

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

**Date:** January 8, 2014  
**Time:** 7:00 PM  
**Location:** Cascades Library

Board Members Present:

Peggy Franklin  
Steve Honard  
Stephen Mann  
Lea Nigon  
Tim Robinson  
Vicki Rundquist  
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:10 PM.

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

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

**Approval of Minutes:** December 2013 Board of Directors Meeting minutes were approved as submitted.

**Officer Reports:**

- **President:** President expressed thanks to the HOA's past President for his many years of service as our board President, to the Webmaster for her work on the website, and to the Newsletter Chair and Treasurer for their efforts in getting the newsletter and assessment letters out during a particularly busy time of year.
- **Vice President:** No report.
- **Secretary:** No report.
- **Treasurer:**
  - Financial Update:
    - 2013: Income last year was slightly higher than budgeted due primarily to a higher number of sales packets than budgeted (13 vs. 8). Expenses were just over half of the budget amount due primarily to the fact that no trees needed to be removed and no path maintenance was required. As of the end of 2013, the HOA had assets of just over \$85,000.
    - Current Month: One of the 2013 sales packets occurred after the December meeting. Several 2014 dues payments were actually deposited in December, but to as to keep them in the 2014 budget, they will be included in January's deposits.
  - Dues Collection Update: As of January 6, 93 dues payments had been received. One payment was for more than the assessed amount and the extra amount will be treated as a donation.
  - Reimbursement Requests: Treasurer requested reimbursement of \$105.70 (\$6.48 for envelopes, \$7.22 for mailing labels, and \$92 for postage); Newsletter Chair requested reimbursement of \$14.31 for cost to copy newsletter; President requested reimbursement

of \$40.93 for costs to assemble Directors' Handbooks. Motion to approve the aforementioned reimbursement requests was seconded and passed.

The Treasurer requested authorization to purchase a second self-inking stamp to endorse checks to be deposited. Motion to authorize purchase was seconded and approved. The Treasurer also suggested that it would be wise to purchase additional postage prior to the rate increase. The Board concurred.

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

**Committee Reports:**

- **Common Grounds:** Chair will sign and send the contract back to Locust Landscaping and ask for an invoice.
- **Social Activities:** No report.
- **Newsletter:** Not present, but President noted that the newsletter was sent with assessment letter as planned. Treasurer proposed that future newsletters be sent to renters as well as to owners. The Board concurred.
- **Architectural Review Committee:**
  - Closing Packet Inspections: None were completed.
  - New ARC Applications: None were received.
  - Violations: There were no new violations reported

The Vice President reported that a community member may be willing to catalog past ARC Applications in a spreadsheet for a nominal charge. The Board agreed that it would be valuable to have ARC Application information cataloged in this way. The Board asked the Vice President to report back with what the community member would charge after reviewing the work involved.

**Unfinished Business:**

- **Directors' Handbooks:** President distributed Director's Handbooks to the Board members present and reviewed the contents of the handbooks. The Secretary received a master copy of the handbook.
- **Listserv Disclaimer:** The President reported that she received a simple disclaimer from attorney as approved in the last Board Meeting and that the disclaimer is in listserv where anyone signing up will see it. The Board directed the Treasurer to send an email to all listserv members annually reminding them of the disclaimer terms.
- **Community Hunting Application/Permit:** The Board discussed language for application/authorization and directed President to share comments on draft language with attorney before the next meeting. The Board directed the President to consult with attorney regarding tree stands erected by hunters and left in HOA common grounds.
- **CC&R Revisions:** The board voted to go into Executive Session at 8:39 PM to discuss information subject to the attorney client privilege. At 8:55 PM the Board returned to regular session. Board recommended forming a Governing Documents Committee to assist the Board in its review.

**New Business:** None

The meeting adjourned at 8:56 PM.

Respectfully submitted,  
Peggy Franklin, Secretary

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