

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

Date: June 9, 2010
Time: 7:00 PM
Location: Cascades Library
Attendance: 6

Board Members

Other Homeowners

KC Holland
Paul Southwick
Stephen Mann
Steve Honard
Peggy Franklin
Lea Nigon

Paul Southwick, Vice President, called the meeting to order at 7:18 PM.

Approval of Minutes: The minutes of the May 12, 2010 board meeting were approved via email after the last meeting with one additional correction (“HOS” corrected to “HOA” in Treasurer’s Report. Stephen Mann moved to accept May minutes as amended. Lea Nigon seconded and the motion passed.

Officer Reports:

- **President:** No Report
- **Vice President:** No Report
- **Secretary:** No report
- **Treasurer:**
 - We received four payments for dues that were outstanding. These payments included interest and fees. There are still four outstanding homeowners and three that have paid dues but not fees or interest.
 - A homeowners’ packet for 826 Potomac Ridge Court was prepared and the \$100 fee collected.
 - The landscaping company has been paid through the end of the month.
 - The Southwicks were reimbursed for the cost of the flyers and Jenny Le-Pettigrew was paid for web fees.
 - A Profit & Loss Statement, Balance Sheet and P&L Budget vs. Actual were submitted.
 - 95.9% of budgeted income has been collected through May and only 36.3% of total expenses have been expended.

Committee Reports:

- **Architectural Review Committee:**
 - A potential homeowners asked about the approval process for a new fence at a property she was interested in purchasing. There was discussion about whether a non-owner could submit a request, and the general consensus was that she should submit an application and if the fence was within guidelines, we would grant an approval conditional on the purchase of the property. Stephen Mann will let her know that the approval process only takes a few days and can be done on-line.
 - There was discussion about a walk through of the community and the need for it to be done fairly soon so that homeowners would have time to make repairs before cold weather. Lea and Stephen will try to set up a time within the next few weeks and will send out an email to the Board to see who is available to go.
- **Common Grounds:** Paul Southwick provided an update to the issue about the culvert beside 130 Seneca Ridge (new business last month). Paul has been in touch with Dave Gumbel, the homeowner, and VDOT. VDOT stated that they would clear some of the plants from the culvert to improve drainage. After they come and identify what they are willing to clear, we will decide the next step.
- **Website:** No report.
- **Social Activities:** No report.

Unfinished Business:

As reported in the April minutes, revisions to the Virginia Property Owners Associations Act – 2008 require that we revise our policies, assign a HOA Ombudsman position, and establish a complaint procedure including a written form for filing complaints. Since further clarification on the complaint procedure is due out this summer, the Board decided to wait to develop the complaint procedure and to assign an Ombudsman until that clarification is issued.

There was discussion that the policies needed to be amended right away so that the HOA is in compliance with the new regulations. The agreement was that since the law requires the changes, we must comply and we do not need to have the normal approval of the community. Elaine had already drafted the changes needed. Lea Nigon moved that we ask Elaine to put together a final version of the amendment ready for approval and noted that it needed a new Amendment Number (10-1). Steve Honard seconded the motion and the motion passed. Lea said she would contact Elaine.

New Business:

- Stephen Mann pointed out that there are outdated articles in the covenants that need to be amended, specifically in Article 7, Section 3. He proposes we delete “e” regarding placing trash cans out of view of the street and “f” regarding parking on the street. He reminded us that the HOA cannot prohibit parking on the street so this article contradicts state law. There was discussion about whether we should make this change in conjunction with the amendment proposed above. The consensus was that we should not combine other changes with those required

by the revisions to the Virginia Property Owners Associations Act, but should conduct a review of the covenants and try to make all needed changes at one time. Lea made a motion to ask the Board to review the covenants over the summer to identify changes that need to be made. Steve seconded the motion and it passed.

- Lea reported that there is a tree down behind 406 Spring Ridge and that it is a large tree and needs to be cleaned up. Stephen and Paul said that they would check it out.
- The HOA received an email from Susan Buckley which proposed a new bike path. Lea brought a copy of the community map and we discussed the location of the proposed path. There was discussion about the proposal and the consensus was that we have concerns about crime and trash along the path and concerns about who will have to maintain it if it is installed. KC Holland will respond to the email and express our concerns.

Steve Honard moved that the meeting be closed at 8:07 PM. Paul seconded and the motion passed.

Respectfully submitted,
Peggy Franklin, standing in for Beth Baker, Secretary

Next scheduled meeting: September 8, 2010, Cascades Library