

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

Date: September 14, 2011
Time: 7:00 pm
Location: Cascades Library
Attendance: 8

Board Members

KC Holland	Steve Honard	Peggy Franklin
Paul Southwick	Lea Nigon	Jenny Le Pettigrew
Beth Baker	Stephen Mann	

KC Holland, President, called the meeting to order at 7:01 pm.

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

Officer Reports:

- **President:** No report.
- **Vice President:** No report
- **Secretary:** Beth called the board's attention to the Board of Supervisor's action to fund a survey of a proposed Sugarland Run Stream Valley Trail. The board noted that it has not given an easement for a trail through our common land.
- **Treasurer:**
 - Elaine's report was for the past two months.
 - Four homeowners paid dues with processing fees and interest, leaving three assessments outstanding.
 - Expenses totaling \$88.18 were for flyers and postage, leaving a net income of \$279.01.
 - Total assets are \$76,890.77.
 - Per the board's instructions, Elaine opened a new CD of \$5,000.00 from the checking account, which will mature on 2/2/13.
 - We have exceeded our income budget for the year, and have spent only 52% of the amounts budgeted, mostly due to the absence of tree removal costs.

Committee Reports:

- **Architectural Review Committee:**
 - New applications – none
 - Closing packet inspections – none
 - Reimbursement requests – none
 - New violations – none
 - Previous violations
 - The committee approved a request for an extension until October 15 to reseed a side yard.

- The third homeowner listed in last month's minutes has not communicated further with Stephen concerning a possible extension. Stephen will email him.
 - The committee will re-inspect all cited violations between October 15 and November 1, after which a hearing letter will be sent to any homeowners in continued violation. Lea presented a template for the letter, which the board approved.
- **Common Grounds**
 - One small tree fell down in a recent storm, but a homeowner cut and removed it.
 - **Social Activities:**
 - A Halloween parade is planned for Sunday, October 30, at 3 p.m., and Marit will ask the firefighters to participate.
 - The board would also like Marit to work with the sheriff's office for suggestions to make the parade safe, such as blocking a section of the road.
 - Announcement of the parade will be by flyer, preferably with the annual letter.

Unfinished Business:

- Sidewalk repairs – Some places have been marked by VDOT.
- Path repairs – no action
- Capital Improvement Study – no action
- Records management – no report
- Insurance and Fidelity Bond – Marit has had no response from the current insurance provider. Paul said that his agent (Erie) recommends upgrading or adding provisions against employee dishonesty, defense cost, and liability for directors and officers.

New Business:

- The annual meeting will be held November 9 at the library, Room A.
- Four positions are due for election, and Stephen Mann and Peggy Franklin volunteered to be on the ballot.
- KC will send a request on listserv for community volunteers to be on the ballot, with the alternative being a much greater expense of a professional management company.
- Beth requested board members to submit articles for the annual meeting letter by October 5.
- The board will discuss candidates at the October 12 meeting, and letters will be sent by October 19.
- The mailing will also include a financial report.

The meeting was adjourned at 7:55 pm.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: October 12, 2011, Cascades Library Room C