**SEASONS TRACE SINGLE FAMILY ASSOCIATION**

**Meeting Minutes**

**March 10, 2014**

**Opening:**

The regular monthly meeting of the STSFA was called to order at 6:55 PM by Steve Whaley.

**Present:**

Wendy Anthony, Jeff Herrick, Ted Johnson, Pierre Forget, Ro Seaman and Steve Whaley were present. Quorum was determined and met.

**Minutes from last meeting**

The minutes from the February 10 meeting were not available. They will be read at the April meeting.

**Treasurer’s Report**

Pierre Forget reviewed the current financials.

A letter was read from the owner of 916 Pheasant Run requesting removal of the late fee based on extenuating circumstances, and this was approved.

A motion was made to accept as bad debt the outstanding amounts due from two properties based on the recommendation from our attorney.

The Board discussed pursuing collection of other outstanding debts. Berkeley will send demand letters to the owners of four properties with a two-week window for payment prior to referring the debts to the attorney’s office for collection.

The motion to approve the treasurer’s report was made by Jeff, seconded by Ted and unanimously approved.

**Old Business**

The definition of “Declarant” in the Bylaws of STSFA was clarified; it refers to the HOA Board and not Berkeley Realty.

Advertising for the Foreign Student Exchange Program in STSFA newsletter was approved. Jeff will email Terry about it.

Ted reported on several projects: The “Yard of the Season” will be chosen and announced in the next newsletter. The dog station has been used about 40 times per month since its installation. The neighborhood directory will be printed by Steve and made available soon.

**New Business**

Steve reminded Board members to send him articles for the next newsletter by March 25.

Steve will get more information on the days the County offers free trash disposal to announce on the STSFA website.

Steve will contact the County Commissioner to make sure the developer of the new section of Seasons Trace includes a road opening for access to the STSFA pool area and storage lot.

Pursuant to Article V, section 1c of the HOA Bylaws, the Board position held by Mrs. McCardle was declared vacant.

Steve reminded the Board that the meetings in June and July have traditionally been canceled due to vacations. The Board will vote on that decision at the April meeting.

**Recreation Association Report**

Wendy briefed the Board on Recreation Association programs. The pool will open on Memorial Day. The next Recreation Association meeting is March 17 at 6:30 PM.

**Architectural Review Committee Report**

The ARC gave a homeowner permission to install an air conditioner on the back of the house out of sight of other properties.

Jeff and Steve will check on a tree reported as a concern by the owner of 101 Fall East.

**Next STSFA Board Meeting:** Monday, April 14, 2014, 6:45 PM

**Adjournment:**

The motion to adjourn was made by Ted, seconded by Wendy and unanimously approved. The meeting was adjourned at 8:05 PM by Steve Whaley.

Minutes submitted by Rowena Seaman, Secretary, on March11, 2014

**Addendum to March, 2014 Minutes**

Participation in JCC Spring Cleanup Program was discussed at the regular meeting and Steve stated he would email the website information to Board members. Upon further review, to meet the registration deadline, an online meeting of the Board was conducted and two motions (see below) were proposed by Ted, seconded by Wendy.

The first motion was to sponsor an STSF HOA community clean-up project, Saturday April 12.

The second motion was to provide refreshments using misc STSF HOA funds, not to exceed $50.00.



The vote was unanimous in favor of both motions.

**Second Addendum to March 2014 minutes;** In an on line session, the minutes of the February 2014 Meeting were reviewed. Motion to approve by Ted. Motion carried.