

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

**Date:** December 11, 2013  
**Time:** 7:00 PM  
**Location:** Cascades Library

**Board Members Present:**

Peggy Franklin  
Brandon Henry  
Steve Honard  
Stephen Mann  
Lea Nigon  
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:04 PM.

**Approval of Agenda:** The agenda was approved with no changes.

**Introduction of Guests:** There were no guests present.

**Reading and Approval of Minutes:**

October 2013 Board of Directors Meeting minutes: Minutes were read and approved as submitted.

November 2013 Board of Directors Organizational Meeting minutes: Minutes were read and approved as corrected.

December 2013 Executive Session Meeting minutes: Minutes were read and approved as submitted.

**Officer Reports:**

- **President:** President welcomed the new Board members and shared social correspondence received since the last meeting.
- **Vice President:** No report.
- **Secretary:** No report.
- **Treasurer:** Not present, but submitted the following report.
  - Discussion of the 2014 Budget was deferred to the Unfinished Business section.
  - Annual Assessment Letter: The Board directed the Treasurer to send out the letter as submitted in draft with one correction and to include an envelope addressed to the HOA post office box to facilitate homeowner payment of dues.
  - Financial Report: No income reported, but will include \$0.18 in interest earned in November in the next report. Paid October and November invoices for legal fees as previously approved and checks approved at the last two meetings were cashed.
  - Reimbursement Requests: Treasurer requested reimbursement of \$6.86 for envelopes; President requested reimbursement of \$57.12 for office supplies associated with putting together Directors' Handbooks. Common Grounds Chair requested reimbursement of \$10.50 for purchase of "No Hunting" signs. Motion to approve the aforementioned reimbursement requests was seconded and passed.

**Member Forum:** The Board conducted an open forum for members of the community.

**Committee Reports:**

- **Common Grounds:** Not present, but submitted the following report.
  - Hunting: Purchased “No Hunting” signs to be posted with the addition of language to the effect that HOA approval is required for hunting on common grounds. After discussion of the bow hunting issue, the following motions were seconded and approved:
    - The Board rescinds any previous authorizations for hunting in common grounds.
    - Hunting on HOA common grounds requires written authorization from the Board.
  - Signage: The Board agreed that posting “No Hunting” signs would not be effective and instead agreed that grey markers should be painted on trees indicating to hunters that the area is private property and permission must be granted to hunt there. The Board directed the Common Grounds Chair to mark the trees with grey paint.
  - Contracts:  
The Board voted to go into Executive Session at 8:04 PM to discuss quotes submitted by two companies to provide landscape services. At 8:06 PM the Board returned to regular session. Motion to award a 2-year contract for landscape services to Locust Landscaping based on their quote dated 12/6/13 was seconded and passed.
- **Social Activities:** Chair provided suggestions for 2014 budget.
- **Newsletter:** Discussed content of newsletter. Chair reported that draft would be sent via email to the Board members by December 13 and suggested that the newsletter be mailed with the annual assessment letters by Monday, December 16. The Board concurred.
- **Architectural Review Committee:**
  - Closing Packet Inspections: Two were completed.
  - New ARC Applications: One was approved.
  - Violations: There were no new violations reported.

**Unfinished Business:**

- **Directors’ Handbooks:** President reported that Office Depot quoted a very reasonable price for reproducing the handbooks. She is still working on finalizing documents before the handbooks can be completed.
- **Policy Resolution – Common Area use:** The Board discussed enacting a policy resolution regarding use of common areas but no action was taken at this meeting.
- **Covenant Amendment – Sign Policy:** This issue was deferred to a future meeting.
- **2014 Budget:** A motion to adopt the budget as submitted by the Treasurer with the following changes was seconded and passed:
  - Legal Fees changed to \$5,000
  - Grass Cutting changed to \$3,000
  - Social Activities: Other changed to \$500
  - Office Supplies changed to \$150

**New Business:**

Legal Counsel Consultation:

The Board voted to go into Executive Session at 8:25 PM to discuss information subject to the attorney client privilege. At 8:50 PM the Board returned to regular session. The following motions were seconded and passed:

- To expend \$200 to have attorney obtain copies of official documents created at the time the HOA was founded.
- To have attorney prepare a simple listserv disclaimer.

The meeting adjourned at 8:54 PM.

Respectfully submitted,  
Peggy Franklin, Secretary

**Next scheduled meeting:** January 8, 2014 at 7:00 PM, Cascades Library