

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

Date: July 11, 2012
Time: 7:00 PM
Location: Cascades Library
Attendance: 6

<u>Board Members</u>	<u>Other Homeowners</u>
Tim Robinson	None
Lea Nigon	
Steve Honard	
Peggy Franklin	
Stephen Mann	
Marit Chasse	

Lea Nigon, Vice President, call the meeting to order at 7:10 PM.

Approval of Minutes: The board voted to approve the minutes for the June 13, 2012 board meeting.

Officer Reports:

- **President:** Not present – no report.
- **Vice President:** Lea noted that having the List Serve up during the power outage was very helpful. Lea thanked Stephen for keeping it up and also thanked those involved with getting the Records Management Policy out on time.
- **Secretary:** Not present – no report.
- **Treasurer:** Not present, but provided a report with highlights as follows:
 - Balance Sheet: There is over \$85,000 in assets giving the community a good cushion for any emergency.
 - Profit and Loss: All outstanding homeowner's dues have been collected. There was one HOA sales packet last month. The postage reimbursement approved at the last meeting was made.
 - The board approved reimbursement of \$20.50 to Vicki for postage:
 - \$11.50 charges to mail final notice and two registered letters to the three delinquent homeowners
 - \$9.00 for ARC Neighborhood Inspection letters
 - Vicki recommended that we take advantage of a PNC Bank offer that would allow savings on office supplies and printing/copying. Board concurred.
 - Received a request for donation from the Sterling Volunteer Rescue Squad. The board approved a donation of \$100.

Committee Reports:

- **Architectural Review Committee:**
 - The Neighborhood Inspection was conducted on 6/23/2012 by a team of 4 board members.
 - The inspection resulted in identification of these violations:
 - 14 new violations
 - 11 old violations that had not been resolved – the board agreed to a 9/01/2012 deadline.
 - Postcard Notices: The consensus of the board was that the postcard notices were helpful because they let residents know what to expect and seemed to encourage some homeowners to take care of issues prior to the inspection. The board will decide next year if we should send a similar notification to the community prior to the inspection.
 - ARC inspected the report of trees being cut down in violation of policy and did not find any negligence.
- **Common Grounds:**
 - Tim reported that AASCO Paving Corporation completed almost all of the repairs to the paths today and is scheduled to finish tomorrow.
 - Tim reported that we may have to have a tree taken down along the paths. He will investigate further and report back.
- **Social Activities:** Nothing to report.

Unfinished Business:

- Association Complaint Policy and Procedure - Lea drafted a policy resolution and asked board members to review before the next meeting. The resolution will have to be mailed to all current residents and will be included in new HOA sales packets. Deadline is 9/28/2012.
- 30th Anniversary Celebration - Lea researched possible venues. Algonkian Park has pavilions that hold 50 people for \$130. Lake Fairfax has pavilions that hold 60 people for \$125 and those that hold 100 people for \$175. Lake Fairfax offers boating activities and a carousel. Reservations cannot be made until January so the board has time to discuss further.
- Reserve Study – Tim will present a formal Reserve Study for our records. He reported that his research indicates that it will cost approximately \$80,000 to replace the entire path.

The meeting adjourned at 8:20 PM.

Respectfully submitted,
Peggy Franklin, standing in for Beth Baker, Secretary

Next scheduled meeting: September 12, 2012 at 7:00 PM, Cascades Library, Group Study Room