Seneca Ridge Homeowners Association
Board of Directors Meeting Minutes

Date: April 10, 2013
Time: 7:00 pm
Attendance: 8

Board Members
Vicki Rundquist
Beth Baker
Brandon Henry
Tim Robinson
Peggy Franklin
Steve Honard
Lea Nigon
Stephen Mann

Steve Honard, Vice President, called the meeting to order at 7:06 pm.

Approval of Minutes: The board voted to approve the minutes of the March 13, 2013, with minor deletions of specific violation information.

Officer Reports:
• President: Not present.
• Vice President: No report.
• Secretary: Beth suggested that the agenda be made available on listserv the week before the meeting, and the board concurred.
• Treasurer:
  • Over 90% of budgeted annual income has been received. The negative income shown for the most recent month is due to payment of the annual insurance bill.
  • Dues: Eight of the 17 delinquent homeowners have paid to date.
  • There were no reimbursement requests.
  • Vicki will prepare packets in advance of her absence and leave them with Beth to manage in the event of a potential house sale.
  • After some discussion concerning whether or not to include phone numbers in a new directory, the board decided not to publish a directory, and not to include one in new owners’ packets.
  • Vicki proposed we contribute $100 to the Sterling Volunteer Rescue Squad for its annual fundraising drive. (Steve H. lead with a motion, seconded by Lea; the motion passed.)

Committee Reports:
• Common Grounds
Tim investigated a homeowner’s report of a leaning tree in the common grounds behind her home. Tim will wait to see if the tree buds (is alive) before implementing any action.

Tim also looked for potentially dangerous trees behind Potomac Ridge Court, but saw none.

Tim will arrange for printing of the Neighborhood Cleanup/Yard Sale flyer, and Stephen Mann’s children will distribute them.

Tim also will put up the community announcement board a couple of days before the event.

- Social Activities – Nothing to report.
- Newsletter
  - Brandon will plan to mail the next newsletter April 28 or 29. The deadline for articles is extended to April 21st so as to include a report of the Neighborhood cleanup.
  - In addition to articles already assigned, the newsletter will include a notice that there will be no new directory.
- Architectural Review
  - At Stephen’s request, the board voted to recognize Lea as chairman of the committee, and Stephen as vice chair. (Motion by Steve H., seconded by Beth, board carrying the motion.)
  - The board approved a homeowner’s application for a basement egress.
  - There were no closing packet inspections in the past month.
  - Violations: The board voted to go into executive session at 7:45 to discuss particular violations (motion by Lea, seconded by Vicki, carried by the board.) The board returned to regular session at 7:51, having voted to send a violation letter to one homeowner with a 30-day deadline.
  - There was no change to the status of other violations.
  - There will be a neighborhood inspection in June (date unannounced).
  - The board will continue discussion of particulars of the violation letter at the May board meeting.

Unfinished Business:
- File Organization Findings
  - Steve H. has begun the search for a new attorney practice, but has not yet had a reply.
  - Beth reported that Bob Bigrigg gave her the HOA records he had, but they included no minutes that we already didn’t have.
  - Beth presented a spreadsheet indicating the minutes in possession.
  - Lea reported that the floppy disks she found showed no new information.
• ARC Due Process
  ○ The board will wait until an legal opinion is available.
• Electronic Media Updates – no action

New Business
• Generic emails – Stephen M will check on the availability of accounts through senecaridge.org.
• Covenant revisions – Lea urged board members to be thinking about what changes might be appropriate, so as to be prepared when action is possible.
• Five-year financial review – Some progress has been made in lining up participants.

The board voted to adjourn the meeting at 8:25.

Respectfully submitted,

Beth Baker, HOA Secretary

Next scheduled meeting: May 8, 2013, Cascades Library Conference Room