

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

Date: December 14, 2011
Time: 7:00 pm
Location: Cascades Library
Attendance: 9

| | <u>Board Members</u> | <u>Other</u> |
|--------------|----------------------|----------------|
| Beth Baker | Stephen Mann | Paul Southwick |
| Steve Honard | Peggy Franklin | Tim Sedmak |
| Lea Nigon | Marit Chasse | |
| Tim Robinson | | |

In the absence of both president and vice president, Beth Baker, secretary, called the meeting to order at 7:05 pm.

Election of Officers: The following officers were elected unanimously:

| | |
|----------------|------------|
| President | KC Holland |
| Vice President | Lea Nigon |
| Secretary | Beth Baker |

The board also appointed the following chairs:

| | |
|----------------|--------------------|
| Common Grounds | Tim Robinson |
| ARC | Stephen Mann |
| Social | Marit Chasse |
| Web | Jenny Le-Pettigrew |
| Welcome | (empty) |

Subsequently, Beth turned the leadership of the meeting over to the new vice-president, Lea Nigon.

Presentation of Insurance Proposal: Tim Sedmak, representing Erie Insurance, presented an insurance package. Included were property coverage, general liability, employee dishonesty, and director and officer liability. The board will review the material further, and Marit will try again to contact Nationwide, the current carrier, for a comparison.

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

Officer Reports:

- **President:** Not present
- **Vice President:** No report
- **Secretary:** No report

- **Treasurer:**
 - In the past month income received was \$0.62 interest, and \$100 each for two disclosure statements (Lots 161 and 122).
 - Expenditures were for approved reimbursements of \$163.95 for flyers and mailings.
 - Total assets are \$76,666.76.

- At this point in the year we have exceeded our budgeted income and have spent only 55% of budgeted expenses.
- We should evaluate our liquid assets in March 2012 and consider putting at least another \$5000 in a CD.
- Elaine requested other information which is included further in this report.
- Reimbursement requests – none

Committee Reports:

- **Architectural Review Committee:**

- New applications – none
- Closing packet inspections – one for Lot 122
- New violations – none
- Previous violations
 - One violation appeared to have been remedied.
- Lea will compile a report on recent case law regarding violation charges, as presented at the most recent HOA Forum.

- **Common Grounds Report**

- The board approved a full year payment of \$4,692.82 to Locust Landscaping for 2012 services, realizing a discount of \$521.42.
- Tim will verify bonding and insurance for the same company (and any other service provider used.)
- Tim will attempt to talk with the homeowner at Lot 123 to gain more information regarding the homeowner’s concerns about a leaning tree.

- **Social Activities:** No report

Unfinished Business:

- Capital Improvement Study – Tim will obtain estimates on the cost to replace pavement on the paths and estimates of when this would become necessary. He also will obtain estimates on repairing problem areas needed at this time.
- Records management – Steve Honard will work on a basic policy, including “access to records”.
- Insurance– The board voted to include \$2000 for this item in the 2012 budget.
- Audit – The board voted to include \$2000 for this item in the 2012 budget.
- Newsletter – The Henrys have volunteered to put a newsletter together for the annual meeting mailing.

New Business:

- The board voted a 5% increase in the annual assessment for 2012, as allowed in the Covenants.
- Lea attended the December HOA Forum and will give a report in January.

The meeting was adjourned at 8:30 pm.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: January 11, 2012, Cascades Library Study Room