

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

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

Board Members

KC Holland	Lea Nigon	Peggy Franklin
Beth Baker	Stephen Mann	
Steve Honard	Marit Chasse	

KC Holland, President, called the meeting to order at 7:00 pm.

**Note that there was no board meeting in May due to lack of a quorum.**

**Approval of Minutes:** The board voted to approve the minutes for the April 13, 2011 board meeting.

**Officer Reports:**

- **President:** KC reported that he has not received receipt from the owner of Lot #81 for replacement of a fence.
- **Vice President:** No report
- **Secretary:** No report
- **Treasurer:**
  - Late notices were sent on May 2, and ten (10) homeowners now remain delinquent.
  - The board advises Elaine to send 2nd notices July 2.
  - One closing package was prepared and payment received.
  - Total assets as of June 7, 2011 are \$75,576.48.
  - Expenses for April and May were: \$590 for accounting, \$75 for web hosting, and State Corporation Commission annual fee of \$25.
  - The board approved a (6/8/11) accounting bill for \$200.

**Committee Reports:**

- **Architectural Review Committee:**
  - KC will speak with the owners of Lot #68 concerning their application for a fence.
  - The committee also approved a couple of garage doors.
  - A neighborhood walk-through was held on June 4, resulting in 29 passing re-inspection, 22 failing, and 23 new violations.
  - Lea will prepare 2<sup>nd</sup> notice letters, and re-inspection of these properties will take place in August.

- The board will discuss the content of any further communication at the July board meeting.
- All violations will be given deadlines according to the board's previous recommendations.
- Violation letters pertaining to rental properties will be sent to homeowners at both the homeowner's address of record as well as the rental property address in Seneca Ridge.
- Steve Honard has a list of areas of sidewalks that are in need of repair, and he will contact VDOT to request a work order.
- **Common Grounds**
  - Lea suggested that some areas of the path need repair, and she will contact Paul to recommend that when he gets an estimate of future repaving, he also request an estimate of repairing those locations now.
- **Social Activities:**
  - Marit advertised the May 14 yard sale on Craigslist only, and it was a successful event.

**Unfinished Business:**

- Marit reported on her review of insurance and found that our coverage is satisfactory. She will ask for a quote on a fidelity bond.
- A discussion of the Records Management Policy Draft was postponed until another meeting.

**New Business:**

- Peggy will reserve a room for the September 14<sup>th</sup> meeting.

The meeting was adjourned at 8:03 pm.

Respectfully submitted,  
Beth Baker, Secretary

**Next scheduled meeting:** July 13, 2011, Cascades Library