

Notes from Board Mtg of November 15, 2022

****No Business Was Conducted Due to Lack of Quorum**

Inbox

Betty Harper

The meeting was called to order at 6:36pm by President Maggie Priesmeyer. Board members in attendance were Maggie, Owen, Nancy and Betty. Without a quorum, no official business can be conducted. Reports were read as follows:

Maggie reported that she met with John Sanchez about the burned house on Pepper Tree but received no reply. She then called his supervisor and left a message. She met with Troy, the project manager for the drainage project. And she met with Christy on numerous issues.

Betty reported on revised bids for the city to pay for damaged windscreens, engineers opinion about corner of the tennis court, bids to repair and re-stain or paint the deck, work on brick wall behind the bathhouse, and provided the report for the office. She and her committee will work on decorating the clubhouse.

Nancy worked on the Grounds RFP and rewrote the garbage policy. She will be decorating the front entrance.

Owen reported on several engineering issues.

Homeowners forum:

Nancy Feagin stated that Christy must communicate to Christina Gamboa that she has far less money for the Christmas party than the budget shows. Betty was reimbursed for expenses of just over \$500 for monies spent for last years community relations and monies spent for Amenities so far this year but those expenses are not shown on the draft financials.

Karen Vaught complained that Christy was not in attendance at Board Meetings.

Mission Trace HOA
Board of Directors Meeting
November 15,2022
Clubhouse 11333 Mission Trace

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Mission Trace Homeowners Association
Administration Report

November 15, 2022 Board Meeting

6:30 p.m.

- 1.) October/ November, 2022 met with Kathleen Carter and Christy Mason as needed to review invoices, sign checks and discuss SAWS issues in neighborhood.
- 2.) October/November 2022 Made several more calls to John Sanchez with SA Building Development concerning the house on 11715 Pepper Tree. No reply. I called 311 and was given the phone number of his supervisor Fernando Munoz. I called Mr. Munoz and left a detailed message. I am waiting to hear back from him.
- 3.) October 21, 2022 reviewed and signed Christy's hour report for her pay.
- 4.) October 24, 2022 Met with Troy the contractor for the road construction concerning a portion of our fence that was taken down by his crew creating a security risk. Troy promised to have it up that afternoon. I texted him that evening to advise the fence was not up.
- 5.) October 25, 2022 Call to Troy concerning fence. Troy was able to contact one or more persons who had ignored his instruction given on October 24. The fence is back up.
- 6.) October 27, 2022 Worked with Christy concerning the payments to a Mission Trace vendor; determined that one payment did not clear our bank.
- 7.) November 4, 7, 10 and 15 worked on correspondence with Christy Mason.
- 8.) October/November Worked with Christy regarding a few e blasts and form letters needed to for various notices.
- 9.) November 15, 2022 Receipt of correspondence from Thurman's office regarding update of signature block reply to same.

Mission Trace Homeowners Association
Secretary's Report
Tuesday, November 15, 2022

The old computer was replaced just in the nick of time as it has recently ceased to function despite various efforts to coax it back to life. It was being used as a backup to access certain programs that couldn't be opened on the new computer due to parental control issues put in place by Microsoft. These access issues are being worked out.

A big thank you goes to Community Relations Chair Cristina Gamboa and her committee for putting on a fantastic Fall Festival. The park was decorated, music playing, food and drink ready and waiting. After the event the area was cleaned up in record time.

Office Manager Christy Mason has reorganized the file cabinets to provide additional space and easy access to documents. As the go to person for residents with concerns Mrs. Mason ensures that the issues sent to her are forwarded to the appropriate Chair and officers for resolution.

Mrs. Mason would like to activate the calendar on the website that has been dormant for some time. In order to add events to the calendar a charge of \$3.99 a month will be added to the website account.

Now that the HOA has a permanent Office Manager on site all required HOA purchases should be submitted to the office where the orders will be placed by the Office Manager and paid for directly by the HOA. This streamlines the payment process and provides for more accurate and timely record keeping. All contracts are to be signed by the president and the original kept in the office. All invoices from contractors should come directly to the HOA business office address. Again, this provides for more timely payment and accurate record keeping.

Kathleen Carter
Board of Directors Secretary

Mission Trace HOA Meeting
Treasurer Report
November 15, 2022

It continues to be a busy few weeks and my apologies for missing the meeting. This is my busiest time of year at my day job. Kathleen and Christy continue to be instrumental in the day-to-day operations of this HOA. Below are some bullet points to help residents and board members better understand the inner workings of the finances of this HOA. Let me remind you that this is a business, and we have half a million dollars in revenue every single year.

- Mission Trace HOA DRAFT Financials – these were sent for the month of September and should be reviewed and voted on by the HOA Board so they can be solidified into the HOA records. It has been a long time and we still have some work, but I feel that these financial statements accurately reflect the income and expenses for this HOA. The goal is to have the draft of the financials distributed when the meeting announcement is sent out for the next monthly meeting. The previous month's meeting minutes should be included in this email communication as too, so residents have a snapshot of the previous month; In this case the month of September. Why not October, you ask? It just takes time to reconcile the accounts and to ensure that the recorded transactions are booked in the right expense bucket. Also, with October being assessment month, it was a busy month. The income statement is accurate, but the balance sheet is still being worked on with OJO. I hope to have the balance sheet cleaned up by the end of the year.

The balance sheet does not accurately reflect the right balance in the Broadway Bank account. Under Current Assets on the Balance Sheet, you will see that there are a few entries for Broadway Bank. This is a result of hiring a bookkeeper last year as opposed to an account when the HOA decided to bring the HOA Management back to self-managed from CIA Services. The bookkeepers did not book the revenue correctly when they made the adjustments to the homeowner resident accounts in Buildium. This is what we have been working on the last six weeks – combing through EVERY transaction under CIA Services and ensuring the transaction was properly recorded in Buildium. The expenses have been done and now we are focusing on all of the revenue. Again, I hope to have this completed by the end of the year.

- Frost Bank and Broadway Bank – these accounts have been fully reconciled all the way to September 30, 2022. We are reconciling the accounts for October and have an issue with a deposit that we are researching. Once we determine the error, we will finish reconciling. We had an issue from 2021 – yes 2021, that we discovered, and it took some time to get the proper information from Broadway Bank. Basically, a homeowner paid their HOA assessment last October and then became impatient when his check did not clear the bank timely, so he placed a stop pay on the check. We did not find this out until we were reconciling the accounts this past summer. Needless to say, this issue set us back a little bit as the resident was adamant that we were wrong in actuality we were not. Between all of the turnover in homes in the last 15 months and ensuring all of the resident accounts have been properly updated to reflect the change of ownership, it has been busy.

Hope this helps the board and the residents understand what has happened this past month. Again, my apologies for missing the meeting. If you have questions or would like clarification, please do not hesitate to email me or the HOA Board.

Sincerely,

Barret Schultz
Mission Trace HOA Treasurer

Amenities Committee Report November 15, 2022

Remember that we welcome any homeowners to join our committee.

Tennis courts –

- Maggie and I met with the contractor to discuss the damages and were assured that the corner of the tennis court will be shored up and grass planted to prevent erosion.
- Send plans from the city to the structural engineer, I took photographs of the corner of the tennis court to send to him. He responded that he saw nothing of concern.
- The original bid from Coastal Plains of \$993 for the city to pay for the damaged windscreen has been updated to cover the entire side of the tennis court for \$ 1959 leaving a balance to replace all remaining DAMAGED windscreens with the balance of \$ 3096 to be paid by the HOA. If **all** windscreens were replaced an additional \$2769.00 would be added leaving a grand total of \$5865. We have another bid from a handyman whose bid is \$945 but we need to verify that both bids are covering same issues.

Pools

- The committee recommendation that we approve the contract with Community Pools was accepted by vote of the board at the October meeting.
- The back of the pool house and the brick wall behind it need work .. Andy was able to repair the brick wall. He is working on the fascia on the bathhouse.
- The pool will likely need to be replastered in the future so when budgets are being planned, that expense needs to be considered. We want to add non-slip paint on the steps around the pool during the off season as well.

Picnic Area

- An electrician replaced the plug at the base of a tree in the picnic area and verified that lights in that area are turned on and off by a sensor. He added a switch in the equipment room of the pool so that the plug will work during the daytime. If anyone needs electricity during the day, please contact me.

Mens bathroom at the pool

- The leak between the clubhouse and the bathhouse on common ground has been repaired. An estimate for electrical work for a light in a tree will be provided. SAWS determined the leak on the drainage side of the home on Big Meadow is definitely the homeowners issue. Thanks to Christy for following up on this issue.

Clubhouse –

1. Have received two bids for repairing, sanding, and resealing and painting the deck. One bid is for \$945 which has been updated to \$1175 to cover all the steps and landings to the concrete. The other is for \$2750.00. A bid was also submitted to add a retaining wall to the two tier planter outside the clubhouse for \$400.00.
2. Several places in flooring need repair.
3. We will work with Christy to decorate the clubhouse for the holidays after Thanksgiving.