

**SEASONS TRACE SINGLE FAMILY ASSOCIATION**  
**Quarterly Meeting Minutes**  
**July 17, 2023**

**Opening:** The regular quarterly meeting of the STSFA was called to order at 6:30 PM by President Ted Johnson.

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

**Presentation of prior meeting minutes:** The minutes from 3/20/23 were read briefly. Motion to approve minutes by Blake, seconded by Jenn, approved by all.

**Recognition of Public Comments:**

Ted entered into the minutes a concern brought by home owner at 120 Mattaponi about a tree located on the property of 122 Mattaponi.

Homeowner concerned about littering and would like the board to have a sign put up that says "No littering under penalty of a fine."

**Treasurer's Report: as of 5/31/23**

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.

Homeowners can get status of refund of stop payment fee by reaching out to Robbi at 757-229-6810 ext 203 or email [rhenry@evernest.com](mailto:rhenry@evernest.com)

Board has worked with Cross on getting access to bank accounts online but this has not been completed.

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

Motion by Ted that Season's Trace Single Family HOA transfer all accounts to Chesapeake Bank and designate Chesapeake Bank to be our sole financial institution for all association funds. 2<sup>nd</sup> by Jenn. Motion carried.

**Action items:**

- Ed work with Robbi on how to set up accounts with Chesapeake Bank and transfer all transactions going forward to those accounts.
- Ted asked Robbi to look into Stop Loss LLC charge on financial statements.
- Asked Robbi to find out if a tax return was filed & get a copy to treasurer.

**Committee Report:**

**Recreation Association Report:** Meeting Wednesday. There will be a discussion about replacing some pool furniture.

**Pool Schedule**

5/27/23 - 9/4/23

Mon Closed

Tue 12pm – 8pm

Wed 12pm – 8pm

Thu 12pm – 8pm

Fri 12pm – 8pm

Sat 10am – 8pm

Sun 12pm – 8pm

Holiday 12pm – 8pm (5/29, 7/4, 9/4)

- Membership funds – Financial standing is ok for the moment.
- Little Free Library – installed!
- Self serve snack situation is in place for this year.

**Architectural Review:** 2 – shed & tree removal

**Adopt-A-Highway:** something in the fall

**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:**

- Property Management contract – We are currently operating under the Berkley contract since we have not signed a new contract. It has auto renewed until April 2024.

Motion to adjourned to executive session Blake, 2<sup>nd</sup> by Ted. Adjourned to executive session at 7:46 pm to review delinquent accounts & covenant violation.

**Executive session**

Jenn motioned we adjourned from executive session, Charles 2<sup>nd</sup>. Board back in regular session, 8:10pm, delinquent accounts and covenant issue were discussed.

Covenant violation issue resolved.

Jenn made a motion that Evernest take action on delinquent issue as discussed, Charles 2<sup>nd</sup>, so moved.

**Next Meeting:** Sept 11, 2023

**Annual Meeting:** Nov 9, 2023

**Adjournment:** Ed motioned we adjourn, Blake 2<sup>nd</sup>, adjourned 8:13 pm