

**Seneca Ridge Homeowners Association, Inc.
Minutes of Monthly Meeting of the Board of Directors**

Date: September 9, 2021

Time: 7:00 pm

Location: Zoom Meeting

Call to Order:

- Steve Honard, President called the meeting to order at 7:03pm
- Presence of a quorum was established.

Board Members Present:

X	Valerie Faircloth	X	John Lee
	Raphael Gonzalez	X	Paul Southwick
X	Steve Honard	X	Debbie Voloshin
X	Keith Hunsberger	X	Keith Weber
	Andy Koch		

Approval of Agenda: A motion to approve the agenda was seconded and passed.

Approval of Minutes: A motion to approve the minutes for the August 2021 meeting was seconded and passed.

Officer Reports:

1) President's Report:

- a) 144 Seneca Ridge had a trailer in the yard. A letter was sent and the trailer was moved.
- b) 118 Seneca Ridge contacted the board. They will be doing a renovation and will need to move the jet skis to the front yard temporarily. They will email when the renovation starts up and they will need to move the jet skis to the front yard.
- c) Question from Keith W. Why has 158 Seneca Ridge stopped installing the siding. Steve to investigate and send email to the Board.

2) Vice President's Report: NTR

3) Secretary's Report: NTR

4) Treasurer's Report:

- a) **Financial Update:** Total assets are \$91,527.09, of which \$30,000 are Replacement Reserves
- b) **Reimbursements Requests:**
 - i) P.O. Box for \$246 (a \$50 increase over last year.)
 - ii) Steve submitted 2 receipts totaling \$8.50 for postage.

- c) **Dues Report:** 180 homeowners have paid dues; 2 outstanding.
- d) **Homes for Sale:** 0
- e) **Homes Sold:** 0
- f) **Contracts:** None
- g) 112 Seneca Ridge coming soon.
- h) Want to have a "Welcome to the Community" letter to include with the HOA Package as a nice way to say we are an HOA community.
- i) No return receipt from _____ .

Member's Open Forum: No members.

Committee Report:

- a) Social Activities
 - i) Toys for Tots (Dec) – Talk to Dave Payne
 - ii) Debbie, Possibly cash.
- b) Common Grounds
 - i) Five (5) trees were taken down and two (2) were removed, which cost \$5075.
 - ii) Trees were removed by 417 Spring Ridge and 816 Potomac Ridge. Steve to send an invoice from Keith W.
 - iii) 416 Spring Ridge wants to remove 7 trees (5 maples and a maple and oak growing together) He will replant trees. Approved.
- c) Architectural Review
 - i) Outstanding Applications during past month – 0 application(s) submitted and approved.
 - ii) Executive Session – In Session at _____ Out of Session at _____. (Not used)
 - iii) Annual Inspection – Reinspection was done on September 6. If the work was not done, a "first" Get It Done letter will be sent. Steve did a draft and needs to have it reviewed.
- d) Newsletter – Steve and Val to start on the Fall 2021 Newsletter. Will send it out with the Annual Meeting mailing. Steve wants to include a process on how to use the common grounds, a notice of the upcoming inspection, and add a column to educate folks on the covenants.
- e) Facebook HOA Board Page – NTR
- f) Facebook Community Page – Folks are very active.
- g) Web Page – John, need an update on the webpage. Will send it to Jenny to correct.
- h) Annual Meeting – Will need to send out the notice 60-14 days before the Annual Meeting. This is on track. Should look at owners on Loudoun website vs. SRHOA database. Debbie to send to Steve.

Unfinished Business – NTR

New Business – NTR

Adjournment:

- 1) Adjournment at 7:52pm
- 2) Next meeting October 14, 2021, 7pm