

## Mission Trace HOA Board Meeting

January 18, 2022

Directors Present: Owen Seidenberger  
Margaret Priesmeyer, VP, Admin  
Nancy Feagin, Secretary / Grounds  
Brenda Weil, Treasurer / Admin  
Betty Harper, Community Relations  
Karen Vaught, Controlled Access  
Josue Gomez, Engineering

Directors Absent: Antonio Talayero, Co-Chair Grounds  
Jeff Hengel, Amenities

Staff Present: Brisa Pagan, Office Manager

President Seidenberger called the meeting to order at 6:30p.m.

Nancy Feagin Moved to amend the agenda to include in new business: "Appoint new board member, since we received the resignation of a board member, and appoint committee Chairs. Motion was seconded. Motion was adopted.

### **Homeowner Forum:**

- Barrett Schultz voiced concern about the size of the new Outside decal.
- Anita Hopps proposed a book exchange for the lobby of the clubhouse.

### **Minutes**

- Nancy moved to approve the December 21 minutes with the correction of one typo. Motion was seconded. Minutes were adopted.
- Karen Vaught moved to amend the August 17, 2021 Minutes to add: "Board members present: Owen Seidenberger, Maggie Priesmeyer, Betty Harper, Nancy Feagin, Jeff Hengel, Mary Anne Bryan and Nora Fellows." Motion was seconded. Amended Minutes adopted.
- Karen Vaught moved to amend the August 31, 2021 Special Board Meeting Minutes to include: "Members present: Owen Seidenberger, Maggie Priesmeyer, Nora Fellows, Betty Harper, Nancy Feagin, Jeff Hengel, and Antonio Talayero." Motion seconded. Amended Minutes adopted.

### **Summary of email votes since November 16, 2021**

Brenda moved to use the debit card for WIX and Dropbox subscriptions. Motion was seconded. Motion adopted.

Karen Vaught moved to add 12 hours of water to the pond. Motion was seconded. Motion adopted.

## **Committee Reports**

### **Financial**

Barrett Schultz reported that Brisa has done a great job. All C.I.A. generated data has been entered into Buildium. Income t for dec. There is a now a budget comparison that can be used when preparing the next budget. The Balance sheet still has about 5% left to clean up. Most of the data is available to prepare the 1099s. Barrett will reconcile remaining information. Barrett also reported that every expense has a supporting document which is essential for an audit.

### **Administration**

Maggie Priesmeyer reported 4<sup>th</sup> quarter billing was sent by email and by USPS. Assessments can be paid online at missiontracehoa.org. Office Manager Brisa Pagan is updating all homeowner information. Working to put minutes on website. Several resale certificates have been issued. Balance at Broadway Bank is \$154,702.89 and at Frost Bank is \$235,908.26

Maggie thanked Barrett for his many hours of volunteer work involved in compiling a complete set of data.

### **Amenities:**

- Nancy Feagin gave the report. We are having trouble with two pumps. Two of the pumps were replaced in May by ASP, the pool company contracted by CIA. We are trying to determine if some of the parts are in warranty. We don't have the actual invoice from where they were purchased, only what we were charged by ASP. We are not sure we will be able to have the warranty honored. The current pool company is researching in an effort to have the warranty honored.
- The tennis courts are being blown and cleaned on a regular basis.

### **Grounds:**

Nancy Feagin reported:

- Letters have been sent to homeowners regarding noncompliance with Grounds standards. There has been 75% compliance. Additional letters have been sent out this week. Nancy noted that the grounds policy is similar to Architectural in that things change constantly and infractions are addressed as they are noticed.
- Nancy asked residents to submit grounds requests to MTHOA before any alterations area made to common grounds.
- We will ask a handyman to try painting the old exposed white irrigation pipes in an effort to make them less visible.
- The grounds committee will be working on improving the entrance. There has been a lot of damage from the construction on the handicapped sidewalks
- We are still working on urgent tree issues as they arise.
- A large tree that had fallen onto two roofs was previously removed from the roofs, but the large amount of debris was left in place and needs to be removed.
- Nancy Feagin moved to accept a bid from Burluson Trees for \$3,750 to remove the debris. Motion was seconded. Motion adopted.
- Nancy moved to accept the Burluson Trees bid of \$200.00 to raise the branch impeding entry into a garage on Mission Trace. Motion was seconded. Motion adopted.

- Nancy moved to accept the Burleson Trees bid of \$450.00 to remove branches over the clubhouse roof and the clubhouse deck. Motion was seconded. Motion adopted.

### **Community Relations:**

Betty Harper reported that she would have a Newsletter out in the next week or two. Betty asked Previous Co-Chair Maggie Priesmeyer to forward names of committee members so they can be contacted.

### **Controlled Access:**

Mary Anne Bryan resigned from the Board and consequently from this Committee on Sunday as she is moving to Atlanta. Mary Anne dropped off some bags of records at the office. No report. Karen Vaught took Hangtags and tickets to the guard house and gave them alternate contact information in the interim.

### **Engineering:**

Karen Vaught reported:

- Added 10 hours of water to the pond.
- There is a short list of sidewalks to be repaired.
- The City will stake off the area off Vance Jackson where vegetation will be removed prior to proceeding with the drainage project. The project itself will not begin for 5 months.

### **Architectural Review Committee**

- Chair Minton Newman submitted a report of requests and their status.
- The committee is working on a form to report noncompliance issues.
- Nancy Feagin requested a list of members of the committee and their email addresses be reported to the MTHOA Office.

### **NEW BUSINESS**

- Discussion on updating the resident directory was tabled for further legal opinion.

Clarification on Office Policies:

- Cash is not accepted at Mission Trace.
- Reimbursement request forms are available and must be submitted prior to reimbursement.
- Bank signature cards will be updated.
- Two signatures are required on all checks.
- Buildout "read only" access will be granted to Board members.
- All Community wide emails must originate in the office.
- All communication from the HOA Attorney must CC the President, Vice President and Secretary.

Karen Vaught moved to authorize not more than \$150.00 for a combination lock for the Office door. Motion was seconded. Moved to amend the motion to authorize up to \$300 to include internet

connectivity to track activity. Motion to amend was seconded. Motion was approved. The amended motion was adopted.

Brenda moved to increase the hours for the Office Manager to three (3), eight hour days. Motion was seconded. Motion adopted.

Nancy Feagin nominated Josue Gomez to fill the new vacancy on the Board. Nomination was seconded. Josue was elected.

Nancy Feagin nominated Karen Vaught to Chair the Controlled Access Committee. Nomination was seconded. Karen was elected.

Nancy Feagin nominated Josue Gomez be appointed to Chair the Engineering Committee. Nomination was seconded. Josue was elected.

Discussion about the recent death of the resident swan. Discussion about replacing the swan ensued. Additional planning will need to occur before any action is taken.

### **Old Business**

Karen Vaught Moved adoption of the Architectural Standards as provided. Motion seconded. Standards were adopted.

Karen Vaught moved to recess the Open Board Meeting at 7:43 p.m. and reconvene in Executive Session. Motion was seconded. Motion adopted.

### **Summary of Executive Session**

President Seidenberger called the meeting to order at 7:45p.m.

Delinquencies dropped from \$63,000 to \$47,000. Attributable to several factors; access to online payment, clarification of who to pay, additional delinquent notices were added to the mailed statements.

Nancy Feagin moved to forgive a \$25 late fee for a homeowner who does not have email and did not receive a notice of the change from 30-day grace period to a ten day. Motion was seconded. Motion Adopted.

Meeting was adjourned at 8:44 p.m.

Minutes Approved February 16, 2022

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Nancy Feagin, MTHOA Secretary