not present. No report. The Board suggested a December newsletter that could go out with the 2015 assessment letters.
- **Architectural Review Committee:**
 - Closing Packet Inspections: One was completed.
 - New ARC Applications: None were received.
 - Violations: The Board voted to go into Executive Session at 8:35 PM to discuss outstanding violations. At 8:51 PM the Board returned to regular session.

Unfinished Business:

- Annual Meeting: Discussed options to find more candidates. Need bios from candidates for Annual Meeting Notice. President presented a draft Meeting Notice and Proxy document. Board members volunteered to get the meeting notice out by the October 28 deadline. The Secretary confirmed that she will bring light refreshments for the Annual Meeting.
- DHS Homecoming Parade/Signage: In addition to the Listserv notice that the President sent, the Vice President will request of the Social Activities chair that the tent sign be erected a few days before the event to notify community about traffic impact.
- Dominion Power Easement Request: The Board voted to go into Executive Session at 8:51 PM to discuss legal issues relating to Dominion Power's request for an easement. At 8:53 PM the Board returned to regular session. The Board is awaiting response from Dominion Power.
- November BoD Meeting Option: Board elected to not hold a November BoD meeting.
- Governing Documents Review Final Report: President will hold special meetings of the Board.
- Seneca Ridge Drive Traffic Issues Response: Received update from BoS giving us options, but action tabled until Board has resources to address.
- Listserv Disclaimer New Enrollees Welcome Message: No report. Steve Mann will follow-up.
- Financial Review: No report.

New Business: None

The meeting adjourned at 8:53 p.m.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: Annual Meeting followed by Board Organizational Meeting on November 12, 2014 at 6:30 PM, Dominion High School, Room 407