

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

**Date:** April 13, 2011  
**Time:** 7:00 pm  
**Location:** Cascades Library  
**Attendance:** 8

| <u>Board Members</u> |              | <u>Other Homeowners</u> |
|----------------------|--------------|-------------------------|
| KC Holland           | Steve Honard | Nikol Elliot            |
| Paul Southwick       | Lea Nigon    | Chris Elliot            |
| Beth Baker           | Stephen Mann |                         |

KC Holland, President, called the meeting to order at 7:05 pm.

**Approval of Minutes:** The board voted to approve the minutes for the March 9, 2011 board meeting.

**Officer Reports:**

- **President:** KC reported on his conversation with the homeowner of Lot #81 concerning damage to a fence. The board voted to reimburse the owner for expenses up to \$200, requesting him to produce receipts or request the amount in a letter.
- **Vice President:** No report
- **Secretary:** No report
- **Treasurer:**
  - One of the CDs came due and realized \$351.90, which was rolled over into the new CD. The other CD comes due in July.
  - Six homeowners paid dues during the month, leaving 16 delinquent ones. Elaine will send out late letters by May 1<sup>st</sup>, charging interest for four months and a \$7.15 processing fee.
  - She completed our tax returns and enrolled us in the Electronic Federal Tax Payment System, an IRS requirement.
  - She completed one closing packet (for 163 Seneca Ridge Dr.).
  - The renewal fee for CICB was \$90.
  - Elaine submitted accounting bill for 29.5 hours, which the board approved.

**Committee Reports:**

- **Architectural Review Committee:**
  - Steve approved an application for a shed on Lot #150.
  - Lot #160 applied for approval to extend the front wall of the house over part of the front porch. Approval was granted.

- KC will speak with the owners of Lot #68 concerning their application for a fence.
  - A shed behind the garage on Lot #72 was approved.
  - One closing packet was issued this past month.
  - Another neighborhood inspection is due to be held the beginning of May as a six-month deadline for past violations approaches. Stephen will set the date.
- **Common Grounds**
    - The county completed cleaning out a ditch near the mid-section of Seneca Ridge Drive, and several homeowners commented on being pleased with the results.
    - Spring cleanup is scheduled for Sunday, April 17<sup>th</sup>, and flyers have been sent out announcing both this activity and the May yard sale.
    - Paul will call to get estimates of a future path repaving.
- **Social Activities:**
    - The yard sale will be held May 14<sup>th</sup>, and the board does not recommend a rain date.
    - Lea will put out the community sign and the board authorized \$25 for an announcement in a newspaper.

**Unfinished Business:**

- KC did not receive a response from Susan Buckley regarding a trail safety meeting, so the matter will be dropped.
- Marit was not present, so there was no report on the insurance policy.
- There is a need for more directories with updates, so Lea and Beth will sort through names to prepare an addendum to the current directory this fall. Meanwhile, Stephen will give Elaine the copies he has in reserve and will print more.
- A discussion of the Records Management Policy Draft was postponed until another meeting.

**New Business:**

- Steve Honard will call VDOT to request removal of sand from the neighborhood streets.

The meeting was adjourned at 8:06 pm.

Respectfully submitted,  
Beth Baker, Secretary

**Next scheduled meeting:** May 11, 2011, Cascades Library