

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

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

Board Members Present:

Peggy Franklin  
Brandon Henry  
Steve Honard  
Stephen Mann  
Lea Nigon  
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:10 PM.

**Introduction of Invitees:** Introduced guests – members of the Governing Documents Review Committee.

**Introduction of Non-Member Guests:** None present.

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

**Approval of Minutes:** August 2014 Board of Directors Meeting minutes were approved as amended.

**Officer Reports:**

- **President:**
  - Thanked Brandon and Vicki for their efforts in getting the Newsletter mailed.
  - Thanked Jenny for her work on launching the new website. She will ask Jenny to make the Listerv sign-up link more prominent and to make it very apparent how residents may submit pictures to be added to the website.
  - Reported that she sent a letter thanking the Sugarland Run HOA for their prompt action in removing the tree that was blocking one of the walking paths.
  - She reported on a notice received from Loudoun County indicating that some properties in Seneca Ridge may be in a floodplain and that Loudoun County and the Federal Emergency Management Agency are conducting a Flood Risk Mapping project. She planned to send a copy of the notice to the community.
- **Vice President:** No report.
- **Secretary:** Secretary reported that the next meeting will be in the upstairs conference room.
- **Treasurer:** Not present but submitted the following report:
  - 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 (retainer plus advice on community garbage collection), tree removal, annual PO Box renewal, and reimbursement of expenses approved at the last meeting.
  - Treasurer asked if anyone needed office supplies since she has a \$10 coupon that had to be used in the next few days. She would purchase items that would be needed in the

future if no one else needed anything. No one needed items, so the President will let the Treasurer know to use the coupon.

- Dues Collection Update: All dues have been paid!
- Reimbursement Requests: Treasurer requested reimbursement of \$19.99 (\$12.72 for ½ of a printer cartridge and \$7.27 for envelopes for newsletter mailing). Newsletter Chair requested \$11.40 for printing newsletters. 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:** The Chair of the committee went through a detailed presentation on recommended changes to the HOA governing documents to resolve shortcomings with the original documents as drafted.
- **Common Grounds:** Not present. No report.
- **Social Activities:** Reiterated that the Halloween Parade will be on Sunday, October 26 from 4:00 to 5:00 p.m. President reported that the Fire Department plans to send a fire truck for the parade.
- **Newsletter:** The newsletter was mailed on August 29 as planned.
- **Architectural Review Committee:**
  - Closing Packet Inspections: None were completed.
  - New ARC Applications: One application was received and approved.
  - Violations: No updates. Two Board members volunteered to check to see if violations identified in the annual neighborhood inspection have been resolved.

**Unfinished Business:**

- **Dominion Power Easement:** The Board voted to go into Executive Session at 8:26 p.m. to discuss Dominion Power's request for an easement. At 8:42 p.m. the Board returned to regular session. Motion to approve having the President negotiate potential compensation from Dominion Power for the requested easement was seconded and passed unanimously.
- **Listserv Disclaimer New Enrollees Welcome Message:** No Report.

**New Business:**

- **2014 Annual Meeting Notice and Proxy Form:** The President presented a draft meeting notice and proxy form for review. Board members provided comments. The President will submit to our attorney for review
- **BoD Organizational Meeting:** The President reported that the Board of Directors Organizational meeting will take place immediately following the Annual meeting. Election of officers will take place at that meeting.
- **DHS Homecoming Parade Traffic Impact:** The Board discussed the impact of the October 10 parade on access to our community. The Board will send notices via Listserv, will post information on the website and will put out the community sign a few days before the parade to make sure as many residents as possible are aware of the road closures.

The meeting adjourned at 8:53 p.m.

Respectfully submitted,  
Peggy Franklin, Secretary

**Next scheduled meeting:** October 8, 2014 at 7:00 PM, Cascades Library in the Conference Room