

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

Date: May 8, 2013
Time: 7:00 PM
Location: Cascades Library
Attendance: 5

<u>Board Members</u>	<u>Other Homeowners</u>
Steve Honard	None
Lea Nigon	
Peggy Franklin	
Stephen Mann	
Brandon Henry	

Steve Honard, Vice President, call the meeting to order at 7:28 PM.

Introduction of Guests: There were no guests present.

Approval of Minutes: The board voted to approve the minutes for the April 10, 2013 board meeting.

Officer Reports:

- **President:** Not present – no report.
- **Vice President:** No report.
- **Secretary:** Although not present, Beth Baker submitted suggestions for the monthly agendas for the board’s consideration – adding the room number where the meeting is to be held, sending the agenda to those on ListServ in advance of the meeting. The board agreed that these suggestions should be implemented and that the agenda should be sent to those on the ListServ by the Monday preceding each board meeting.
- **Treasurer:** Not present, but provided a report with highlights as of April 24 as follows:
 - Profit and Loss: The only changes since the last meeting was the receipt of payment for one sales packet and the issuance of one payment for a charitable donation, each for \$100.
 - HOA Dues: As of April 24, 9 homeowners had not paid their dues. The due date on the second notice was the end of May.
 - The board approved reimbursements as follows:
 - \$106.35 to Vicki Rundquist for postage (\$92 for two rolls of stamps for the newsletter mailing) and for envelopes/labels (\$14.35)
 - Up to \$6 to Brandon Henry for printing of newsletters
 - \$20 to Stephan Mann for distribution of flyer

Comments from other Attending Residents:

None present.

Committee Reports:

- **Common Grounds:** Although not present, Tim Robinson submitted comments that the community clean-up was a success and the bags were picked up the same day. Keep Loudoun Beautiful representatives complimented the community's efforts.
- **Social Activities:** In preparation for the community garage sale, the Tent Sign will be set up the Thursday before, a notice will be placed on Craig's List this week and a notice on ListServ will be sent a week before.
- **Newsletter:** The April newsletter was sent out. The board discussed the timing of the next newsletter and decided that the end of August would be ideal. There was a suggestion that the August newsletter could be a "commemorative edition" to bring attention to the 30th Anniversary celebration coming in the fall.
- **Architectural Review Committee:**
 - Lea Nigon will receive the mail and forward ARC applications to Stephen who will process them.
 - There was one closing packet inspection in April
 - Violations:
 - New Violations: None
 - Prior Violations: One violation was corrected. Other outstanding violations either have future deadlines for resolution or are one of the long-standing violations.
 - Status Summary: There are 12 prior violations outstanding
 - Neighborhood Inspection: The date has been set for the Neighborhood Inspection in June.
 - Violation Letter: Lea will email a draft for violation notices to the board for review/comment.
 - One new application for a greenhouse was approved.

Unfinished Business:

- File Organization Findings
 - Search for new attorney: Steve Honard received information from one candidate and is waiting for information from others.
 - Search for additional minutes: No report
- ARC Due Process: Pending attorney opinion
- Electronic Media Updates: No Report. The board noted that the directors page needs to reflect changes in the ARC committee.

New Business:

- Generic emails for officers and chairs: The board agreed that it would be a good idea to have generic email addresses for board offices and chair positions. Stephen Mann to create addresses.

- Covenant Revisions: The board agreed that it would be beneficial to pick one area of concern with the Covenants and allocate significant time for discussion in a future board meeting. The July meeting will focus on the “Sign” covenant.
- Five-year Financial Review: There were three volunteers identified who would be willing to conduct a review of the financial records. The volunteers will be invited to attend the June for instruction. The board also decided that five years of records should be reviewed.

The meeting adjourned at 8:42 PM.

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

Next scheduled meeting: June 12, 2013 at 7:00 PM, Cascades Library