

Mission Trace HOA
Board of Directors Meeting
December 20, 2022
Clubhouse 11333 Mission Trace

The regular monthly meeting of the Board of Directors of the Mission Trace Homeowners Association was called to order at 6:30 pm by President Margaret Priesmeyer. Secretary Kathleen Carter was present. Also present were VP and Engineering Chair Owen Seidenberger, Treasurer Barrett Schultz, Amenities Chair Betty Harper, Controlled Access Chair Mike Fellows and Grounds Chair Nancy Feagin. Absent was Community Relations Chair Cristina Gamboa.

The president welcomed everyone. Those present acknowledged having copies of the Code of Conduct.

The minutes of the October 18, 2022, Board of Directors meeting were approved as written. In the absence of the Board Secretary the Board of Directors meeting notes from November 18, 2022, were recorded by Amenities Chair Betty Harper and sent to the Board of Directors by email. No business was conducted at the November 18, 2022, meeting due to a lack of a quorum but reports were read and a homeowners forum was held. The agenda and letters from homeowners Al Mozisek, Patricia Jonietz and Kimberly Dill requesting that the Pond Fountain be turned on were provided to each board member for review.

President Priesmeyer reported on the Christmas party. The president has been in contact with the Executor the burned-out house located at 11715 Pepper Tree. The Executor had requested demolition of the house but was informed by a contractor that only a portion of the house needed to be demolished. As soon as litigation with the finance company is settled, sometime in January 2023, the executor would like to proceed with demolition and reconstruction in order that the house can be sold. Architectural Chairman Minton Newman would like the Architectural Committee to develop guidelines for new construction and bring to the Board. A quote for the repair of the front flower bed has been requested by Troy, the contractor for the flood remediation project. The president reported the concerns of residents living on Overlake concerning the gate put in by the contractors for access to the drainage area. The gate is not secure and is easily opened giving access to the neighborhood and the area at the bottom of the gate is large enough to permit access by individuals. The president contacted Troy the contractor and he will apply a grate to keep individuals from climbing under the gate and the Vice President will get a long shank lock to secure the gate. Keys to be kept at the guardhouse and office.

Secretary Kathleen Carter thanked Community Relations Chair Cristina Gamboa and her Committee for organizing a successful Christmas party and to Amenities Chair Betty Harper and committee for decorating the Clubhouse and Grounds Committee Chair Nancy Feagin and Committee for decorating the front entrance for the holidays. Seeing the fountain turned on for Thanksgiving and the Christmas party has generated requests from homeowners that the pond fountain be turned on daily. Research showed a variance from SAWS may be obtained to permit the use of the fountain for up to 8-12 hours a day during Stage 2 water restrictions. Since the installation of the new computer the Office Manager has been unable to access certain programs on the new computer, including the Wix Website. In order to add or update information on the Website Mrs. Mason must work from home using her own computer. Also, financials previously available on the old computer are now unavailable making it difficult to meet the requests of homeowners and Board members and do the job she was hired to do.

Motion # 1 Secretary Kathleen Carter moved that the Office Manager be given access to the Wix Website and the financials in Buildium. The motion was seconded and **Adopted**

Motion #2 Kathleen Carter moved that SAWS be contacted for a variance on the use of the fountain which should qualify due to the pond status as drainage area and a Wildlife Habitat and report back to the Board of Directors by the January 2023 meeting. Seconded and **Adopted**

The Grounds Chair volunteered to contact SAWS. The President appointed Secretary Kathleen Carter to research obtaining a Water Feature Variance from SAWS.

Treasurer Barrett Schultz reported on working with OJO, the HOA bookkeeping company, and his continuing efforts to get the financials in order since the transition from CIA Management Company returning the HOA to a volunteer management system. The treasurer will meet with the Secretary and Office Manager to correct the computer problems and provide the Office Manager with access to the website and the financials necessary for Mrs. Mason to do her job.

Amenities Chair Betty Harper has quotes for repairing the damage done by the Vance Jackson construction to the fence and tennis court windscreens. The basketball hoop has been damaged and needs to be repaired or replaced. The pool contractor has been notified to winterize the pools and pumps for the upcoming freezing weather and to remove leaves from the pool area. Handyman Andy Fioleto has repaired the brick wall on the pool house and is working on the fascia on the bathhouse. Mr. Fioleto has also replaced portions of the vinyl floor in the clubhouse. Bids will be obtained for repairing the soffit on the clubhouse. Lights on the pathway from the clubhouse to the pool need to be repaired or replaced. Two bids have been received to repair sand and seal or paint the steps and landings of the deck to the clubhouse.

Motion #3 Betty Harper moved to repair, sand and seal the clubhouse steps, deck and landings not to exceed \$1,200. The motion was seconded and **Adopted**

Controlled Access Chair Mike Fellows reported the renovations on the Guard House are complete. The Office Manager is doing an outstanding job getting the paperwork and payments done and activating the RF decals. A new version of the permanent outdoor parking decal request form has been created. This will help in distinguishing those residents that qualify for the decal and those that require a waiver to park outside. The Controlled Access Committee has recommended a \$175 surcharge for those who do need a waiver. It may be possible to clean and repair the tire spike strip instead of replacing it. Cleaning and repairing would cost approximately \$2,000 versus replacing which could cost \$4,000-\$9,000 plus \$2,000 for installation.

Motion #4 Mike Fellows moved to engage a contractor to provide maintenance on the tire spike strip, for a cost not to exceed \$1,900, by removing each segment, adding steel welds to contain the spring, repair each plate, drill new holes where needed, paint the exterior of the strip yellow and seal gaps along the strip. The motion was seconded and **Adopted**

Engineering Chair Owen Seidenberger is working on obtaining bids for repair of potholes and sidewalks.

Grounds Chair Nancy Feagin reported that the Grounds Committee decorated the front entrance to the neighbor at no cost to the HOA. The poinsettias were removed for protection from the upcoming freeze. Mrs. Feagin will send the bids for repair to the front entrance flowerbed.

Architectural Committee Chairman Minton Newman reported six requests for work on the following homes: 11726 Caprock-remove and replace old pergola on patio **Approved**; 12123 Mission Trace repair flat roof and associated fascia-**Approved**; 11802 Mill Pond replace gutters **Approved**; 11311 Hollow Tree flat roof repair (leak) **Approved**; 11618 replace flat roof at rear of house-**Approved**; 11424 Mission Trace remove old front bedroom balcony and replace with same-**Approved**

Homeowners Forum- Six residents attended the Board meeting and one homeowner Karen Vaught signed up to speak. Ms. Vaught reported witnessing individuals entering the neighborhood through the exit lane, bent metal spikes on the flood gate and individuals skateboarding in the drainage ditch.

The meeting was adjourned at 8:12 pm.

Executive Session Summary

The Executive Committee meeting of the Board of Directors of the Mission Trace HOA was called to order at 8:15 pm by President Margaret Priesmeyer. Secretary Kathleen Carter was present. Also present were Vice President and Engineering Chair Owen Seidenberger, Treasurer Barrett Schultz, Amenities Chair Betty Harper, Controlled Access Chair Mike Fellows and Grounds Chair Nancy Feagin. Absent was Community Relations Chair Cristina Gamboa. The variance and indemnification agreement as circulated concerning the Sculpture on Mission Trace was adopted. The board approved bonuses for the Office Manager and Handyman. Correction of priority of fees will be made in buildium. The Code of Conduct/NDA was discussed.

The meeting was adjourned at 8:36 pm.

Next meeting of the Board of Directors of Mission Trace to be held January 17, 2023, at 6:30 pm in the Mission Trace Clubhouse.

Kathleen Carter, Secretary
Mission Trace Board of Directors



Adopted as written or Corrected

Date: 01-17-2023