

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

**Date:** May 13, 2009  
**Time:** 7:00 PM  
**Location:** Dominion High School Room 409

**Attendance:** 5

Board Members

KC Holland  
Lea Nigon  
Peggy Franklin

Beth Baker  
Marit Chasse

The meeting was called to order at 7:05 PM.

**Approval of Minutes:** The minutes of the April 15, 2009 board meeting were approved via email after the last meeting.

**Officer Reports:**

- **President:**
  - KC reported that Thomas Payne's fundraiser for the Eagle Scout Project was a success, raising \$860, so no other funds will be needed for the pathway project. Thomas will send notices to the community as the date of construction nears.
  - KC also reported that cars at two homes were broken into recently.
- **Vice President:** No Report
- **Secretary:** Beth thanked Peggy for recording minutes at last month's meeting.
- **Treasurer:**
  - We have continued to receive payments for outstanding assessments, leaving six (6) outstanding, with \$430.70 yet to collect. Elaine recommended continuing the policy of adding interest to the balance of those past due, since it has brought most of the payments in. The board concurred.
  - The board asked that Elaine specify in the wording of assessment letters that the added amount is both interest and collection fee, particularly since the HOA now pays an accounting fee.
  - Elaine recommended looking into lien procedures for a house that accounts for ¼ of the total amount of assessments outstanding. The board would like her to report her findings and then wait for instructions to proceed.
  - Elaine projected that with expenditures kept low, as has been the case so far, the budget should balance without using income from the CD (which

is according to good accounting practices.) She estimated her accounting fees will total \$2000.00 for the year.

- Total income for the month was \$1,603.21 and expenses were \$665.00 for accountant and corporation fees. No other bills were submitted.

### **Committee Reports:**

- **Architectural Review Committee:**
  - Lea will contact Steve to schedule a neighborhood walk-through. The board is in favor of announcing it in advance as a gentle reminder to homeowners to repair items cited in last fall's walk-through that were postponed due to cold weather.
- **Common Grounds:**
  - The neighborhood cleanup took place last month as scheduled, but the amount of trash found was reduced from other years.
- **Social Activities:**
  - The community yard sale took place last month also, but there was very limited participation (about 4 homes.)
  - Marit received a bill from the Loudoun Times-Mirror for \$58.52 for advertising the event, and the board recommended that this newspaper not be used next year. The Loudoun Easterner charged \$19, which the board found satisfactory. Craigs List was at no cost.
- **Newsletter:** Marit will speak with Regina to find out how we can communicate ideas for future newsletters to her. The board would like one printed before summer.

### **Unfinished Business:**

- Lea reported on the portable signs she researched and the board would like her to pursue buying a used one, authorizing her to spend up to \$60.00. As it would not be needed before Oktoberfest, she has a few months to do this. If one is not available, the option of making one from wood will be considered. Michael and Andrea Snyderstrup, homeowners at 100 Seneca Ridge Drive, are willing to have the portable sign displayed on their property.

### **New Business:**

- Marit attended an HOA Forum sponsored by Supervisor Susan Buckley, and attended by representatives from HOAs in the area. Items discussed included graffiti, crime, pedestrian issues, environmental issues and epidemics. Marit will put some of the information in email form for our community.

The meeting adjourned at 8:00 PM.

Respectfully submitted,  
Beth Baker, Secretary

**Next scheduled meeting:** June 10, 2009