

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

Date: June 10, 2009
Time: 7:00 PM
Location: Dominion High School Room 411

Attendance: 5

Board Members

KC Holland
Lea Nigon
Peggy Franklin

Beth Baker
Stephen Mann

KC called the meeting to order at 7:10 PM.

Approval of Minutes: The minutes of the May 13, 2009 board meeting were approved via email after the last meeting.

Officer Reports:

- **President:**
 - KC reported that Thomas Payne's Eagle Scout Project, grading soil next to the path behind Spring Ridge Drive and installing fencing at the drainage tube, was completed June 6 and 7. Board members were very pleased with the result. Beth will send a thank you note to Thomas.
- **Vice President:** No Report
- **Secretary:** Susan Buckley has been sending emails to each board member individually. Beth will respond for the group to ensure that someone responds,
- **Treasurer:**
 - Expenses for the year have been kept within budget. Expenses for May were \$869.04 for grass cutting.
 - Three (3) assessments are outstanding, but some other homeowners who have paid did not pay the late fines. The board's desire is to carry over those fees to next year's billings.
 - One absentee homeowner owes significantly more than the others and Elaine recommended sending a certified letter to him informing him that a lien will be filed against the property to recover owed assessments. The board concurred, adding that any fees the HOA would incur in the process would also be charged.
 - The board would like Elaine to look into rates for the CD due September 17, and to report back to the board at its September 10th meeting.

- Elaine submitted an invoice for bookkeeping services, and the board approved her being paid the amount requested, but would like more details on the 6 hour item.

Committee Reports:

- **Architectural Review Committee:**
 - Steve approved a request for a shed at 606 Selden Island Way.
 - He also inspected 830 Potomac Ridge Drive for a homeowner's packet.
 - Steve will review and record a list of all official approvals as there was question of which TV antennas have been approved in the past.
- **Common Grounds:**
 - No report.
- **Social Activities:**
 - No report.
- **Newsletter:**
 - Lea is the only one who has prepared an article for an upcoming issue. The question was raised as to how or whether a newsletter should be prepared.

Unfinished Business:

- Lea purchased a sign for \$45 on Craig list and suggested she use the other \$15 allotted for it to purchase a lock to secure it. The board agreed.

New Business:

- The board will not plan to meet in July or August, and KC will sign up for a meeting room at Dominion High School for the 2009-2010 school year.

The meeting adjourned at 8:15 PM.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: September 9, 2009