

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

**Date:** October 12, 2011  
**Time:** 7:00 pm  
**Location:** Cascades Library  
**Attendance:** 8

Board Members

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

Other Residents

Tim Robinson

Paul Southwick, Vice President, called the meeting to order at 7:03 pm.

**Approval of Minutes:** The board voted to approve the minutes for the September 14, 2011 board meeting.

**Common Grounds Report**

The board discussed the felling of a tree on HOA common land October 5<sup>th</sup>. The two young men (Tony and Danny) who did it were present, expressed remorse, and agreed not to fell any more trees on HOA common land. The board found this agreement acceptable and took no further action.

**Officer Reports:**

- **President:** Not present
- **Vice President:** No report
- **Secretary:**
  - Beth presented for comment a rough draft of the annual mailing, which includes announcement of the annual meeting, a listing of candidates, a proxy form, a newsletter, and financial report. It was suggested that the newsletter include an article encouraging the homeowners to compare trash service companies for cost.
  - Two more candidates are needed for next month's election, and the board was pleased to have Tim Robinson volunteer to be on the ballot.
- **Treasurer:**
  - Income for the month was \$0.66 interest, and the one expense was \$140 for the post office box.
  - Although three homeowners' assessments are still outstanding, we have exceeded our budgeted amount. Although we are in the 10<sup>th</sup> month, we have spent only 52% of the budget.
  - Elaine presented her bill for the quarter.

- She also requested that the board inform her of how much to include in the 2012 budget for an audit.

### **Committee Reports:**

- **Architectural Review Committee:**

- New applications – none
- Closing packet inspections – one
- Reimbursement requests – none  
*(At this point the board went into executive session to discuss particular homeowner violations. Only those items were discussed in the session.)*
- New violations – Upon leaving executive session, the board decided to send violation letters to the owners of Lot #80 and Lot #101 with a one-month deadline.
- Previous violations
  - The committee received no deadline extension requests.
  - Stephen will set up a date to re-inspect these previous violations.

- **Social Activities:**

- A Halloween parade is planned for Sunday, October 30, at 3 p.m. Marit will invite the firefighters to participate, and is working on traffic concerns.
- Marit will purchase snacks for the participants, including a more substantial amount for the firefighters.
- Lisa Southwick will prepare flyers and the parade will also be announced in the mailing.

### **Unfinished Business:**

- Capital Improvement Study – no action
- Records management – no report
- Insurance and Fidelity Bond – Marit has had no response from the current insurance provider, so the board asked Paul to request paperwork from the company he uses.

### **New Business:**

- Lea will get estimates for a 2012 external audit so that it can be included in the budget.
- Beth volunteered to attend a Meet & Greet on November 17<sup>th</sup> for the new supervisor.

The meeting was adjourned at 8:02 pm.

Respectfully submitted,  
Beth Baker, Secretary

**Next scheduled meeting (Annual Meeting):** November 9, 2011, Cascades Library Room A