

SEASONS TRACE SINGLE FAMILY ASSOCIATION
Quarterly Meeting Minutes
Sep 11, 2023

Opening: The regular quarterly meeting of the STSFA was called to order at 6:37 PM by President Ted Johnson.

Present: Board members Ted Johnson, Jenn Haynes, Ed Overton, and Charles Brown were in attendance. Blake Rochelle participated via phone. Quorum was determined and met. Robbi Henry from Evernest, was also present.

Presentation of prior meeting minutes: The minutes from 7/17/23 were read briefly. Motion to approve minutes by Jenn, seconded by Ed, motion carried.

Recognition of Public Comments:
No public comment

Treasurer's Report: as of 7/31/23

Overall, the association has positive balances in our operating account and our reserve accounts. Specific financial values are available to association members upon request.

Financial statements and budget information presented for board review by Treasurer Ed Overton.

Payments to Rec Assoc, 6 equal payments from April-Sept, are being done. Board asked Robbi to ensure payments are not made past Sept.

Ed motioned that the treasurer's report be adopted and held for audit, Ted 2nd. No objections.

Revisited change in accounts to Chesapeake Bank and getting online access for designated board members. Ted, Ed, & Evernest representative will schedule a meeting in the next 2 weeks to get the accounts started.

Robbi is working on new contract for us, will have draft by next week.

Follow up on action items from last meeting, these items still being worked on.

- Ted asked Robbi to look into Stop Loss LLC charge on financial statements.
- Asked Robbi to find out if tax return was filed & get a copy to treasurer.

Discussion of 2024 Budget

3% known increase in management fee. 4% known increase in insurance expense. No increase in Rec Assoc Fees. Some increases and some decreases are expected in other areas. There was a decrease in the amount going to reserves to keep the total budget the same at \$68,970. Ed moved the budget to be accepted as proposed, Jenn 2nd, approved by all. Ed will send final version to board.

Committee Report:

Recreation Association Report: Pool is now closed for the season. Rec association meeting and budget sent for next year. For next year the hours will be reduced to keep the budget the same.

Architectural Review: 3 total – 1- shed & 2-tree removal, all approved

Adopt-A-Highway: Ted will pick date in the fall to do our own version.

Good Neighbor Grant: Nothing in the works.

Web Page/Electronic Media: Ted would like to have Blake put up a notice on how homeowners can get the stop payment fee returned. Asked Robbi to follow up on Godaddy account. We need login info.

New Business:

- Pintrail Trace & Puffin Ln is missing a sign. Ted looked into replacing. VDOT says we are responsible and the cost is about \$120 for signs, if we need install it would be additional. Jenn motion that we replace sign, Charles 2nd and offered to help install. Motion carried with project not to exceed \$150. Ted will take lead on this project.
- Multi family would like monetary assistance to help with storm water ponds. Ted will ask if they want to come and pitch the proposal to the membership at the annual meeting.

Ted will send proxy and draft letter to Robbi at least a week before the due date so it can be mailed to membership by 10/25/23.

Executive session

No executive session items.

Next Meeting: Annual meeting

Annual Meeting: Nov 9, 2023 7pm

Adjournment: Jenn motioned we adjourn, Ed 2nd, adjourned 7:55 pm