

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

Date: December 12, 2012  
Time: 7:00 pm  
Attendance: 9

Board Members

Lea Nigon	Peggy Franklin	Steve Honard
Vicki Rundquist	Tim Robinson	Stephen Mann
Beth Baker	KC Holland	Brandon Henry

KC Holland, President, called the meeting to order at 7:02 pm.

**Approval of Minutes:** The board voted to approve the minutes for the November 14, 2012 board meeting.

**Officer Reports:**

- **President:** KC reported on a series of emails with a homeowner, and the board affirmed the complaint procedure it has established. Although the procedures and sample forms will be posted on the website, a homeowner must formally request from the board the current Association Complaint Form.
- **Vice President:** No report.
- **Secretary:**
  - Beth read a thank you note received from outgoing board member Marit Chasse.
- **Treasurer:**
  - Very few changes occurred during the month, and annual net income is just a few hundred dollars under budget. In light of the unplanned expenses incurred for repair of the path this is considered acceptable.
  - A second CD will mature in early January, and Vicki will negotiate the best rate with the bank, emailing the board before the February meeting.
  - Vicki reported on various sizes and costs for a safety deposit box and the board discussed which would be appropriate for the contents. Vicki will continue to research the issue.
  - Homeowner assessments for 2013 will be \$83.75 and Vicki will send out the letters January 1<sup>st</sup> including the 2013 budget.
  - Vicki presented a budget for 2013. Stephen moved that the board approve it with two changes, Tim seconding, and the motion passed.

- Vicki presented a \$94.49 reimbursement request for the purchase of a second small backup drive. The board approved (Beth moved, Stephen seconded, and the motion passed).

### **Committee Reports:**

- **Common Grounds**

- Tim reported that Locust Landscaping Co. Inc. will continue to charge the 2012 rate if the total amount is paid up front. Lea moved that the board accept, Vicki seconding, and the motion passed.
- It was noted that the garden area at the intersection of Silver Ridge Dr. and Seneca Ridge Dr. has been maintained by the landscape company.
- Tim was not able to gain access through a property on Potomac Ridge Ct. to check on a tree reported dead last month. He will attempt to enter the common ground area another way this month.

- **Social Activities**

- A homeowner is reportedly interested in filling this position and will email the board of her decision.
- KC will contact Dave Payne regarding future neighborhood participation in the Toys for Tots program.

- **Newsletter**

- Brandon agreed to publish the next issue of the newsletter February 1<sup>st</sup>, and various board members agreed to present articles for it by January 18<sup>th</sup>.

- **Architectural Review**

- One new application was approved.
- No closing packets were prepared.
- The board discussed its guidelines for deadlines concerning the removal of trailers and boats, but did not change them.
- Vicki moved that the board go into executive session in order to discuss particular homeowner violations. Peggy seconded and the motion passed. The executive session lasted from 8:27 to 8:46, at which time Peggy moved to return to regular session and Steve seconded, the motion passing.
- Lea reported that since the time violation letters were sent in June, 31 violations have been rectified, three are under further review, and ten are past due (from six homes). The board discussed eight new violations and approved sending notices to the homeowners.
- KC has a draft of ARC Due Process Procedures, but discussion of it was deferred to January.

### **Unfinished Business:**

- Complaint Procedures and a Sample Form will be posted on the website.

- Records Organization: Lea reported that she has contacted the attorneys three times, but has received no reply. The board will continue to discuss this topic at the next meeting.
- 30<sup>th</sup> Anniversary solicitation: No response has been received, and the board delayed discussion until next month.

**New Business:**

- The following ran for office unopposed and were elected:  
President: KC Holland  
Vice President: Steve Honard  
Secretary: Beth Baker  
Treasurer: Vicki Rundquist
- The board deferred appointment of committee heads until the January meeting due to lack of time.

The meeting was adjourned at 8:58.

Respectfully submitted,

Beth Baker, HOA Secretary

Next scheduled meeting: January 9, 2013, 7:00 pm, Cascades Library