

**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 a 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