

**Seneca Ridge Homeowners Association
2011 Annual Meeting Minutes**

Date: November 9, 2011
Time: 7:00 pm
Location: Cascades Library
Attendance: 8

Board Members

Paul Southwick
Beth Baker
Steve Honard

Lea Nigon
Peggy Franklin

Other Residents

Greg Monaghan
Elaine Douts
Barbara Howes

Paul Southwick, Vice President, called the meeting to order at 7:05 pm.

Approval of Minutes: The board voted to approve the minutes for the October 12, 2011 board meeting.

Officer Reports:

- **President:** Not present
- **Vice President:** No report
- **Secretary:**
 - Beth reported that we received 37 proxies which, combined with 8 homeowners at the meeting exceeds the 20% required to hold an election.
- **Treasurer:**
 - Expenses for the month were \$237 for her fees (approved last month) and office supplies.
 - Elaine reminded the board that although interest income was minimal, all interest should go to capital improvements, not regular budget items.
 - Although three homeowners still owe annual fees the budget for this item has been met.
 - We received one closing packet request, which brings that line up to budget.
 - She anticipates that there will be sufficient money in March to purchase another CD.
 - The board discussed potential fees for 2012, but will make a final decision in December.
 - The board approved two submittals for reimbursement:
 - \$119.80 for annual meeting mailing supplies – Beth
 - \$44.15 for Halloween parade flyers –Paul

Committee Reports:

- **Architectural Review Committee:**
 - New applications – One for a tree removal
 - Closing packet inspections – one
 - New violations – None
 - Previous violations

- Stephen was not present to report on re-inspection of previous old violations.
- Lea said that last month's violations appear not to have been fixed, but she will wait for Stephen's input.
- **Common Grounds**
 - The board discussed the possibility of patching some cracks on the pathways before winter, but decided that in most cases it would not be effective, especially if the cracks appear to be caused by roots.
- **Social Activities:**
 - The Halloween parade was an apparent success with 15-20 participants accompanied by a small fire truck.

Election of Board Members

- Votes both of proxies and homeowners present elected the following persons to the board with an overwhelming majority:
 - Peggy Franklin
 - Stephen Mann
 - Tim Robinson
- The board expressed appreciation to Paul Southwick for his many years of quality service on the board.

Unfinished Business

- Capital Improvement Study – Paul will continue to research and report back.
- Records management – no report
- Insurance and Fidelity Bond –
 - Erie – Paul said that Tim is willing to meet with the board to answer any questions about his proposal, and Paul will request a meeting next month.
 - Nationwide—Elaine will check with Michael Burke to clarify the current insurance coverage.

New Business:

- Audit: Lea reported that she received a proposal from Ahlberg and Co. in Fairfax, and she will email it to board members for their consideration. There was discussion about the alternative of doing an in-house audit, but no decision was reached. The matter will be discussed at the meeting next month.
- Newsletter: The community has had a newsletter in the past, but in recent years communication has been accomplished by the listserv, website, and the annual meeting mailing. Two homeowners have volunteered to produce a newsletter, and Lea will contact them to discuss how they might best serve the community.

The meeting was adjourned at 8:10 pm.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: December 14, 2011, Cascades Library