

**Mission Trace Homeowners Association  
Board Meeting  
August 17, 2021**

Meeting began at 6:30pm after a quorum was established.

**Homeowners Forum** - Maria Karlis invited every resident to the Meet your Neighbors Breakfast in the Park event. There will be breakfast tacos, donuts, and coffee from 9-11am on Saturday, August 21, 2021. Maria stressed that Board members should make every effort to attend.

Questions about having Zoom meetings were raised as well as in person. We will examine the feasibility.

Karen Vaught thanked the new board for their transparency like keeping the blinds open in the office.

**Controlled Access:** Mary Ann Bryan reported she is taking back after CIA as they did not enforce our parking rules. that there is now a new lock on the back gate. She will begin using paper tickets and asked for volunteers for her committee.

**Engineering and Community Relations:** Nora asked about budget dollars for the Engineering committee as the entire board is aware that a new budget is necessary as we transition back from CIA. Nora also promoted the Breakfast in the park.

**Amenities:** Jeff Hengel is relying on help in writing the RFP for pool maintenance. The electric boxes by the tennis courts will need bids.

**Grounds:** Nancy Feagin reported that her committee met last week and that the grounds are looking better. In addition, her committee recommended that letters be sent to several residents regarding removal of items like roof tiles, tables and chairs, etc. on common ground by September 1. Mission Trace has always been and was intended to remain a natural community. Permission must be granted for individual residents to plant and maintain trees, plants and shrubs they want as additional costs are incurred by the grounds crews to accommodate these items. Andy is and has been taking care of the poop stations every Monday and we must pay him for time since early June. The City will do a one-time pickup for the dead debris from the storm damage. Green will use rain days to assist at no additional cost. 12-14 dead trees throughout the community have to be removed. We have two bids now.

**Architecture:** Owen stated that a board member cannot chair the Architecture Committee nor be a member thereof effective September 1, 2021. Nor can a family member of a board member be on the ACC committee. Our committee met last evening. Betty stated that she is resigning effective August 31 as Architectural Chair to comply with the new Property Code laws. Betty nominated Minton Newman for the new Architecture Chair. Maggie Priesmeyer seconded the motion. The board voted to approve Minton as the new ACC chair effective September 1, 2021.

Due to numerous complaints from residents about CIA not replying to questions and concerns, Betty reported that she asked CIA to send all architectural issues to her last month. She provided a spreadsheet with issues she has been handling since then. Betty brought the issue of wiring surrounding the roof of a home without bulbs that a resident brought to her attention. CIA had written a letter demanding that the wiring be removed. The Architectural Committee recommended that we allow the wiring to remain if bulbs are put in only during the holidays – not a religious issue.

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Betty moved that the committee's recommendation be approved. The motion was seconded by Nancy Feagin. The board voted to accept the committee's recommendation.

No Management Report or Financial Report – Owen just received the box from CIA this evening.

**Administration:** Maggie Priesmeyer reported that she has been working with CIA on pay runs. We had issues with the landscape company, the pool company, and the porter service. The porter service billed us for more days than they were actually here. We were invoiced for \$1,125.00; we negotiated a settlement with the Porter Service of \$875.00. Invoices for the pool company, ASP, were originally \$5,574.80; we negotiated a settlement with ASP for \$2787.46. WLE, the grounds company, invoiced us for \$18,416.39; we negotiated a settlement for \$8,068.13. And all together the Board saved the community \$13,385.70

As to the office phone - CIA has now been cut off. Press two for the Mission Trace office. The message will be changed soon as well.

An email vote to approve Cincinnati Insurance to cover Mission Trace passed. Owen hand delivered the check to the insurance company.

Our former law firm, RMWBH, resigned and the board voted to accept their resignation. A motion was made by Betty Harper to accept Mike Thurmond as our new attorney. The motion was seconded by Maggie Priesmeyer. The board members voted and the motion passed.

**New Business:** Betty moved that we spend up to \$1000 to get a new web site up and running to meet the states deadline to post the new and changed Property Code laws on our website. Nancy seconded. Betty has already paid him about \$350.00. The board voted to approve.

**Data verification:** Betty moved that we hire a highly recommended team of two accountants to analyze and verify data returned from CIA for an hourly fee of up to \$80. Up to \$500 is approved. They will provide an estimate of hours necessary within the next few days.

The legal documents required for Mission Trace as required by law to be posted on our web site by September 1 are being handled by Mike Thurmond. Nancy moved to have a special meeting on September 26 at the clubhouse to discuss the changes. Zoom could be included if someone will help with the technical details. Maggie seconded the motion. The board voted and the motion passed.

Nancy reported on her Task Force to find a part-time office manager. Owen stated that Mike Thurmond told him that many homeowners associations could not find anyone who wants to work. Mike suggested that since things are getting more litigious, that we look into a semi management company that will work with us to comply with all regulations. Alamo Management and Diamond Management are two small local companies in that category. These companies could do our accounting and paperwork to ensure we don't incur fines. Mike has only two HOAs that are self-managed and those two cause the most problems.

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Vandalism issue was discussed. We cannot at this time determine who the culprit(s) are. At least two incidents have occurred. Cameras may not be helpful because we must be cautious about how the cameras are aimed. Owen is looking into trying to purchase a used "*How Fast Are You Going*" machine. For numerous parking violations, one option may be putting a "*boot*" on the offending vehicle.

**Regular meeting adjourned at 7:35pm.**

**Executive session began at 7:40pm**

Collections No report available.

Automatic payments need to be sent up for Door King and others.

Property code – CIA's Mark Biggs drove through Mission Trace and sent letters. Mr. and Mrs. Name called regarding a letter. Betty took care of this issue. No communication to us about these.

Resale certificates. The seller is charged a fee. CIA charges a fee and then they charge us \$70.00.

Gate damage by Mr. DePena was discussed. A bill will be sent to Mr. DePena. Total bill was just over \$1700.00 but Mr. DePena's portion is significantly less.

Owen reminded us that Cincinnati insurance premiums are now paid on an annual basis which saves us some money.

The Executive session was adjourned at 8:05 p.m.