

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

**Date:** October 8, 2008  
**Time:** 7:00 PM  
**Location:** Dominion High School - Room 409

**Attendance:** 11

Board Members

KC Holland  
Paul Southwick  
Beth Baker  
Elaine Douts

Board Members

Barbara Howes  
Lea Nigon  
Peggy Franklin  
Marit Chasse

Other Homeowners

Stephen Mann  
Bob Beucler  
Jon Drever

The president called the meeting to order at 7:05.

**Approval of Minutes:** The minutes of the September 10, 2008, board meeting were approved via email after the last meeting.

**Officer Reports:**

- **President:**
  - KC will announce the upcoming annual meeting through ListServ.
- **Secretary:**
  - Beth will mail the required letter announcing the annual meeting, and nomination/proxy forms within the next couple of weeks, as required by the by-laws.
  - Stamps will not be used for the return envelope as historically very few are returned.
- **Treasurer:**
  - Elaine paid the remaining amount due for the year for landscaping, plus the annual fees for the post office box and the web fee, resulting in expenses of \$1,568.
  - Income was \$166.75, mostly from one homeowner's dues and an HOA packet.
  - She recommends that if a bookkeeper or accountant be hired to replace her after her term ends next month, the following should be taken into consideration:
    - The database be brought up to date and remain with the treasurer.
    - Quick Books be used as the accounting program to ease any transition that might be required in future years.
    - Reports should be basic and easy to understand.
  - Elaine will investigate a couple of possibilities for this position that have been suggested to the board.

### **Old Business:**

- **The Directory**
  - Lea has a copy of the data base and is working on updating information.
  - She will not include email addresses.
  - The board decided not to pursue including renters, but will include them if the renter requests.
  - Stephen Mann generously volunteered to print the directory for the cost of toner required.

### **New Business:**

- **Elections**
  - Four persons will need to be elected this year to fill vacated spots. Peggy and Paul agreed to run again, and Stephen Mann volunteered his name. There are a couple of other possibilities, and board members will inform Beth within the week so that names can go on the ballots.
- **Octoberfest**

Neighborhood Watch is taking the lead on Octoberfest and the Halloween Parade this year. Jon Drever also announced the meeting of Neighborhood Watch October 16<sup>th</sup> at Room 409 at Dominion High School.

### **Committee Reports:**

- **Architectural Review Committee:**
  - Lea presented the list of violations that were observed from the drive-through of the neighborhood September 27<sup>th</sup>. Warren and she requested that board members review it for trivial items before letters signed by Warren and KC are sent to homeowners.
  - A reminder concerning trash cans will be put in the next newsletter.
  - Stephen Mann volunteered to be head of the committee next year, assuming he is elected to the board. He said that Tom Toth would be interested in being on the committee.
- **Common Grounds:**
  - Debris next to the path on Potomac Ridge Drive has been removed.
  - There still are some four-wheelers on common ground next to the creek.
  - A tree appearing to be dead was reported on common ground outside the path behind the Keeler property. Paul will investigate.

The meeting adjourned at 8:30.

Respectfully submitted,  
Beth Baker, Secretary

**Next scheduled meeting:** November 12, 2008 (Annual Meeting)