

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

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

Board Members Present:

Peggy Franklin  
K. C. Holland  
Stephen Mann  
Lea Nigon  
Abul Tareque

Lea Nigon, President, called the meeting to order at 7:26 PM.

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

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

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

**Officer Reports:**

- **President:** No report.
- **Vice President:** No report.
- **Secretary:** No report.
- **Treasurer:** Not present but submitted the following:
  - Financial Update: Paid for the office expenses approved at the last board meeting as well as the 2013 tax return payments (see "Taxes" below). Received additional dues payments and one sales packet fee. Income was just under \$2,000 for the month. Looking at budget vs. actual expenditures, federal taxes were a little higher than budget as were postage and copying, but the HOA is still in good shape against budget overall.
  - Dues Collection Update: Received requests to waive late fees and interest from a few homeowners who responded promptly to the second notice letter. Although the Board authorized a \$10 processing fee at their February meeting, after further consideration, a motion to waive the processing fee on all late payments was seconded and approved. A second motion to waive interest charges for only those payments postmarked by March 5 was seconded and approved. The President will instruct the Treasurer to refund any \$10 processing fees received.
  - Taxes: Received a waiver from Virginia so the HOA tax return does not have to be filed electronically. The Treasurer completed both the Federal and Virginia tax returns and arranged for payment, which is reflected on this month's Profit & Loss statement.
  - Insurance: Received a bill for annual insurance premium with a significant increase from last year (\$1,369 to \$1,525). The Treasurer offered to research other options. The Board concurred. The President will ask the Treasurer to proceed.
  - CD's up for Renewal: One of our CD's matures on April 4, 2014. Cardinal Bank's current rate is 0.36% APR. The Treasurer found higher rates being offered at Virginia Heritage Bank (0.75% for 18 months and 0.95% for 24 months). Treasurer recommended that the CD be moved to a 24-month CD at Virginia Heritage Bank. A

motion to move the funds from the maturing CD at Cardinal Bank to a 24-month CD at Virginia Heritage Bank was seconded and approved.

- Reimbursement Requests: None.

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

**Committee Reports:**

- **Common Grounds:** No report.
- **Social Activities:** No report.
- **Newsletter:** No report. Members should email ideas for the next newsletter planned for early April to the Committee Chair by the end of March.
- **Architectural Review Committee:**
  - Closing Packet Inspections: One was completed.
  - New ARC Applications: Received two and both were approved.
  - Violations: There were no new violations reported.
  - Document Archiving: No report.
- **Governing Documents Review Committee:** One homeowner volunteered to join the committee. Currently the committee consists of Steve Honard, Vicki Rundquist and M. Veronica Inglett. The first committee meeting is scheduled for March 25 at 7:00 PM at the Cascades Library.

**Unfinished Business:**

- Community Hunting Application/Permit:
  - The President submitted a proposed final Hunting Authorization Form. A motion to accept the form was seconded and approved. The President will direct the webmaster to post the form on the website.
  - The President will direct the Vice President to add the Hunting Authorization Form to the Records Retention Policy noting that the form owner is the Common Grounds Chair and that the document should be retained for 7 years.
- Listserv Disclaimer & New Enrollees:
  - The disclaimer has been added to the website.
  - The disclaimer is not yet added to the New Enrollees Welcome Message but should be added within the next month.

**New Business:** None

The meeting adjourned at 8:10 PM.

Respectfully submitted,  
Peggy Franklin, Secretary

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