

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

Date: January 12, 2011
Time: 7:00 pm
Location: Cascades Library
Attendance: 6

Board Members

Paul Southwick	Steve Honard
Beth Baker	Marit Chasse
Lea Nigon	Stephen Mann

Paul Southwick, Vice President, called the meeting to order at 7:04 pm.

Approval of Minutes: The board voted to approve the minutes for the December 8, 2010 board meeting.

Officer Reports:

- **President:** No report
- **Vice President:** No report
- **Secretary:** Beth and Lea attended an HOA Forum in December, sponsored by Delegate Tom Rust, at which a panel including lawyers, a CPA, and a county official recommended a number of HOA board practices and policies for prudence and to conform to the Virginia Property Owners Association Act. Beth communicated the following items which the board approved:
 - Consistent with conducting business in an open meeting, monthly meeting minutes may be emailed to board members for review, but the board will officially approve them at the next meeting.
 - When discussing matters such as violations, personnel, legal matters, or contracts the board may vote to go into executive session. Any subsequent vote concerning these matters will be made upon reconvening in open session.
 - Announcement of monthly board meetings will include any known topics to be discussed.
 - The board discussed a record retention policy and Steve Honard will prepare a resolution stating a 6-month holding period for electronic recordings of meetings if the corresponding minutes have been approved. After the holding period the recording may be destroyed.
- **Treasurer:**
 - Since December 9th, income of \$317.85 was received for HOA assessments and an HOA packet.
 - As of January 12, 2011, total assets are \$68,743.45, of which \$55,230.52 is invested in CDs.
 - Net income for 2010 was \$4,180.41.

- The board voted to approve an accounting bill of \$160 for the last quarter of 2010.
- The board voted to approve a 2011 assessment of \$76, an increase of 5%. The board requests Elaine to send out assessment letters reflecting this amount with a due date of 30 days from mailing.
- The board reviewed the proposed budget and voted to approve it with the exception that the amount proposed for accountant fees remain the same as last year.

Committee Reports:

- **Architectural Review Committee:**
 - The committee reported approval of a front door replacement at 816 Potomac Ridge Drive.
 - Steve Honard and Lea re-inspected 16 homes that had been cited for deficiencies, and all but one passed.
 - The board voted to go into executive session to discuss matters involving violations.
 - Upon reconvening, the board voted the following:
 - L#150: All items previously cited will be considered remedied with the exception of paint. A June 1st deadline will be given to allow time for painting in warmer weather.
 - L#86: Some improvement occurred, but there remains an issue with trim and a new problem with the garage doors. A 6-month deadline will be given.
 - L#139: A trailer is often parked in the driveway. A 3-month deadline will be given.
 - The board reviewed and approved a standardized list of time allowances to be given for various deficiencies.
 - The board approved a bill submitted by Lea for \$8.80 for office supplies used by the committee.

- **Common Grounds**
 - Paul recommended that the board accept the Locust Landscaping offer of \$4692.82 (a 10% discount) if the year's fees are paid by January 15th. All present voted in favor with the exception of Lea abstaining. Paul will ask Locust Landscaping to extend the offer a few days allowing our treasurer to return and write a check.

- **Website:**
 - No Report

- **Social Activities:**
 - Marit said that she would plan a community yard sale for May.

Unfinished Business:

- In KC's absence there was no report on his conversation with the owner at L#81 concerning a fallen tree.

New Business:

- Lea presented an overview of some of the finance-related topics presented at the HOA Forum in December. Time did not permit her to elaborate and she will plan to talk further about the topics at the next meeting. These included:
 - Conducting a study to determine the amount of reserves required to repair, replace and restore capital components and stating the status of reserves in the budget.
 - Scheduling an audit.
 - Review of bonds and insurance.

Paul adjourned the meeting at 8:40 pm.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: February 9, 2011, Cascades Library