

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

Date: September 17, 2012
Time: 7:00 pm
Location: Cascades Library
Attendance: 6

Board Members

KC Holland	Beth Baker	Vicki Rundquist
Lea Nigon	Tim Robinson	Marit Chasse

Others

None

KC Holland, President, called the meeting to order at 7:06.

Approval of Minutes: The board voted to approve the minutes for the July 11, 2012 board meeting and notice of the September 12, 2012, lack of quorum.

Officer Reports:

- **President:**
 - KC expressed thanks to Lea for signing the ARC letters in his absence.
- **Vice President:**
 - Lea has been working with the secretary and treasurer organizing years of existing HOA records.
 - She also is making a summary of important information needed to conduct board business.
- **Secretary:**
 - Beth has prepared an index of all the available HOA minutes, and has emailed it to board members. She will speak with Jenny concerning the process of putting old minutes on the website.
 - She was able to obtain another copy of the PO Box key and has given it to the treasurer to be used in the event of the secretary's absence.
- **Treasurer:**
 - The current balance (\$76,954.52) reflects expenses for both paving and tree removal this month, but we are still on track for meeting the budget due to not having accountant or administrative fees.
 - Three closing packets were processed since the last report.
 - One of the CDs matures in October, and the board instructed her to research rates in local banks.
 - Vicki recommended that we rent a safety deposit box for vital records. The board will advise which records should be included so as to determine the size of the box.
 - Suggestions for the 2013 Budget will be welcomed from the board.
 - The board recommended continuing its practice of an annual 5% increase in dues.
 - Vicki has applied for an Allied Business Network card, so anyone purchasing supplies should contact her first.

- She learned that our insurance does not cover damage to trees during the recent storms, and she advised that the board examine each part of the policy when it comes due for any unnecessary items.
- She paid the PO Box annual rental fee and updated the names on the account to the following officers: Lea Nigon, Beth Baker, Vicki Rundquist.
- She looked into the website registration and learned that our domain name is good until November 2014. She will investigate updating the names on the account.
- The board instructed Vicki to obtain another hard drive so as to have two backups.
- The board approved expenditures of \$9.00 for a PO Box key and \$74.90 for mailing supplies.

Committee Reports:

- **Architectural Review Committee:**

- Stephen Mann was not present to report on ARC applications.
- Closing packet inspections – three.
- At this point (8:10 pm) Lea moved that the board enter into executive session to discuss particular homeowner violations, seconded by Vicki, the motion carrying.
- At 8:31 pm the board ended executive session, and proceeded with the regular meeting agenda.

- **Common Grounds Report**

- Paving of sections of the path has been completed and two trees next to the path that were a safety issued were removed. The cutup oak sections are available to the community, and Lea will announce it on the listserv.

- **Social Activities:**

- The annual Halloween parade is scheduled for October 28 at 3:30 pm. Marit will prepare a flyer, and Beth will ask Jenny to announce it on our website.

Unfinished Business:

- Lea has completed the task of formulating a Complaint Policy Procedure, Complaint Form, and Policy Resolution 12-2, as required by recent regulation. The board reviewed and approved the documents.

New Business:

- The annual meeting will be held at Dominion High School on November 14, 7:00 pm. KC, Lea, Vicki, and Steve Honard agree to being on the ballot, but at least one more person would be needed to bring the board to the current number. KC will announce on listserv that nominations are being accepted. Beth will need to have short bios of those on the ballot by October 10th.
- Beth will contact a volunteer to put together a newsletter to accompany the annual letter.

The meeting was adjourned at 8:58 pm.

Respectfully submitted,

Beth Baker, Secretary

Next scheduled meeting: October 10, 2012, Cascades Library Conference Room