

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

Date: April 11, 2012
Time: 7:00 pm
Location: Cascades Library
Attendance: 9

Board Members

KC Holland	Stephen Mann	Tim Robinson
Steve Honard	Peggy Franklin	Vicky Rundquist
Lea Nigon	Beth Baker	Marit Chasse

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

Approval of Minutes: The board voted to approve the minutes for the February 8, 2012 board meeting and notice of the March 14, 2012 lack of quorum.

Officer Reports:

- **President:**
 - The board formally acknowledged the 2/23/12 resignation of Jenny Le Pettigrew from the board. The board is grateful she will continue to be Webmaster.
 - The board elected Assistant Treasurer, Vicki Rundquist, to fill the board vacancy created by Jenny's resignation, and also elected her as Treasurer.
- **Vice President:** Lea will report items later in the meeting.
- **Secretary:** Beth requested clarification concerning keeping of meeting agendas. The board agreed that agendas are not considered by the board to be official records and may be discarded any time after the meeting. Steve Honard will include this decision in the draft records management policy.
- **Treasurer:**
 - Current assets are \$84,165.47, reflecting \$4,836.20 in income (mostly from annual fees) and \$1,447.00 in expenses since February 9.
 - Thirteen homeowners are still delinquent in annual fees, and Vicki will send follow-up letters adding a \$10 processing fee to the amount owed. A certified letter will be sent to one homeowner whose bill has accumulated more than one year.
 - In the transition of the treasurer position from Elaine to Vicki, both their names are now on all SRHOA bank accounts. The next step will be for the vice president's (Lea Nigon) name to replace Elaine's on all accounts.
 - Vicki will request a name change on the CICB certificate.
 - The board discussed an issue with a settlement company.
 - Vicki proposed changes to wording on the website regarding moving packets, which the board approved.
 - Vicki will obtain a hard drive for HOA financial records, and may also use the server as a backup.

- The board approved expenditures for QuickBooks and miscellaneous office supplies totaling \$196.76.

Committee Reports:

- **Architectural Review Committee:**

- Since the last meeting Stephen Mann approved applications for a fence, a sidewalk, a shed, a backyard privacy fence and a tree planting.
- Closing packet inspections – three.
- New violations – A letter will be sent to a homeowner whose neighbor complained about yard debris.
- Previous violations – no further action.
- Stephen will continue to do approvals, but not annual inspections. Vicki, because of increased responsibilities as Treasurer, will no longer be on the committee.
- An annual inspection of the neighborhood will be made in June. Lea proposed sending an informational postcard this month so that homeowners can work on any issues in advance. The board concurred.

- **Common Grounds Report**

- Spring Cleanup will be held April 22nd at 1:00. Tim will prepare a flyer for kids to distribute.
- Concerning a falling tree issue, the homeowner will get estimates for removal of all three trees.
- Tim is waiting for one more estimate on repair of the paths. He will mark problem areas with paint.

- **Social Activities:**

- A community yard sale will be held May 12th. Marit will advertise it on Craigslist and Steve Honard will post signs. An announcement will go on the back of the Spring Cleanup flyer.

Unfinished Business:

- Insurance – An issue with Erie was resolved, and Nationwide was paid for renewal of the annual policy which now includes a fidelity bond.
- Records management – Steve Honard has updated the policy and will email it to board members for review. He will prepare a resolution for the board to sign by July 1st.
- Steve Honard will also prepare an Access to Records Policy and the associated resolution.

New Business:

Lea will formulate a Homeowner Complaint Policy and Form.

The meeting was adjourned at 8:26 pm.

Respectfully submitted,

Beth Baker, Secretary

Next scheduled meeting: May 9, 2012, Cascades Library Study Room