

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

**Date:** July 13, 2011  
**Time:** 7:00 PM  
**Location:** Cascades Library  
**Attendance:** 8

Board Members

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

Other Homeowners

Ron Keiper

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

**Approval of Minutes:** The board voted to approve the minutes for the June 8, 2011 board meeting.

**Officer Reports:**

- **President:** KC reported that the second notice letters of violations were mailed on July 11.
- **Vice President:** Nothing to report.
- **Secretary:** Nothing to report.
- **Treasurer:**
  - Our largest CD (\$39,021.38) came due on 7/14/11 with interest totaling \$978.70. The CD was reinvested with Cardinal Bank which had the best rate of 1.16% for an 18-month CD.
  - \$1.04 in interest and receipt of homeowners due with processing fees and interest represent the balance of income for the month, totaling \$1,235.28.
  - Total expenses were \$200 for 2<sup>nd</sup> quarter bookkeeping paid to Elaine
  - With the interest from the new CD added, even though seven homeowners are still delinquent on their 2011 HOA dues, we are within \$200 of our total income goal for the year.
  - Expenses have been lower than budgeted, due mostly to the fact that we haven't had tree removal costs this year.
  - Elaine proposed that since we have over \$14,000 in our checking account, that we take out a \$5,000 CD from checking account funds. The board voted to approve the recommendation. Peggy will inform Elaine who will research CD rates.

## Committee Reports:

- **Architectural Review Committee:**

- ARC Applications: Approved an application to push out a kitchen onto the front porch as has been done on several other split levels.
- Homes Inspected for Closing Packets: There were no closing packets requested this month.
- Reimbursement Requests: Lea requested reimbursement (\$28.28) for office supplies associated with sending the violation letters. Peggy to give to Elaine.
- New Violations: There are no new violations to report.

The board went into Executive Sessions at this point to discuss specific homeowners' issues.

1. There was confusion on a second notice letter received by a homeowner. The situation was discussed and all are clear on what needs to be done.
2. A homeowner requested a 30-day extension on the deadline for rectifying violations due to timing of a contractor's schedule. The deadline was granted.
3. A homeowner asked for an extension for rectifying violations due to shortage of funds but did not specify how much time was requested. Stephen will ask the homeowner to estimate how much time is needed.

The board came out of executive session once the specific homeowner issues had been discussed.

- Previous Violations:
  - June inspection letters: KC signed and mailed on July 11.
  - Date for next re-inspection: the target is sometime in the first two weeks of September. Stephen to coordinate.
  - Review of Content of "Hearing" letter: The board discussed the language proposed by Lea and approved with minor changes. The board will discuss the timing of any letters at a future board meeting.

- **Common Grounds:**

- Received a complaint about the unauthorized cutting down of a tree. The owner was notified that he must get approval. The homeowner reported that the tree was damaged and presented a danger unless it was removed and that he had sent in an application. No application had been received as of the board meeting. To be addressed at a future meeting.
- Received a notice that there is a tree overhanging the path on a portion of the path that belongs to Sugarland. Paul will notify the Sugarland HOA.
- Lea reported on areas of the path in need of repair (cracks, crumbling, low spots). Paul will check into cost of repair.

- **Social Activities:** Nothing to report.

**Unfinished Business:**

- Review of Insurance Policy: Marit requested a quote for a fidelity bond but has not received a response. Paul will check with his insurance company to get a quote for insurance that includes the same coverage as our current coverage plus the fidelity bond so that we can compare.
- Capital Improvement Study: No action. Paul will get a quote on what it will cost to replace the bike path.
- Records Management – No action. Steve will work on it when he has time.
- Sidewalk/curb repair – Steve has identified several addresses in need of sidewalk/curb repair and will submit those to VDOT.

**New Business:** No new business brought up.

The meeting adjourned at 8:15 PM.

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

**Next scheduled meeting:** September 14, 2011, Cascades Library, Study Room