

Seneca Ridge Homeowners Association
Homeowners Annual Meeting/Board of Directors Meeting Minutes

Date: November 14, 2012
Time: 7:00 pm
Attendance: 12

Board Members

Lea Nigon	Tim Robinson
Vicki Rundquist	Marit Chasse
Beth Baker	Steve Honard
Peggy Franklin	KC Holland

Other Homeowners

Kathy Coleman
Rick Meidlinger
Barb Howes
Brandon Henry

Lea Nigon, Vice President, called the meeting to order at 7:03 pm, introducing the Board Members and recognizing each of the other homeowners in attendance.

Approval of Minutes: The board voted to approve the minutes for the October 10, 2012 board meeting.

Officer Reports:

- **President:** Not present until later in the meeting.
- **Vice President:** Lea gave an overview of the activities of the board over the past year:
 - Passed two resolutions as required by state regulations.
 - Formulated a Records Retention Policy and an Access to Records Policy.
 - Formulated an Association Complaints Policy and Procedure.
 - Held a Spring Cleanup in April and a Community Yard Sale in May.
 - All Homeowners fees were collected—possibly for the first time ever.
 - Conducted a Neighborhood Inspection in June and is continuing to follow up with homeowners.
 - Contracted a successful comprehensive repair to the paths.
 - Has put a great amount of effort into organizing and indexing past records.
 - Instituted an electronic backup system for important HOA documents.
 - Held a Halloween Parade.
 - Sent an attractive, informative newsletter with the annual meeting mailing.
- **Secretary:**
 - Beth confirmed that proper notification of the annual meeting was given, as required by the By-Laws. (Mailed October 22, 2012)
 - She is currently in possession of the HOA sign, but suggests that it be maintained and displayed by the Social Activities chair when that position has been filled.

- **Treasurer:**
 - Income included \$306.52 from a maturing CD and one home sales packet.
 - A second CD will mature in January, which the board should discuss in December.
 - Vicki will plea hardship regarding the new Virginia requirement of filing taxes electronically (requiring purchase of software).
 - Reimbursements requested and approved by the board (KC Holland moved, Tim Robinson seconded):
 - Marit: \$112.34 for activities and supplies connected with the Halloween Parade
 - Lea: \$14.61 for chain and lock for HOA sign
 - Beth: \$39.44 for printing of the parade flyer and the annual meeting notice/newsletter.

Comments from Residents:

- A homeowner questioned if burning (of leaves) is permitted, and the board stated that county regulations prohibit it. The homeowner should check the county website for specific requirements for certain kinds of fires, such as covered pits.
- Another homeowner suggested that a future publication of the newsletter include a reminder that no leaves or toxic material should be put into the street gutters.
- In response to a suggestion that containers be put out for disposal of pet waste the board replied that although it sounded like a good idea the HOA doesn't employ maintenance personnel to maintain containers.
- The possibility of changing the covenants concerning prohibition of signs was raised.
- Lea reminded all of using listserv as a communication tool.

Committee Reports:

- **Common Grounds**
 - A homeowner took care of a tree that had fallen from the common grounds onto his property. Tim clarified to those present that a homeowner is responsible to contact his insurance company for any damage on his property, even if from a tree not originating from his property.
 - KC reported a dead tree that might possibly be on the common ground-homeowner property line, and Tim will check on it.
- **Social Activities**
 - Marit reported that the Halloween Parade was held as planned with mostly young children in attendance and some new neighbors. The firemen expressed appreciation for the sandwiches provided them.
 - Dave Payne would like the community to participate in Toys for Tots by donating gifts when a fire truck with Santa drives around the neighborhood December 16th.

The board would like Marit to communicate to him that he may put an announcement on the listserv (as a charity event).

- **Newsletter**
 - The board expressed appreciation to Brandon for an excellent newsletter sent out in November, and would like other issues to be sent in the coming year, either quarterly or semi-annually.
 - Brandon suggested that the newsletter could also be digital through the listserv or on the website.
- **Architectural Review**
 - One new application was approved.
 - One closing packet was prepared.
 - The board postponed the remainder of the report until later in the meeting.

Election:

- The secretary reported that we received 32 proxies, which, with the 12 homeowners present, satisfies the 20% of homeowners required for a quorum.
- All the proxies and those voting in person unanimously elected the five candidates nominated: Brandon Henry, KC Holland, Steve Honard, Lea Nigon, and Vicki Rundquist.
- The board expressed appreciation to the outgoing member, Marit Chasse, for her years of service to the community by serving on the board, as well as chairing the Social Committee.

Break: At this point the meeting was recessed for a time of refreshment and visiting. The break lasted from 7:50 to 8:08, after which only board members were present.

Unfinished Business:

- The DHS Homecoming Parade road closures, previously announced to the community in the newsletter, lasted 15-20 minutes, resulting in 7 cars backed up. The board received no complaints in its handling of the matter, but would like to be pro-active next year in learning the date of the parade so as to alert homeowners early.
- **Safe Deposit Box**
 - Steve Honard presented a list of documents he suggests should go in a safe deposit box.
 - Beth is continuing to ask previous board officers for any documents they might still have.
 - Vicki will compare price and size at area banks.
 - Vicki also suggested that we purchase another backup hard drive which can be stored in the safe deposit box. Lea moved that we make such a purchase, and Steve H. seconded it, the motion passing.

- Updating names on the website account – discussion postponed.
- ARC violations (*continued from ARC above*)
 - Lea reported that in the last six months:
 - 27 violations have been rectified
 - 6 are not yet past deadline
 - 9 violations (involving 5 homes) are past due.
 - At this point the board went into executive session to discuss particular homeowner violations. Upon returning to regular session the board agreed to issue a new violation notice for construction materials and debris on a property and that Steve H. would speak to a homeowner about a trailer.
- Guidelines for ARC Due Process Procedures: KC will email the board what he has worked on.

New Business:

- Lea requested and received from the attorneys 2012-2013 copies of the Virginia Property Owners' Association Act and CDs of the Virginia Common Interest Community Statutes for each of the board officers, which she distributed.
- Lea also will ask the attorneys what fees might be incurred for sending the board copies of past correspondence.

The meeting was adjourned at 8:52.

Respectfully submitted,

Beth Baker, HOA Secretary

Next scheduled meeting: December 12, 2012, 7:00 pm, Cascades Library, Room A