

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

**Date:** June 12, 2013  
**Time:** 7:00 PM  
**Location:** Cascades Library  
**Attendance:** 6

<u>Board Members</u>	<u>Other Homeowners</u>
Peggy Franklin	None
KC Holland	
Steve Honard	
Lea Nigon	
Tim Robinson	
Vicki Rundquist	

Steve Honard, Vice President, call the meeting to order at 7:05 PM.

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

**Approval of Minutes:** The board voted to approve the minutes for the May 8, 2013 board meeting.

**Officer Reports:**

- **President:**
  - Investigated a report of a large trailer on the street, but was unable to find it. Will follow up with homeowner.
  - Received a complaint of activity at an apparent rental property. Advised homeowner to contact local authorities as issues are not under authority of HOA.
- **Vice President:** No report.
- **Secretary:** Not present. No report.
- **Treasurer:**
  - Profit and Loss: Minor changes to income this month including collection of HOA dues from one homeowner and collection of fee for one sales packet. On the expense side, paid the fee for the annual SCC filing and made reimbursements as approved at the last HOA Meeting.
  - HOA Dues: As of the meeting date, 7 homeowners had not paid their full dues. Received notice that one of those properties is in foreclosure (partial payment received for that property). Will send certified letters to the other 6 homeowners.
  - Proposed a change in language on the SRHOA website regarding distribution of sales packets to clarify that settlement companies should not contact the Treasurer, but instead the seller or seller's realtor. HOA

discussed new language and agreed it would make instructions more clear. Vicki will contact the Secretary to ask that the language be changed.

- Received a check from a settlement company for future dues. Returned check with explanation that the HOA does not know what future dues will be and cannot accept payment on future dues.
- The board approved reimbursing Lea Nigon \$18.40 for postage for the violation letters (see ARC Committee Report).

**Comments from other Attending Residents:**

None present.

**Committee Reports:**

- **Common Grounds:** Overgrowth on Trail Ridge path was trimmed and the landscape company was instructed to trim growth on side of path even where there is no grass next to the path. The landscape company agreed.
- **Social Activities:** No report.
- **Newsletter:** No report. (Note: The next newsletter is scheduled for the end of August.)
- **Architectural Review Committee:**
  - There was one closing packet inspection in May.
  - There was no report of new ARC applications.
  - The neighborhood inspection was completed as scheduled by three board members. Thirty households will receive violation letters.

At 7:27 PM the board went into Executive Session to discuss violations found during the neighborhood inspection. The board reviewed the violations and approved notices to be sent.

At 7:37 PM the board came out of Executive Session.

**Unfinished Business:**

- File Organization Findings
  - Search for new attorney: No action in last month.
  - Search for additional minutes: After search, no additional minutes have been found. This matter is considered closed.
- ARC Due Process: Pending attorney opinion.
- Electronic Media Updates: No Report.
- Generic emails for officers and chairs: No report.
- Covenant Revisions: Lea collected Covenants and Restrictions documents from two other communities with Steve Honard's help. She suggested that others on the board see if they can get documents from other communities to get ideas on how to improve some of SRHOA's covenants. The board will discuss the "Sign" covenant at the July meeting. Lea will send the language regarding signs from the two documents she has and other board members will send language from documents they are able to find to facilitate discussion.
- Five-year Financial Review: The three volunteers to audit SRHOA financial records will be invited to the August meeting to receive instruction. The board discussed the items to be reviewed.

**New Business:**

- The board discussed items highlighted in a Community Associations Newsletter issued by a local law firm. The newsletter focused on items from the 2013 Virginia legislative session.
  - HB 2200 adds a new Section 55-513.2 of the Property Owners' Association Act (POA) which provides that a HOA cannot prohibit a lot owner from operating a home-based business. HOA's are allowed to establish reasonable restrictions as to the time, place and manner of the operation of the home-based business. The board feels that current covenants place reasonable restrictions, but will pay particular attention to this issue when discussing the sign covenant.
  - HB 1595 adds a new Section 55-513.3 to the POA regarding imposition of late fees. The board feels that current policies are within the rules.
  - HB 1807 amends Section 55-509.5 of the POA to require certain language appear in the disclosure packet for a purchaser. The board agreed to amended language suggested by Vicki.
  - HB 1711 amends Section 55-510 of the POA adding new requirements regarding notification of cancellation of an annual meeting. The board will ask the Secretary to retain information about this requirement in the procedures documents passed on from Secretary to Secretary.
- Lea and Vicki pointed out changes needed to the SRHOA website. Peggy will send details to Beth to coordinate the agreed-to changes to the website.

The meeting adjourned at 8:40 PM.

Respectfully submitted,  
Peggy Franklin, standing in for Beth Baker, Secretary

**Next scheduled meeting:** July 10, 2013 at 7:00 PM, Cascades Library