

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

Date: June 11, 2014
Time: 7:00 PM
Location: Cascades Library

Board Members Present:

Peggy Franklin
Brandon Henry
Steve Honard
Lea Nigon
Vicki Rundquist
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:02 PM.

Introduction of Non-Member Guests: There were no non-member guests present.

Approval of Agenda: The agenda was approved as presented.

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

Officer Reports:

- **President:** President reported that she followed up on issues presented by residents about speeding which will be addressed in Unfinished Business.
- **Vice President:** No report.
- **Secretary:** No report.
- **Treasurer:**
 - Financial Update: Balance totals remain good. There was a little more income than expenses this month and income remains well above expenses.
 - Dues Collection Update: Only three homes remain delinquent on dues. One is in foreclosure and the bank intends to pay the dues. Attempts to contact the owners of the other two properties were unsuccessful. The Treasurer recommends that certified letters be sent to these two property owners indicating that if dues are not paid by a certain date, the matter will be brought to Small Claims Court. The Board voted to go into Executive Session at 7:18 PM to discuss specific properties involved. At 7:20 PM the Board returned to regular session. Motion to send certified letters to homeowners who have not paid dues by June 14 (except for the property in foreclosure) was seconded and passed unanimously.
 - CD Status: The HOA's largest CD will mature in early July. The Treasurer suggested that the proceeds from the CD (worth almost \$40K) be split roughly in two and be used to purchase CD's of different terms to spread out their maturity dates. A \$5K CD matures in February 2015 and an \$18K CD matures in April 2017, so she suggests that one of the CD's mature in 2016. The Treasurer will investigate rates and report to the Board via email. Motion to approve splitting the CD as suggested was seconded and passed unanimously.

- Reimbursement Requests: Vice President requested reimbursement of \$105.97 for the purchase of ink and of a file box in which to store ARC documents. Vice President requested payment of \$200 to the resident who completed the data entry of old ARC application data as previously authorized. The Newsletter Chair requested reimbursement of \$26.62 for the cost of printing/folding the most recent newsletter. 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. No report.
- **Social Activities:** No report.
- **Newsletter:** Discussed timing of next newsletter and agreed end of summer would be good.
- **Architectural Review Committee:**
 - Closing Packet Inspections: One was completed.
 - New ARC Applications: Three applications were received and all approved.
 - Violations: There were no new violations reported. The Board voted to go into Executive Session at 8:08 PM to discuss specific ongoing violations. At 8:15 PM the Board returned to regular session.
 - Document Archiving: Project is complete.
 - Neighborhood Inspection: The inspection is scheduled for June 14 with 4 board members. Violation letters will be mailed before the next Board meeting.
- **Governing Documents Review Committee:** Due to confusion in the schedule, many did not come for the June 3 meeting. The meeting was rescheduled for June 17.

Unfinished Business:

- Listserv Disclaimer & New Enrollees: No Report.
- Financial Review: No Action.
- Traffic and Pedestrian Concerns: The President drafted a letter to the Loudoun County Sheriff's Office regarding speeding. The Board reviewed and recommended changes. The President will modify and resend it for review. The President will submit a draft of a letter to our local representative outlining concerns expressed by several residents about traffic activity during Seneca Ridge Middle School dismissal.

New Business:

- Insurance Contract: The Board voted to go into Executive Session at 8:15 PM to discuss specific issues related to the HOA's insurance contract. At 8:27 PM the Board returned to regular session. The President will contact our insurance company to verify coverage based on our current operations.
- Website Updates: Minutes from February through May need to be loaded on the website. The Secretary will contact the Web Master to get authorization/instructions on how to load the minutes.

The meeting adjourned at 8:33 PM.

Respectfully submitted,
Peggy Franklin, Secretary

Next scheduled meeting: July 9, 2014 at 7:00 PM, Cascades Library