

Mission Trace HOA  
Board of Directors Meeting  
May 16, 2023  
Clubhouse 11333 Mission Trace

The president called the regular monthly meeting of the Board of Directors of the Mission Trace Homeowners Association to order at 6:33 pm with Secretary and Engineering Chair Kathleen Carter present. Also present were Vice president and Controlled access Chairman Mike Fellows, Amenities Chair Betty Harper and Grounds Chair Nancy Feagin. Absent were Treasurer Barrett Schultz and Community Relations Chairman Cristina Gamboa.

The president welcomed attendees.

The minutes of the April 18, 2023, Board of Directors meeting were updated and sent to the Board of Directors for approval.

President Priesmeyer reported that she had carried out her routine duties of reviewing invoices, signing checks, and reviewing 209 letters. On the recommendation of the attorney and to reflect the desires of the Pond and Waterfowl Fund Donor the president worked with Pond and Waterfowl Chairman Peter Pickup to develop a set of bylaws. The president hosted several by-laws meetings, and after approval of the document by the By-laws committee the final document was sent to the Board of Directors and the homeowners to be reviewed and voted on at the Annual meeting. The president worked with Nominating Committee Chairman Betty Harper to get a new committee member to work on election night. Attorney Mark Stanton has advised the president that a ruling from the 4<sup>th</sup> Court of Appeals on the burned house is pending. The president contacted the attorney about the May 23, 2023, Annual Meeting, Election, amended by-laws and Mission Trace Pond and Waterfowl Fund by-laws.

Secretary Kathleen Carter thanked Community Relations Chair Cristina Gamboa and her Committee for the outstanding Meet and Greet event. In the absence of the office manager the secretary worked in the office on April 28, 2023.

Amenities and Nominating Committee Chair Betty Harper reported that all packets containing election information were mailed May 6, 2023. The Chair thanked the Community Relations Committee for organizing the Candidate Meet and Greet event. Coastal Plains has completed the work on the damaged fencing and windscreen surrounding the tennis court at a cost of \$5,590.00 which will be paid by the city contractor. The cost of replacing the windscreen by the gate will be approximately \$800.00. The 54-inch Spaulding hoop and backboard needs repair and Spaulding has been contacted. The net has been torn and needs to be repaired or replaced. The temporary pickle ball court lines have arrived. Mr. Perron has volunteered to assist in placing the outline with a target date of June. Large rocks have been removed from the pool. New alarms for the pool gates have been ordered. Andy Fioleto has power washed the steps near the pool and will apply slip proof tape on the steps. Safety treads for the concrete steps will be tested in the next few weeks. Mr. Fioleto will replace the soffit at the front of the Clubhouse. The Clubhouse is rented every weekend for the next few weeks. Additional members have been added to the Goggle Task Force to explore the feasibility and process of installing goggle fiber in the neighborhood.

**Motion #1** Betty Harper moved to contract with Coastal Plains to replace the tennis court windscreen near the gate at a cost not to exceed \$900.00. Motion seconded and **Approved**.

Controlled Access Chair Mike Fellows has the TAPS contract for 2023 ready for the president's signature. Mr. Fellows reports parking violations are decreasing.

Quorum was lost at 7:02 pm. Reports continued but no business acted on.

Engineering Chair Kathleen Carter reported that All America Inc. has completed the replacement of stairs and sidewalk on Big Meadows. Mirage Stone Concepts has completed the placement of two handrails on Hollow Tree. The repair of the green pillars with lights on Big Meadows has been completed by Eric Vering.

Grounds Committee Chairman Nancy Feagin reported that dead trees are continuing to be trimmed or removed. A tree between the two fences separating Mission Trace and Mission Oaks fell on the Mission Oaks side of the fence and the president of the Mission Oaks HOA wanted Mission Trace to remove the debris from their property. Request was denied. The drainage behind Morning Mist needs to be improved.

In the absence of Architectural Chair Minton Newman, the president read the Architectural Committee report. Architectural Work requests: Replace Gutters and Downspouts at 3704 Big Meadows, repair tile roof at 3707 Big Meadows, Solar Panel installation at 11746 Mission Trace and Pergola repair at 11726 Caprock. All requests **Approved**. The Committee voted to forward the account at 11732 Caprock to the Board of Directors for further action.

Pond and Waterfowl Fund Chairman Peter Pickup reported meeting with Brad Vollmar on May 2, 2023. Mr. Vollmar conducted a pond silt survey taking 27 measurements of the pond depth. Average of 1.73 feet of silt in pond. The average depth of water in the pond is 3.14 feet when the water is at the top of the spillway. If the silt were removed the average depth of the pond would be 4.87 feet. The chairman took daily measurements of the water level from April 18, 2023 -May 9, 2023, and found the pond loses an average of 15 inches of water a week. Pricing for dredging and/or flushing the pond are being obtained from Dirt Works. The city would have to approve accessing the city flood gate.

Homeowners Forum- Karen Vaught wants all HOA meetings to take place in the Clubhouse.

The meeting adjourned at 7:19 pm.

### **Summary of Executive Session**

Due to a lack of a quorum no executive session business was conducted. A homeowner did address the committee about recently installed handrails.

Kathleen Carter

Mission Trace Board of Directors Secretary  
Minutes: Approved as presented or corrected  
Date: