

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

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

Board Members

KC Holland	Peggy Franklin	<u>Other</u>
Steve Honard	Marit Chasse	Elaine Douts
Lea Nigon	Beth Baker	
Stephen Mann	Tim Robinson	

KC Holland, President, called the meeting to order at 7:03.

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

Officer Reports:

- **President:** KC expressed appreciation to Elaine for her six years of service to the community as HOA treasurer, and accepted her resignation with regret. The board joined him with those sentiments.
- **Vice President:** Lea noted that in searching for a new treasurer we have a job description that Elaine wrote a few years ago.
She also reported that we received a bill from Erie Insurance, but that she contacted them to clarify that we had only asked for a quote.
- **Secretary:** No report
- **Treasurer:**
 - Income for the past month included a small amount of interest, and \$60 dues (apparently paid automatically and an incorrect amount.) The \$100 packet on the report was actually from the previous month and should be deleted.
 - Expenses were \$4,692.82 for a yearly contract of grass cutting, and \$98 for postage.
 - Expenses for the year were only 54.7% of budget, largely because no tree removal was required.
 - The board approved the 2012 Budget as presented. It reflects increased amounts for an audit and accountant fees, but also less for tree removal and the yard sale.
 - The board instructed Elaine to send a \$100 contribution to the fire department, recognizing their service at the Halloween parade.

Committee Reports:

- **Architectural Review Committee:**
 - New applications – A fence on Lot #92 was approved.
 - Closing packet inspections – none
 - 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. The board reiterated its policy of not taking down trees unless a leaning tree is jeopardizing the safety of persons either on the paths or on personal property.
- Tim reported that he has copies of the fidelity bonds of both Locust Landscaping and AM Tree Services.
- Locust Landscaping has given a quote of \$55/hour/worker for snow removal, but the board elected not to remove snow on the paths. The paths are no longer used for access to the schools, and refreezing of cleared paths becomes more dangerous than the snow itself.
- The board discussed what work on the paths might be needed in the future. Repair should be done on the cracks by Trail Ridge Ct. and Spring Ridge Ct., but will be done in warmer weather. Tim is expecting to obtain professional opinion on the paths, so that the board can plan capital expenses into the future.

- **Social Activities:** Dates for the spring cleanup and yard sale will be set at a future meeting.

Unfinished Business:

- Insurance – Marit reported that she was able to speak with a Nationwide agent and learned that the cost of our current policy will not increase this year. The addition of Fidelity Bond coverage would be \$128 for \$50,000 or \$166 for \$100,000. Marit will ask if the Fidelity Bond would cover volunteers or only employees.
- Audit – The board discussed who might be available to do an audit. Elaine suggested that the accounts be examined at the turnover to the new treasurer.
- Records Management – As a first step in the formulation of a policy, Steve Honard will prepare a list of the type of records the board currently has, with input from other board members.
- HOA Forum Report – Lea reported highlights of the forum she attended in December 2011, which are attached to these minutes. Items that might require this board's action:
 - Formal Resolution for Access to Books and Records and Costs thereof (required by July 1, 2012.)
 - Fidelity Bond covering board and management.
 - Develop an internal complaint procedure. (Lea presented a sample form.)
 - Reserve Study every 5 years with annual update.

New Business:

- Treasurer Position – KC will send a letter to homeowners announcing the need for a new treasurer and asking for volunteers. He also will request that homeowners sign up for the listserv so that the board might more easily communicate with the community. (As of now less than half of the homeowners are reached by listserv.)

The meeting was adjourned at 8:38 pm.

Respectfully submitted,
Beth Baker, Secretary

Next scheduled meeting: January 11, 2012, Cascades Library Study Room