

**Mission Trace HOA  
Executive Session/ Board of Directors Meeting Minutes  
December 12, 2023, 6:30 pm  
11333 Mission Trace Clubhouse**

**Executive Session:**

**Members Present:**

President Bob Ray, VP/Engineering- Suzanne Elliott, Amenities – Betty Harper, Community Relations – Janet Riley, Grounds – Nancy Feagin, Interim Secretary – Thomas Crosier

**Member(s) Absent:**

Barrett Schultz – Treasurer, Architectural Compliance/Home Maintenance - Mauricio Tafoya

Executive Session was called to order at 6:30. Quorum was established. An update on outstanding balance amount and past due accounts was given.

Executive session was adjourned at 6:59 p.m.

**Open Session**

**Members Present:**

President Bob Ray, VP/Engineering- Suzanne Elliott, Amenities – Betty Harper, Community Relations – Janet Riley, Grounds – Nancy Feagin, Interim Secretary - Thomas Crosier, Architectural Compliance/Home Maintenance - Mauricio Tafoya

**Member(s) Absent:**

Barrett Schultz – Treasurer

Open Session was called to order at 7:07 pm. Board members were introduced, and a quorum was established. HOA President Bob Ray welcomed homeowners and read the ground rules for the board meeting.

Nancy Feagin mentioned 2 spelling corrections that needed to be made to the November minutes. Motion was made by Betty Harper to approve as corrected, with a second from Janet Riley. Motion passes to approve November minutes as corrected.

## Board Member Reports

**Amenities:** Betty Harper – Locks have been put on the pool gates for security reasons. A key will be provided to Community Pools when they clean the pools. No other keys will be given out unless authorized by Betty Harper. Locks have also been put on the electrical boxes at the tennis courts. Mrs. Harper is currently getting bids to work on/ possibly replace the lights at the tennis courts. They range from \$6,000 - \$12,000. She is also getting bids to replaster the pools. Once she receives all the bids, she will present them to the board. The new signs for the pool rules are still being worked on and will be ready before the season starts. Mrs. Harper is also getting bids to replace the toilet in the men's bathroom at the pool. The cost for that repair will be over \$1,000 due to the fact that the toilet is mounted on the wall.

**Community Relations:** Janet Riley – President Ray congratulated Ms. Riley on the success of the HOA Christmas Party. Ms. Riley thanked the members of her committee for all their help. Thomas Crosier reported that over 50 toys were collected with the Toys for Tots drive and would be distributed to 23 families. President Ray asked that this be noted in the minutes and would like to see the toy drive included again next year.

**Controlled Access:** Thomas Crosier – The issues with the barrier arms at the gate seem to have been rectified. Christy Mason has been working to get bids to repair or replace the tire strip (aka tiger teeth) at the exit side of the gate. There is no update on adding security cameras.

**VP/ Engineering:** Suzanne Elliott - \$200,000 of the reserve funds have been moved to a short term Frost Bank CD in order to earn more interest. Ms. Elliott recommended that the pond committee do the same. Ms. Elliott is working to get updated quotes to replace the handrails on Hollow Tree. She is working with the homeowner to include him in the design. Once all 3 bids have been received, they will be presented to the board. Bids are also being obtained to replace the handrails and decking at the home on Mission Trace, just down from the clubhouse. Ms. Elliott has also been working with Christy Mason and Barrett regarding some checks that were recently lost in the mail which could be mitigated with electronic payments.

Nancy Feagin asked about the payment for the new pond fountain and why that payment wasn't reflected in the balance on the pond fund. Ms. Elliott asked Mrs. Mason to verify that payment was deducted from the correct fund.

**Grounds:** Nancy Feagin – President Ray thanked Mrs. Feagin for the wonderful job with the Christmas decorations at the front of the neighborhood and outside the clubhouse. Mrs. Feagin began her report by asking for input on the handout she passed out at the November board meeting regarding verbiage on the tree work section of a new ground contract. Suzanne Elliott gave several recommendations on things that need clarification for the new contract agreement. Specifically clarify when planting is done in the subdivision, since an item of confusion in the existing contract indicates Greens provides seasonal plantings. Mrs. Feagin stated that we buy the plants and/or mulch and the landscapers do the planting, If the landscaping company buys the plants, we reimburse them. The \$13,000 per month we pay the current landscaping company is all for labor.

Mrs. Feagin is still working with a company to get the correct font to redo the letter "M" for the front wall.

**Architectural Compliance/Home Maintenance:** Mauricio Tafoya – Mr. Tafoya has asked Christy Mason to assist in composing letters to homeowners from his two previous list that address maintenance or architectural attention. Minton Newman has provided mockup letters for reference. There was discussion as to how the letters are going to be sent to the homeowners. It was agreed to send the first letter via email with read receipt and 1<sup>st</sup> class mail.

**Break at 7:40**

President Ray explained to homeowners present at the meeting that this board asked for Executive Session to begin at 6:30 and the Open Session to begin at 7 p.m.

President Ray appointed Thomas Crosier as Interim Secretary, with official vote to be held at the January Board Meeting. Nominations for the open Controlled Access Chair will be presented and voted on in January as well.

**New Business:** An increase in the clubhouse rental fee was presented to the board. The cost of the foundation repairs, cleaning after events, and utilities cost were all taken into consideration during the discussion. A motion was made by Thomas Crosier to increase the rental fee to \$200 for a 2-hour period and \$25 per hour for each additional hour. The deposit would remain at \$250. The discussion continued and the motion was amended to \$200 for 4 hours and \$25/hour for each hour over 4 hours with a cap of \$400. The rental time would occur on the same calendar day. The deposit would remain at \$250. Betty Harper seconded the motion and it passed unanimously with Nancy Feagin opposing.

The annual renewal of Outside Parking Decals is coming up in January and Mrs. Feagin wanted to bring it to the attention of the board that is upcoming. During the discussion, it was requested that Mission Trace be removed from the decal. The subject was tabled until January.

Nancy Feagin brought up that there are many tree lights that are out and need to be replaced. Mrs. Feagin will get the addresses of the areas and pass to Suzanne.

President Ray would like to start forming the Nominating Committee for the next board elections. This will be discussed further at the January meeting,

Thomas Crosier asked if the HOA gave Christmas bonuses for the guards. The HOA does not give contractors Christmas bonuses, but the homeowners are welcome to give them something if they would like to.

Betty Harper made a motion to give a Christmas Bonus to Andy, the handyman and Christy Mason, similar to last year. After discussion, the motion was amended to the amount of \$300 each and seconded by Thomas Crosier. The motion passed unanimously.

**Homeowners Forum:**

Karen Vaught inquired as to the best way to contact board members via email. She mentioned that the website has the office email address for many of the board members. It was explained that many board members use their personal email address and those are not posted on the website. Emails sent to the office for board members are forwarded to the appropriate board member.

Al Mozisek brought to the attention of the board that the guard house needs repairs. President Ray and Suzanne Elliott stated they would take a look at the building and see what needs to be done.

Patrick McCraw stated that with raising the clubhouse rental fee, it could look like the HOA will begin to turn a profit. Thomas Crosier explained that with the cost of repairs and maintenance for the clubhouse, we would not be making a profit.

Motion was made to adjourn the meeting at 8:25. The motion was seconded and passed unanimously.

Approved as written/~~corrected~~

Date: *January 9, 2024*