

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

**Date:** April 9, 2014  
**Time:** 7:00 PM  
**Location:** Cascades Library

Board Members Present:

Peggy Franklin  
Brandon Henry  
Steve Honard  
Stephen Mann  
Vicki Rundquist  
Abul Tareque

Steve Honard, Vice President, called the meeting to order at 7:07 PM.

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

**Approval of Agenda:** The agenda was approved as presented.

**Approval of Minutes:** March 2014 Board of Directors Meeting minutes were approved as submitted.

**Officer Reports:**

- **President:** Not present, no report.
- **Vice President:** No report.
- **Secretary:** No report.
- **Treasurer:**
  - Financial Update: Incoming dues have tailed off and we had more expenses than income in the last month. Income consisted of interest on the CD that just matured, HOA dues and fees for four sales packets. Expenditures included the annual CICB fee, lawyer's fees and the annual insurance payment. Income is expected to be received early in the year as dues are received and expenses are budgeted throughout the year. The HOA is on target with the budget.
  - Dues Collection Update: Seven homeowners have yet to pay their annual dues. The deadline for the second notice is the end of April. The next step would be to send certified letters to those still outstanding. The Treasurer asked if the charge for the cost of the certified letter should be passed on to the delinquent homeowner. The Board agreed that the decision can be made at the May meeting.
  - Insurance: The Treasurer attempted to get competing bids for insurance as requested in the March meeting. Only one other bid was received for very close to the same amount. The Board approved staying with Nationwide via email since the payment was due before the April meeting.
  - At the last minute, Cardinal Bank offered to renew the maturing CD for three years with a rate of 2%. The Board approved via email to keep the CD with Cardinal Bank instead of moving to Heritage Bank as approved in the last meeting given this new offer. The approval was via email since the renewal had to take place before the April meeting.

- Reimbursement Requests: Treasurer requested reimbursement of \$20.11 (\$7.20 to copy covenants for sales packets and \$12.91 for paper). Motion to approve the aforementioned reimbursement requests was seconded and passed unanimously.

**Member Forum:** The Board conducted an open forum for members of the community.

**Committee Reports:**

- **Common Grounds:** Not present; reported that the Spring Cleanup event is scheduled for April 26.
- **Social Activities:** Reported that the Community Yard Sale is scheduled for May 10 and noted that this is not the date of the Dominion High School Yard Sale.
- **Newsletter:** Chair presented draft newsletter. The Board reviewed and offered suggested changes. The next newsletter is to be mailed by April 14 and will include information about the Spring Cleanup and Community Yard Sale events.
- **Architectural Review Committee:**
  - Closing Packet Inspections: Four were completed.
  - New ARC Applications: Received two and both were approved.
  - Violations: There were no new violations reported.
  - Document Archiving: Project is almost complete. The Vice President presented a draft of the document. The Board expressed appreciation for the work and commented that the data would be very useful. The report should be finalized in the next month.
- **Governing Documents Review Committee:** There are nine members on the committee; seven community members not on the Board and two members from the board. A kick-off meeting was held on March 26 where there was good discussion of the parking restriction issue, as well as the signs and trash can issues. The next meeting is scheduled for April 15.

**Unfinished Business:**

- Listserv Disclaimer & New Enrollees: The disclaimer is not yet added to the New Enrollees Welcome Message but should be added within the next month.

**New Business:**

- Annual Neighborhood Inspection: The inspection will take place in June. Several indicated their willingness to participate. At the next meeting the team to perform the inspection will be finalized.
- Neighborhood Concerns: Several items of interest to community members were expressed to the Board via email messages – speeding within the community, building a community playground, adding streetlights, adding a community sign at the entrance to the community. Members of the Board invited those who expressed interest to attend the meeting. No interested community members attended the meeting. The Board specifically discussed one suggestion, replacing the community sign at the entrance to the community that was removed when Augusta Drive was connected to Seneca Ridge. Since the community has no common property at the entrance to the community, the Board felt that this was not feasible. The Board has other priorities it is working on and agreed that community involvement would be needed to research some of the other suggestions.
- Financial Review: The Vice President will reach out again to those who expressed a willingness to be part of a financial review of community financial records with the goal of completing a review soon.

The meeting adjourned at 7:55 PM.  
Respectfully submitted,  
Peggy Franklin, Secretary

**Next scheduled meeting:** May 14, 2014 at 7:00 PM, Cascades Library