

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

Date: October 10, 2012
Time: 7:00 pm
Location: Cascades Library
Attendance: 8

Board Members

Steve Honard	Peggy Franklin	Vicki Rundquist
Lea Nigon	Beth Baker	KC Holland (arriving later)
Stephen Mann	Tim Robinson	

Others Brandon Henry

Lea Nigon, Vice President, called the meeting to order at 7:11.

Approval of Minutes: The board voted to approve the minutes for the September 17, 2012 board meeting.

Officer Reports:

- **President:** Not present at this time.
- **Vice President:** Lea reserved comments for later in the meeting.
- **Secretary:** Beth reported that with the assistance of Vicki Rundquist, she mailed Resolution 12-2 to homeowners September 21st. She submitted for board examination drafts of the announcement of the upcoming annual meeting and proxies, noting that one more candidate is needed to fill the fifth board position.
- **Treasurer:**
 - Income for the past month included \$100 for the preparation of one closing packet. One CD matured, but the interest was not reflected in the report.
 - Expenses were \$263.90 for office supplies.
 - The current balance was \$76,791.28.
 - She invested the matured CD in an 18-month CD with Cardinal Bank because of a rate comparable to other local banks and their superb service. Other CDs will mature in January and February.
 - The board approved the following reimbursement requests:
 - Vicki: \$89.99 Hard Drive
 - \$ 90.00 Postage
 - \$ 69.97 Office supplies and half the cost of her printer cartridge
 - Lea: \$81.00 Postage for mailing of Resolution 12-2
 - Beth: \$17.48 Copying of Resolution 12-2
 - \$19.51 Office Supplies for filing records

Committee Reports:

- **Architectural Review Committee:**
 - New applications – One for a shed, which Stephen will follow up on.
 - Closing packet inspections – one since the last meeting.

- The question was posed about the installation of basketball hoops. Stephen will look into the matter.
- New violations – The board voted to go into executive session to discuss specific homeowner violations. The executive session began at 7:30 and ended at 7:39, at which time the board voted to go back into open session. The board agreed to send new violation notices regarding: 1) construction materials next to house 2) plantings at curb blocking view of oncoming traffic for path users (upon verification from Common Grounds Chairman that plantings are on private property and not common grounds) and 3) paint on window.
- Other discussion concerning violations was postponed until later in the meeting.
- **Common Grounds Report**
 - Tim will follow up on a report of a fallen tree behind Spring Ridge Court.
- **Social Activities:**
 - The board reviewed a Halloween Flyer sent in by Marit.
 - Tim made a motion that the board pay \$20 to a youth(s) to hand-distribute the flyers by October 22nd. Lea seconded, and the motion passed.
 - Toys for Tots: Beth will ask Marit to follow up with resident David Payne on this item.

Unfinished Business:

Board Vacancy: Despite KC's email appeal for new board members, no one to date has replied.

Newsletter: The board expressed appreciation to resident Brandon Henry for offering to compile a newsletter to accompany the annual meeting notice. It will be 4 sides, black and white. Articles are to be submitted by 10/15, proofed by 10/18, approved by 10/20, and sent to Beth for printing 10/22.

Safe Deposit Box: Steve Honard will consider and propose at a later meeting which HOA documents should be kept in a safe deposit box.

Hard Drive: KC took possession of one of the hard drives which he will switch with an updated one from Vicki each month.

Updating names on website account: No action was taken.

New Business:

Correspondence: KC and Stephen M. will look in their records for a copy of legal counsel correspondence in the past.

Road Closure: Dominion High School has announced a homecoming parade Friday, October 26, which will involve closing of the entrance to our community for a period of time. Steve Honard will contact the DHS Booster Club coordinator for more specifics so that we can alert the entire Seneca Ridge community via the newsletter.

Old Violations and Hearings:

The board voted to go into executive session to discuss specific homeowner violations and the hearing process. The session began at 8:17 and ended at 8:55, at which time the board voted to go back into open session. In open session the board decided to create guidelines for violation hearings. KC will compile a list of violation hearing issues to discuss at the next meeting.

The meeting was adjourned at 8:55.

Respectfully submitted,

Beth Baker, Secretary

Next scheduled board meeting: Dominion High School, Room 409, November 14, 2012, 7:00 p.m.