

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

**Date:** June 13, 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	
Vicki Rundquist	
Marit Chasse	

Lea Nigon, Vice President, call the meeting to order at 7:05 PM.

**Approval of Minutes:** The board voted to approve the minutes for the May 9, 2012 board meeting with a change to the date from May 12 to May 9.

**Officer Reports:**

- **President:** Not present – no report.
- **Vice President:** Nothing to report.
- **Secretary:** Not present – Lea reported that Beth won't be able to reserve a room for the September 12 meeting. Marit volunteered to reserve the room for the September meeting.
- **Treasurer:**
  - Cash balance is growing. Suggest using some of the cash balance to purchase a CD in the October timeframe when current CD's come due.
  - More dues have been received leaving only 3 homeowners with outstanding dues.
    - Vicki investigated procedures to bring a claim in Small Claims Court as a possible means of getting the delinquent homeowners to pay their dues. There is a \$44 filing fee and \$12 fee for the hand delivery of the claim, all of which can be added to the claim for reimbursement. The board discussed filing a claim in small claims court and approved for the homeowner now 3 years delinquent (previous certified letters were returned unopened after numerous delivery attempts).
    - Vicki will send certified letters to the other two homeowners who are only delinquent for one year.
  - Issued checks for small expense reimbursements as approved last month.
  - The names of those with access to the bank accounts was successfully changed so that now only the Treasurer and Vice President have access.

- The board discussed whether we need Security Breach coverage through our insurance. Since we don't collect SSN's or other sensitive information, the board didn't identify any risk to SRHOA.
- Vicki received a notice from our bank, PNC, about a new service to deposit checks via scan. She will sign up if there are no fees associated with this service.
- The board approved reimbursement of \$72 for stamps to Vicki for mailing of the Record's Retention information.
- Vicki reported that all receipts/supporting documentation for expenditures are attached to the monthly bank statements.

### **Committee Reports:**

- **Architectural Review Committee:**
  - There is a Neighborhood Inspection scheduled for Saturday, June 23 from 10:00 AM – 1:00 PM. Lea, Steve Honard and Marit plan to conduct the inspection.
  - There are still old violations that have not been addressed despite two letters being sent to the homeowners. The board deferred discussion on this issue until the President and ARC Chair can be present.
  - A homeowner reported that a neighbor cut down trees and wanted to know if the neighbor had asked for permission. ARC will investigate.
- **Common Grounds:** Tim received three quotes for repair of the paths. All three companies are licensed and bonded. The board reviewed the quotes and discussed the merits of each. Tim and Marit will research Virginia records to make sure there are no complaints against any of the companies and will contact references. On condition that there are no negative findings after a 10-day review, the board unanimously voted to accept the bid of AASCO Paving Corporation for a cost not to exceed \$6,500.
- **Social Activities:** There was not much traffic for the Yard Sale. It seems that other communities also decided to have community Yard Sales on the same day as the Dominion High School event. The board decided that next year we may want to consider having the Yard Sale a week or two before Dominion's.

### **Unfinished Business:**

- Steve Honard submitted final versions of the Records Management Policy, Rate Schedule, and Request Form. The board unanimously approved the documents as submitted.
- Steve Honard submitted a final version of Policy Resolution 12-1 regarding records management. The board unanimously approved the documents as submitted.
- Vicki prepared a cover letter for the distribution of Policy Resolution 12-1, as well as provided necessary mailing supplies. Steve H. agreed to make copies and Peggy will stuff and mail before the July 1 deadline.

**New Business:**

- The board discussed the summer meeting schedule and decided to meet in July and skip August.
- Lea asked that when a board member is not able to attend the monthly board meeting that he/she send a brief report of any work performed since the previous meeting so as to keep the board well-informed and business moving forward.
- Lea pointed out that SRHOA will celebrate a 30<sup>th</sup> Anniversary next year (the community was incorporated on May 19, 1983). She will investigate Algonkian Park as a possible picnic site and report back.

The meeting adjourned at 8:40 PM.

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

**Next scheduled meeting:** July 11, 2012 at 7:00 PM, Cascades Library