

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

Date: February 12, 2014
Time: 7:00 PM
Location: Cascades Library

Board Members Present:

Peggy Franklin
Brandon Henry
Steve Honard
Stephen Mann
Lea Nigon
Tim Robinson

Lea Nigon, President, called the meeting to order at 7:15 PM.

Introduction of Guests: Residents Joshua Harman and Paul Southwick.

Approval of Agenda: The agenda was approved with a minor change to the order of items.

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

Officer Reports:

- **President:** President expressed thanks to Brandon Henry for putting up the sign at the entrance to the community reminding residents of the due date for HOA dues.
- **Vice President:** No report.
- **Secretary:** No report.
- **Treasurer:** Not present but submitted the following report:
 - **Financial Update:** In February paid for the safe deposit box for 2014, the monthly attorney bill, the 2014 landscaping contract, and reimbursement of miscellaneous office charges, all at or under budgeted amounts. HOA dues received were slightly higher than expenditures resulting in income of just over \$400 for February.
 - **Dues Collection Update:** As of February 12, 37 homeowners had not paid their dues. Treasurer noted that the dues reminder sign was very helpful. Treasurer recommends that second notices with interest and processing fees be sent for any dues not received by February 28. The Board concurred.
 - **Taxes:** Requested a postponement of the need to file electronically with Virginia. Should they not concur, there will be fees associated with the filing. Treasurer will advise.
 - **Reimbursement Requests:** Treasurer requested reimbursement of \$473.34 (\$460 in postage prior to price increase as approved at the January meeting, \$7.63 for copying of official covenants as approved at the January meeting, and \$5.71 in supplies). Motion to approve the aforementioned reimbursement requests was seconded and passed.
 - The Treasurer reported that the purchase a second self-inking stamp to endorse checks was not needed as she discovered that the existing stamp was refillable.

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

Committee Reports:

- **Common Grounds:**
 - Landscaping contract with Locust Landscaping was signed and their invoice was paid.
 - Received and approved two hunting applications.
 - Received a request to allow a Boy Scout to do an Eagle Scout project on the common grounds. Awaiting more information.
- **Social Activities:** Considering an Easter Egg Hunt – more information to come.
- **Newsletter:** Plan to send the next newsletter in early April and will need input by the end of March.
- **Architectural Review Committee:**
 - Closing Packet Inspections: None were completed.
 - New ARC Applications: Received two and both were approved.
 - Violations: There were no new violations reported.

The Vice President reported that a community member is willing to catalog past ARC Applications in a spreadsheet for \$200. As discussed at the January meeting, the Board agreed that it would be valuable to have ARC Application information cataloged in this way. Motion to authorize payment of \$200 at completion of the work was seconded and passed.

Unfinished Business:

- **Governing Documents Revisions:**
 - The President suggested that a Government Documents Review Committee be established with up to nine members. Motion to authorize establishment of such a board was seconded and passed.
 - Steve Honard asked to be considered to chair the committee. Motion to appoint Steve Honard as Committee Chair was seconded and passed. Board member Vicki Rundquist will also serve on the committee, with Board members Stephen Mann and Lea Nigon as back-ups in their absences.
 - The President will reserve a room at the library for the first meeting and send an announcement to the community requesting volunteers.
- **Community Hunting Application/Permit:**
 - Resident Paul Southwick volunteered to remove the tree stands left on HOA common grounds.
 - The Board modified language in the interim application/authorization and the President will present it in final form for approval at the next meeting.
- **Listserv Disclaimer & New Enrollees:** The Board discussed where the disclaimer should be located and in what correspondence it should be included to ensure that Listserv members would see it. The Board concurred that it should be on the website and added to the welcome email sent to residents signed up by the Treasurer.

New Business: None

The meeting adjourned at 8:15 PM.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: March 12, 2014 at 7:00 PM, Cascades Library