

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

**Date:** October 9, 2013  
**Time:** 7:00 PM  
**Location:** Cascades Library Conference Room  
**Attendance:** 7

Board Members

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Vicki Rundquist	Lea Nigon	Steve Honard
Beth Baker	Peggy Franklin	
Tim Robinson	Brandon Henry	

Steve Honard, Vice-President, called the meeting to order at 7:10 pm.

Introduction of Guests: None present.

Approval of Minutes: The board approved the minutes for the September 11, 2013 meeting.

Officer Reports:

- President: Not present
- Vice-President: Steve Honard commended Zeleste for organizing a successful 30<sup>th</sup> Anniversary Celebration, and the board heartily concurred.
- Secretary:
  - A candidate is still needed for the open board position, election being held November 13<sup>th</sup>. Steve H. will post a request for nominees on listserv, with a deadline of October 17<sup>th</sup>, to allow time for preparation and mailing of the required notices.
  - Beth presented drafts for the Annual Meeting Notice and Proxy Forms. She has requested a room at Dominion High School, and the meeting is scheduled to begin at 6:30 pm, a board organizational meeting to follow.
- Treasurer:
  - Income for the month of \$377.97 included preparation of two sales packets and one payment of dues in arrears. Expenses of \$809.25 were for preparation and mailing of the newsletter, and some of the expenses of the 30<sup>th</sup> Anniversary Celebration. Balances for the year, however, are good.
  - One of the homeowners previously served a notice of small claims court has paid dues and fees in full. One case is still pending, and Vicki will contact the bank regarding the third property.
  - Vicki will present a draft budget for 2014 at the November meeting, to be voted on in December. Lea presented a motion that 2014 dues remain at the 2013 amount of \$83.75, the motion seconded by Steve H. The board approved unanimously.
  - Reimbursement requests were for the following:
    - Vicki: Court filing, processing and mailing: \$142.00
    - Marit: 30<sup>th</sup> Anniversary Supplies: \$41.31
    - Brandon/Zeleste: 30<sup>th</sup> Anniversary expenses: \$250.72
    - Lea: 30<sup>th</sup> Anniversary prizes and ARC copying: \$60.29.

- Beth moved that the board approve all the above expenses and Tim seconded. The vote was unanimous.
  - Vicki suggested the HOA make a donation to the Sterling Fire Department. (Earlier this year donations were made to the Sterling Rescue Squad and to Friends of Cascades Library.) Beth made a motion that \$100 donation be made to the Fire Department. Tim seconded and the motion passed.

#### Committee Reports

- Common Grounds—Tim will request proposals for 2014 landscaping services from the current provider as well as other companies.
- Social Activities
  - The 30<sup>th</sup> Anniversary Celebration went very well. Over 60 attendees were from 26 households. Twelve prizes were raffled, and the Bouncy House was a favorite with the children.
  - A Halloween Costume parade is scheduled for Sunday, October 27<sup>th</sup>. Lea is requesting participation from the fire department, but has not yet received a response. If they are unable to attend, the parade will be on the sidewalk for safety reasons.
- Newsletter—The deadline for articles in the next publication is December 6<sup>th</sup>. Brandon expects it to be four sides.
- Architectural Review
  - Closing packet inspections—2
  - New ARC applications:
    - Lot #161 Fencing—Approved
    - Lot #32 Walkways—Not approved
    - Lot #71 Shed—Approved
  - Violations
    - Two previous violations were rectified.
    - At this time the board voted to go into executive session to discuss one homeowner violation (Lea moved, Steve H seconded, the motion passing). The session went from 8:17 to 8:19. Upon a motion from Steve H, seconded by Vicki and passed by all present, the board returned to regular session and directed the ARC committee to send a violation letter to a homeowner regarding a trailer on his property.

#### Unfinished Business

- Attorney Search—The board reviewed proposals from three attorney practices, and after discussion voted unanimously to retain Whiteford, Taylor & Preston, LLP (Vicki moving, Tim seconding.) Lea will contact Mr. Terrell regarding the decision.
- Covenant Revision—Lea suggested that the board consider limiting the number of signs allowed in the draft sign policy. Further discussion was tabled due to time considerations.
- Five-year financial review—One person contacted is not willing to participate, but a second person is.

Due to library closing hours the board adjourned the meeting at 8:54 pm.

Respectfully submitted,  
Beth Baker, HOA Secretary

Next meeting: Annual meeting, November 13, 6:30 pm, Dominion High School, Room 407