

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

Date: May 9, 2012
Time: 7:00 pm
Location: Cascades Library
Attendance: 5

Board Members

KC Holland	Stephen Mann
Steve Honard	Vicki Rundquist
Lea Nigon	

KC Holland, President, called the meeting to order at 7:00.

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

Officer Reports:

- **President:** No report.
- **Vice President:** No report.
- **Secretary:** Not present.
- **Treasurer:**
 - Current assets are \$84,345.76, with a net income over the past month of \$180.29.
 - Six homeowners are still delinquent in fees; the homeowner sent a registered letter has not yet picked it up from the post office.
 - Vicki reported that she changed the registered agent with the State Corporation Commission and will update both the registered agent and board members with the Common Interest Community Board.
 - The board approved the following reimbursements:
 - Tim Robinson: \$62.94 for spray paint and expenses related to Spring Cleanup Day.
 - Lea Nigon: \$85.67 for print cartridge and postage/supplies to send the postcard about the Architectural Review Commission inspection.
 - Vicki Rundquist: \$75.17 for postage, printer paper, and envelopes
 - Vicki proposed using the Virginia Property Owners' Association Disclosure Packet Notice form as the cover sheet to sales packets, which the board approved.

Committee Reports:

- **Architectural Review Committee:**
 - Since the last meeting Stephen approved one application for tree removal.
 - Closing packet inspections – one.
 - Previous violations – one was resolved.
 - An annual inspection of the neighborhood will be made on June 23.
 - There was no homeowner feedback on the postcards.
- **Common Grounds Report**
 - Spring Cleanup was successful: 3 families and 6 other individuals collected 12 bags of litter.
 - Tim is still collecting estimates on repair of the paths.
- **Social Activities:**
 - A community yard sale will be held May 12th. Marit will advertise it on Craigslist and Steve Honard will post signs. Lea will send a reminder to the listserv.

Unfinished Business:

- Audit/financial review: discussion to be postponed until September.
- Records management – Steve Honard sent out drafts of a policy resolution, fee schedule, request form, and record management policy document. Several small changes to the drafts were agreed upon.
- Capital improvement study: discussion was postponed, as Tim Robinson was not present.
- Homeowner complaint form: Lea Nigon had completed a draft, but the board agreed to postpone a review of it until the records management policy was finalized and adopted.

New Business:

- The President gave kudos to Jenny Le Pettigrew for her efforts to update the website. All change requests should be sent via the secretary.

The meeting was adjourned at 7:56 pm.

Respectfully submitted,

Vicki Rundquist, Treasurer, on behalf of
Beth Baker, Secretary

Next scheduled meeting: June 13, 2012, at 7 pm, Cascades Library