

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

Date: February 8, 2012
Time: 7:00 pm
Location: Cascades Library
Attendance: 8

Board Members

KC Holland
Steve Honard
Lea Nigon
Stephen Mann

Peggy Franklin
Beth Baker
Tim Robinson

Other
Vicky Rundquist

KC Holland, President, called the meeting to order at 7:10.

Approval of Minutes: The board voted to approve the minutes for the January 11, 2012 board meeting.

Officer Reports:

- **President:** Vicki Rundquist has volunteered to be the HOA treasurer, and since the board is limited to nine members, it voted to appoint her assistant treasurer until a vacancy should occur.
- **Vice President:** Lea expressed appreciation that Jenny, Webmaster, had updated links to the feeder schools on our website.
- **Secretary:** No report
- **Treasurer:**
 - So far this year \$6004.68 in dues has been collected (approximately 40%) with another 36 checks received but not yet recorded.
 - One closing packet was requested, but not reflected in the report.
 - Expenses were \$125.56 Federal income tax and \$100 charitable gift to the Sterling Volunteer Fire and Rescue Squad.
 - The current balance is \$77,715.69.
 - Vicki proposed establishing an email address for the HOA treasurer other than her personal account. The board plans to take up discussion of the details of the idea at a later meeting.

Committee Reports:

- **Architectural Review Committee:**
 - New applications – none
 - Closing packet inspections – one
 - New violations – none
 - Previous violations – no further action
- **Common Grounds Report**
 - Tim has not been able to talk with the owner of Lot #123 concerning the owner's concern about a tree in the common ground behind his house.

- Tim has an appointment this week for an estimate of repair work on the paths so that plans can be made in advance for funding of it.
- A date for the spring cleanup will be chosen at the March meeting.
- **Social Activities:** Dates for a yard sale will be set at a future meeting.

Unfinished Business:

- Insurance – The board voted to include a \$100,000 Fidelity Bond in the insurance policy when it comes up for renewal in April. The Nationwide agent clarified that it would cover board members, committee members, volunteers, and employees. Beth will notify Michael Burke.
- Lea contacted Erie Insurance concerning a second unwarranted bill received from them, and they promise written notification that what they called “coverage” was cancelled.
- Records management – Steve Honard presented a Records Management policy which the board examined in detail, establishing a retention period for each item (Standard Record Report). The general policy should be formalized as a resolution in the near future (not to include the Standard Record Report.)
- Audit – One homeowner has volunteered to help with a financial records review, but would like to do it jointly with another volunteer, yet to be found. The board needs to decide on the parameters of the review. KC also suggested we might find an auditor at a reduced cost.

New Business:

- None

The meeting was adjourned at 8:54 pm.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: March 14, 2012, Cascades Library Room A