

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

Date: March 13, 2013

Time: 7:00 pm

Attendance: 7

Board Members

Vicki Rundquist
KC Holland
Tim Robinson
Brandon Henry

Lea Nigon
Steve Honard
Beth Baker

KC Holland, President, called the meeting to order at 7:01 pm.

Approval of Minutes: The board voted to approve the minutes of the February 13, 2013 board meeting.

Officer Reports:

- President: KC stated that due to extenuating family commitments he has not been able to be active in his role as president lately. He hopes that things will calm down now.
- Vice President: No report.
- Secretary: Beth stated that she has placed Resolution 13-1 and the accompanying letter in the HOA safe deposit box. She also will place there a signed statement of the timely mailing of the resolution to homeowners.
- Treasurer:
 - Twenty homeowners remain delinquent in paying annual fees, and Vicki will send them 2nd-notice letters at the end of this month, with the amount due to include interest and a processing fee.
 - She has completed the 2012 tax filing, which was a small amount due to only one CD maturing during the year. The 2013 tax year should be more, since two CDs mature in 2013.
 - 24 homeowners replied concerning changes to the directory update, and Vicki will try to have a draft ready for the April meeting. Brandon volunteered to design a cover.
 - The insurance policy will renew in April, and the board will keep the same insurance agency.
 - Beth presented a request to be reimbursed \$120.64 for stamps and copying expenses incurred in the mailing of Resolution 13-1. The board approved (Tim moving, Brandon seconding).

Committee Reports

- Common Grounds
 - Neighborhood cleanup will be held Saturday, April 20 at 9:00 am, and Tim will print a flyer announcing both the cleanup and the neighborhood yard sale.
 - Tim attended a presentation by the Loudoun Soil and Water Conservation District, but SRHOA did not qualify to receive plantings. He did learn, however, that it is possible to see plot lines on their maps at www.lswcd.org, which might be helpful to the board or other homeowners.
 - Tim will look behind several properties on Potomac Ridge for fallen or leaning trees.
- Social Activities (Zeleste Henry joined in on discussion by means of the internet.)
 - In addition to announcing the community yard sale in the flyer Tim will make, Zeleste will also prepare a flyer in May to remind homeowners of the upcoming yard sale (May 18th).
 - The flyer also will announce the upcoming 30th Anniversary/Fall Festival planned for September 21st at 1:00 pm, with a rain date of September 28th.

- When questioned about the possibility of having a children's play area on common grounds, the board stated that the matter had been discussed in previous years, and a problem was that the available common land is in a flood plain. There also would be increased insurance and maintenance.
- Newsletter
 - The next issue is planned to be mailed April 28 or 29, so articles written for it are due April 19th.
 - The following plan to write articles:
 - Tim – neighborhood clean up
 - Zeleste – neighborhood yard sale
 - Lea – neighborhood inspection
- Architectural Review
 - New ARC applications – none
 - Closing packet inspections – one
 - Violations – The board voted to go into executive session at 7:54 to discuss particular cases. At 8:02 the board returned to regular session and voted to send follow-up letters to the following three homeowners:
 - Violation #1001-102612B - approved homeowner's request to extend deadline. New deadline is 6/1/13.
 - Violation #8002-121812 - approved homeowner's request to extend deadline. New deadline is 4/30/13.
 - Violation #8007-121812 - approved homeowner's request to extend deadline. New deadline is 6/1/13.

Unfinished Business:

- File Organization Findings
 - Steve Honard was able to communicate with the past attorneys, who confirmed that any communication they had with the board in the past is no longer held as a record.
 - Steve will search for other HOA attorney practices.
 - Beth stated that she has no more leads on other sources of old records with one possible exception, which KC will follow up on.
- ARC Due Process – No action
- Electronic Media Updates – Lea suggested some minor changes to the website and updates of Community Events.

New Business:

- Vicki reminded the board of its intention to look at the wording of the covenants, but the board deferred action on it until an attorney practice is chosen.
- The board plans to have a five-year financial review, and Steve, Tim, and Lea will ask several qualified homeowners if they are interested in participating.

The board voted to adjourn the meeting at 8:29 pm.

Respectfully submitted,

Beth Baker, HOA Secretary

Next scheduled meeting: April 10, 2013, Cascades Library Conference Room