

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

Date: January 9, 2013
Time: 7:00 pm
Attendance: 8

Board Members

| | | |
|-----------------|----------------|--------------|
| Beth Baker | Tim Robinson | Steve Honard |
| Vicki Rundquist | KC Holland | Stephen Mann |
| Lea Nigon | Peggy Franklin | |

KC Holland, President, called the meeting to order at 7:05 pm.

Approval of Minutes: The board voted to approve the minutes of the December 12, 2012 board meeting with one small change.

Officer Reports:

- **President:** KC had nothing to report.
- **Vice President:** Steve had nothing to report.
- **Secretary:**
 - Beth made a motion that the HOA make a \$100 contribution to the “Friends of Cascades Library” in appreciation for a meeting room each month. Steve H. seconded and the motion passed.
- **Treasurer:**
 - Very few changes occurred during the month. One sales packet was prepared, but since the broker didn’t pick it up and pay for it prior to December 31, it is recorded in the 2013 budget. Thus the balance at the end of the year was about \$100 in arrears.
 - Expenses for the month were \$94.49 for purchase of a hard drive, and total assets are \$76,569.60.
 - Vicki will negotiate the best rate for a maturing CD, emailing the board for approval before the next meeting.
 - The board approved rental of a 5x10 safe deposit box at Cardinal Bank with the four officers as signatories (Lea moving, Steve H seconding). Annual rental fee is \$90.
 - Annual assessment letters were mailed January 1st.
 - Vicki presented a \$137.91 reimbursement request for the purchase of postage, paper, and printer cartridges. Lea requested \$9.00 for postage related to ARC

letters. The board approved both requests. (Stephen M. moved, Tim seconded, and the motion passed).

Committee Reports:

- **Common Grounds**

- Vicki will send a check to Locust Landscaping Co. for 2013 services.
- Tim will notify Brandon the date of the neighborhood spring cleanup which will coordinate with Earth Day.
- Tim will talk with a property owner on Potomac Ridge Ct. regarding a dead and leaning tree in the woods to determine whose property it is on. If it is on common grounds the board moved to have it removed. (Lea moved, Vicki seconded.)

Social Activities

- No chairperson.

- **Newsletter**

- No report from Brandon.

- **Architectural Review**

- One new application for siding replacement was approved.
- Two closing packets were prepared since the December meeting.
- There were no new violations reported.
- One prior violation was rectified.
- Lea reported that since the time violation letters were sent last June, 32 violations have been rectified, ten are pending, and ten are past due (from six homes).

Unfinished Business:

- ARC Due Process: KC will prepare a draft one week before the next meeting.
- File Organization Findings
 - Correspondence – Lea has received no response from the attorneys in spite of her repeated emails. Steve H. will follow up with written correspondence.
 - Policy Resolutions – Since Resolution 04-1 was discovered in recent file organization, Lea will prepare a new resolution which will rescind Resolutions 94-1, 04-1, and 10-1. Lea also presented a helpful index of all the policy resolutions.
 - Minutes – no progress
- 30th Anniversary: The board fielded some ideas.

New Business:

- The board appointed the following to lead committees:
Common Grounds – Tim Robinson
ARC – Stephen Mann, Chair
Lea Nigon, Vice Chair
Newsletter – Brandon Henry

- Electronic Media Updates – Steve H. will coordinate transfer of ownership of the website, designating the Seneca Ridge HOA as owner and Vicki as administrator. Personal addresses and phone numbers should be removed.
- The board set some goals for 2013, including a review of the covenants, preparation of board handbook, and establishment of due process procedures.

The meeting was adjourned at 8:58.

Respectfully submitted,

Beth Baker, HOA Secretary

Next scheduled meeting: February 13, 2013, 7:00 pm, Cascades Library