

MISSION TRACE BOARD OF DIRECTORS

11333 Mission Trace, San Antonio, TX 78230

Wednesday, May 31, 2023

Please Welcome Your New/Returning Board Members:

Bob Ray, Nancy Feagin, Betty Harper, Suzanne Elliott, Barrett Schultz,
Scott Pope, Thomas Crosier, Janet Riley and Chris Conkle

AGENDA

7:00PM Call Meeting to Order

7:35PM Elect Officers and Committee Chairs

7:45PM Set Next Regular Board Meeting

7:50PM Adjourn

Many thanks to the Nominating Committee and all Volunteers who assisted with this year's Election!

BOD MINUTES

2023-2024 Board Member Attendees: Bob Ray, Nancy Feagin, Betty Harper, Suzanne Elliott, Barrett Schultz, Scott Pope, Janet Riley. Also in attendance: Christy Mason (office manager) former President Maggie Priesmeyer, and former Secretary/Engineering Chair Kathleen Carter, current Architectural Review Committee member Minton Newman, as well as multiple homeowners were in attendance.

Meeting was Called to Order at 7:01pm by Bob Ray who volunteered to serve as the President pro tem until Officers were elected. Bob welcomed all home owner guests as well as thanking former Board Members helping with transitions. Bob reminded guests that as a BOD meeting only, no questions or topics could be entertained during the meeting from non-Board Member attendees.

With President pro tem agreement from all new board members, Bob suggested methods of voting for each individual board position and a 'show of hands' methodology was approved over written ballots.

Nominations and subsequent election of Officers:

For Secretary, Nancy Feagin nominated Suzanne Elliott which was seconded by Betty Harper and elected unanimously.

For President, Bob Ray was nominated by Nancy Feagin and seconded by Betty Harper, elected unanimously.

For Vice President, Scott Pope was nominated by Suzanne Elliott and seconded by Nancy Feagin and elected unanimously.

Nancy Feagin nominated returning board member Barrett Schultz for Treasurer, seconded by Scott Pope and elected unanimously.

For Amenities Chair (swimming pool, tennis courts, park area) Nancy Feagin nominated returning board member Betty Harper. Janet Riley seconded and vote was elected unanimously.

Engineering Chair – nomination of Scott Pope by Nancy Feagin and seconded by Betty Harper and elected unanimously.

Controlled access – nomination of Tom Crosier was made by Betty Harper and seconded by Nancy Feagin and elected unanimously.

Grounds Chair – Barrett Schultz nominated returning board member Nancy Feagin which was seconded by Betty Harper. elected unanimously.

Community Relations – Janet Riley was nominated by Nancy Feagin, seconded by Betty Harper and elected unanimously.

Architecture Chair – nomenclature regarding this board position was discussed as the Texas State law is different than existing Mission Trace HOA Bylaws. Bob suggested to change the name to Home Maintenance and Nancy suggested Architecture Compliance. Minton Newman remains Chair for all new architectural requests which require committee review. Chris Conkle was nominated and approved for the Architecture Compliance/Home Maintenance Chair with Barrett Schultz abstaining from the vote.

Agenda items:

Bob suggested to hold Board Meetings on the second Tuesday of each month with a start time of 7:00pm. No objections. After some discussion the start time was agreed to be moved to 6:30pm. On the second Tuesday of each month, normal HOA office hours will be move to the afternoon versus the morning.

The President added a new agenda item with a request for the Office Manager to provide an update for the new Board.

Christy shared that the recent security issues in the neighborhood will be worked with the new Controlled Access Chair. Barrett provided the name of a residential security firm that is used by several homeowners in Mission Trace.

Christy is also working with Betty on an updated Community Center rental application in order to clarify the requirements necessary for security deposit returns.

Christy created Board of Director notebooks that include the current Bylaws and she will add the current Budget and additional HOA documents as needed.

Nancy suggested that the new Secretary also be named the HOA Admin as was the practice last year.

Nancy asked Christy about the HOA emails that need to transfer to the new Board members. Christy is in the process of gathering the names/passwords. Old Board members are asked to download any old communication not stored in current email repositories in order to provide copies to the Office Manager for HOA record keeping.

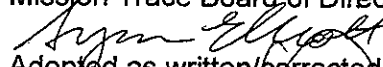
It was also suggested to copy the Office email (missiontracehoa@gmail.com) on all Board Member communication going forward. Barrett suggested individual emails versus shared. Additional discussion regarding the time involved to accomplish this task was discussed. There will likely need to be one day a week that the office is closed to visitors in order for the Office Manager to work on this type of project as current hours are limited.

Motion was made to adjourn the group meeting by the President so all new board members would have time to discuss transition requirements with their existing 2022-2023 Board/Chair counterparts.

Many thanks to the 2022-2023 Board Members for their service over the past year and their continued support during the transition process!

The next meeting of the Board of Directors of Mission Trace will be held June 13, 2023, at 6:30 p.m. in the Mission Trace Clubhouse.

Suzanne Elliott, Secretary
Mission Trace Board of Directors


Adopted as written/corrected

Date 6/2/23