

**Mission Trace Homeowners Association
11333 Mission Trace Clubhouse**

**Special Board of Directors Meeting for the Election of Officers Minutes
June 4, 2024**

Open Session:

Present	Absent
Sonja Coderre	
Suzanne Elliott	
Victor Gonzalez	
Dan Johnson	
Maria Karlis	
Diqui LaPenta (via Teams/phone)	
Bob Ray	
Janet Riley	
Barrett Schultz	
<i>Christy Mason (office manager)</i>	

Bob Ray, acting as president pro tempore, called the meeting to order at 7:07 p.m. A quorum was established. Ray welcomed all and thanked the outgoing Board Members for helping with transitions. Ray reminded attendees the meeting was for the Board of Directors position appointments only and no questions or topics would be entertained from the floor.

Ray suggested two methods for voting - show of hands and secret ballot. The board indicated show of hands was acceptable.

After some technical difficulties with TEAMS, the meeting got underway with Diqui LaPenta on the phone.

Ray nominated Sonja Coderre for Secretary. Seconded by Suzanne Elliott. No discussion. The vote passed for Coderre as Secretary.

Coderre nominated Suzanne Elliott for President. Seconded by Janet Riley. No discussion. Maria Karlis nominated Bob Ray for President. Seconded by Dan Johnson. No discussion. The vote passed for Ray as President.

Ray nominated Suzanne Elliott for Vice President. Seconded by Janet Riley. No discussion. The vote passed for Elliott as Vice President.

Ray nominated Barrett Schultz for Treasurer. Seconded by Sonja Coderre. No discussion. The vote passed for Schultz as Treasurer.

Ray nominated Diqui LaPenta for Amenities. Seconded by Victor Gonzalez. No discussion. The vote passed for LaPenta as Amenities Committee Chair.

Ray nominated Victor Gonzalez for Engineering. Seconded by Maria Karlis. Coderre asked Gonzales if he was okay with this appointment. He said he was. The vote passed for Gonzales as Engineering Committee Chair.

Ray nominated Dan Johnson for Controlled Access. Seconded by Janet Riley. Coderre asked Gonzales if he was okay with this appointment. He said he was. The vote passed for Johnson as Controlled Access Committee Chair.

Ray nominated Maria Karlis for Grounds. Seconded by Janet Riley. Coderre asked Karlis if she was okay with this appointment. She said she was. The vote passed for Karlis as Grounds Committee Chair.

Ray nominated Janet Riles for Community Relations. Seconded by Sonja Coderre. Coderre asked Riley if she was okay with this appointment. She said she was. The vote passed for Riley as Community Relations Committee Chair.

Ray nominated Victor Gonzalez for Architecture Compliance / Home Maintenance. Seconded by Janet Riley. Discussion ensued regarding a co-chair since Victor had already been appointed Engineering Committee Chair. Ray said Minton Newman (non-board member, as required by the Texas Property Code Sec. 209.00505. ARCHITECTURAL REVIEW AUTHORITY), the Architectural Review Committee Chair would assist Gonzalez. The vote passed for Gonzalez as Architecture Compliance / Home Maintenance Committee Chair.

Ray introduced the issue of Board Meeting dates/times. The BoD agreed regular meetings will be held on the third Tuesday of each month beginning June 18, 2024. The Executive Session beginning at 6:00 p.m. and the Open Session starting at 7:00 p.m.

Ray asked board members to send Christy Mason agenda items by Friday, June 12, 2024. Sonja Coderre will be assisting in creating standard templates and emails for items such as this.

Mason discussed the use of official HOA emails with the board members and that she will be working with Suzanne Elliott and Sonja Coderre to get a VPN for the HOA to ensure a more secure network.

Mason informed the BoD that there are scams and phishing emails going to board members that look like they are from Ray. Mason told the BoD that no board member will ask anyone to send them gift cards or pay a bill with Venmo. Elliott stressed that no board member should pay anything personally or buy any gift cards.

Some items mentioned for the June 18, 2024, agenda included: 2024-2025 Budget, updated by-laws, and community improvement priorities. Coderre agreed the priorities are needed and said it should be part of a long-range calendar/plan for all community assets.

Shultz motioned for adjournment. Seconded by Victor Gonzalez. No discussion. Meeting adjourned 7:40 p.m.

Minutes approved as written / corrected

Date:

June 18,
2024