

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

**Board of Directors Meeting Minutes
June 18, 2024**

Position	Present	Absent
President	Bob Ray	
Vice President	Suzanne Elliott	
Secretary	Sonja Coderre	
Treasurer	Barrett Schultz	
Amenities	Diqui LaPenta	
Community Relations	Janet Riley	
Controlled Access	Dan Johnson	
Engineering/ Architecture Compliance & Home Maintenance	Victor Gonzalez	
Grounds	Maria Karlis	
<i>Office Manager</i>	<i>Christy Mason via Zoom</i>	

Executive Session:

President Bob Ray called the meeting to order at 6:05 p.m. A quorum was established.

Discussion involved what is allowed to be discussed in executive session and past due assessments.

Executive Session adjourned at 6:52 p.m.

Open Session:

President Bob Ray called the meeting to order at 7:02 p.m. A quorum was established.

The minutes from May's regular board meeting were approved as written with a motion made by Janet Riley and a second by Barrett Schultz. Only 4 board members were at the May Board meeting and were able to vote.

The minutes from June 4 election of officers and committee chairs were approved with a correction to be made on who seconded the motion for Sonja Coderre as secretary. The motion was made by Riley with a second from Victor Gonzalez.

There were no decisions made between board meetings.

Officer and Committee Reports:

President – Bob Ray: An update on the demolition of the burned house was given. All the paperwork is done to demolish the home, the city is waiting for the approved contractor to pick up the contract. Ray will try to preserve as many roof tiles as possible.

Ray is checking the clubhouse dropbox and mail daily, along with Suzanne Elliott. Both are also taking deposits to the bank.

An office key will be issued to Secretary Sonja Coderre so that she can help with the checking of the mailbox and dropbox.

Ray reminded homeowners in attendance that the HOA dues will increase in July.

Vice President – Suzanne Elliott: working with Schultz and Coderre on Buildium to learn the feature functions of the software. Tested Zoom with Christy Mason and Brandon Williams. We will be switching to Zoom to provide virtual access to board meetings. Met with Victor Gonzalez as well as Mike Fellows and Brandon Williams to transition engineering.

Elliott has been in contact with Google Fiber and will be filling out paperwork for the assessment period. There is no cost to the homeowners or the HOA for the HOA. We will be looking at the infrastructure process and that we will have some oversight in the installation process.

Followed up with previous Amenities chair Betty Harper on the tennis court lighting. The first bid is for bulb replacement and the electrician does not want to do that work. A second bid was received and will use LED lighting. Elliott would like to get feedback from the residents that use the tennis courts.

Bids on the clubhouse flooring will be left to the Amenities chair or Engineering.

Treasurer – Barrett Schultz:

Current Balances as of Today:

Frost Bank MMR - \$119,278.27

Frost Bank CD – 4.91% maturing 8/11/2024 - \$204,865.36. This was renewed May 13, 2024, interest earned \$2,443.99

Broadway Bank - \$2,147.26

Broadway Bank CD – 5.04% maturing 10/26/2024 - \$92,269.70. This was renewed April 26, 2024, interest earned was \$2,269.70

Frost Bank Pond and Waterfowl Fund - \$16,989.46

Frost Bank Pond and Waterfowl CD – 4.91% maturing 8/11/2024 - \$91,207.38

All the accounts have been reconciled in Buildium. It has been an expensive month, with the pool repairs and the finalizing of Green Landscaping so the Broadway bank account balance is low. Fees are starting to come in. We don't want to tap into the MR&R fund. Things should get back on track in July with the next quarterly assessment. We are preparing for the new assessment charges come July 1, 2024. The new assessment will be \$583.50.

Buildium – Everything has been going smoothly this month thus far. No open items at the moment other than finalizing a budget proposal. Once finalized, I will review all the transactions.

Income Statement – Balance Sheet – These will be emailed out by Christy Mason.

The proposed 2024 – 2025 Budget takes into consideration the contracts of landscaping, Guard gate, pool cleaning services, as well as replacing the clubhouse flooring and work at the tennis courts. Schultz made a motion to approve the budget as presented to the board. The goal is to increase the reserve fund to pay for the road work that needs to be done. After discussion, the motion was seconded by Diqui LaPenta. After no further discussion, the motion passed. Schultz will get everything into Buildium so it can be passed out.

Secretary – Sonja Coderre: Working on setting up communication templates in Buildium. Also working on web site security. We need to make sure that information is out about board meetings to the homeowners within the Texas Property Code guidelines.

Amenities – Diqui LaPenta: Ray provided Ms. LaPenta with a list of people that handle cleaning and resurfacing tennis courts. LaPenta has been in contact with Betty Harper during the transition. Also been in contact with Christy regarding pool party coming up. There are also 2 upcoming requests for clubhouse rentals. Will also be getting information from Christy regarding pool cleaning contract and cleaning contract.

Community Relations – Janet Riley: Ray thanked Janet Riley for the snacks that were provided. The 4th of July party will be held on July 4. Residents are asked to bring side dishes to share. The Community Relations Committee is planning several other parties for the next board year.

Controlled Access – Dan Johnson: There are 4 volunteers on the Controlled Access Committee. Johnson has been studying the Controlled Access parking rules and consequences for violations. Johnson sees room for improvement and plans to discuss with his committee to get suggestions for streamlining the ticketing, fine and towing policies. Johnson also plans to clear up the policy regarding a 3rd vehicle. He has spoken to homeowners who have expressed frustration due to lack of enforcement and inconsistency regarding ticketing. Johnson plans to put together a proposal for changes and clarifications to bring to the board in the future. Ray asked for the opportunity to sit in on the committee meetings.

Engineering– Victor Gonzalez: Gonzalez asked for volunteers for his committee. He has been walking around the neighborhood and there are a lot of things to do. He will be working with LaPenta on the tennis court lights and plans to get 2 different bids, one to replace the lamps and one to replace all the wiring. Gonzalez also plans to work on a plan to repair the roads in stages.

Grounds – Maria Karlis: The grounds committee has been very busy. The center median has been mulched and cleaned up. There are plans to place mulch in other areas throughout the neighborhood. There was a repair to a leaking pipe on the irrigation system, which is now working by the front if needed. Flowers have been planted in the pots outside that clubhouse with more improvements in the clubhouse area planned. There have been a lot of trees trimmed around the neighborhood. There is a dead tree on Overlake that has fallen into another tree and needs to be removed. Karlis made a motion to remove the tree for \$1200. During discussion, Elliott asked for clarification as to what tree work is included in the new contract. Karlis explained that anything under 8 feet is covered in the contract. Ray explained that the tree is dangerous and could damage the windows of the home next door during bad weather. The motion was seconded by Janet Riley and passed with no further discussion. Elliott asked about the “payable upon receipt” on the invoices and feels that we need a bit of a grace period for something that is not payroll related. Schultz explained that Travis has never had an issue with the way we pay our invoices.

Ray pointed out that the trees that are being cut now are ones that are in danger of falling and damaging property. Travis has removed over 11 tons of leaves since taking over the landscaping contract.

Architecture Compliance/Home Maintenance – Victor Gonzalez: Architecture Compliance is under Minton Newman and will be working together with Victor Gonzalez. There is no report.

Old Business: There is no old business

New Business:

Bylaws - Ray would like to hear comments from the board members regarding the proposed changes to the Bylaws. After discussion of several suggested changes, Coderre expressed that believes the homeowners should be able to vote on the new Bylaws. Schultz suggested offering through an electronic vote.

Capital Improvements/Community Priorities – Ray named of many things in the neighborhood that need to be addressed, to include replacing the clubhouse flooring and painting the walls, cameras at the front gate, repairing the lights at the tennis courts and repaving the clubhouse parking lot. Ray would like the top priority to be replacing the decking at 11421 Mission Trace. Gonzalez will get additional bids. After some discussion, Ray asked each committee chair to bring their top priority to the next board meeting. Schultz also suggested sending a survey to the homeowners to find out what they feel are priorities.

Towing contract, Resident gate not functioning properly, cameras at the front gate and outside parking issues were all table until July

Pond and Waterfowl Committee – Peter Pickup: no report

Meeting adjourned at 8:20 after a motion was made by Schultz and seconded by Elliott

Minutes approved as written / corrected

Date: July 23, 2024