

Mission Trace HOA Board Meeting

November 16, 2021

Directors Present: Owen Seidenberger
Margaret Priesmeyer, VP, Admin, Community Relations
Antonio Talayero, Treasurer
Betty Harper, Secretary (by Phone)
Nancy Feagin, Grounds
Brenda Weil, Admin, Community Relations
Mary Anne Bryan, Controlled Access
Karen Vaught, Engineering

Directors Absent: Jeff Hengel, Amenities

Staff Present: Brisa Pagan, Office Manager

President Seidenberger called the meeting to order at 6:32p.m.

Vice President Priesmeyer introduced Brisa Pagan, the new MTHOA Office Manager

Summary of email votes since October 19, 2021

Karen Vaught moved to change the MTHOA fiscal year to April 1, through March 31. Motion was seconded. Motion Adopted.

Karen Vaught moved that within 48 hours of passage of this motion, MTHOA repay \$50,000.00 from the Broadway Bank Operating Account to the Frost Bank MR&R Account. Motion was seconded. Motion Adopted.

Approval of Minutes: Karen Vaught moved approval of the October 19, 2021 Minutes with the correction to change "Armstrong Vaught" to "Armstrong Vaughan". Motion was seconded. Minutes approved as corrected.

Draft Minutes of the October 18, Special Board Meeting were not available.

Committee Reports:

Amenities:

In the absence of Jeff Hengel, Nancy Feagin presented the Amenities Report.

- An RFP for the pool contract is being developed. In the meantime, the current service provider is doing a good job at a reasonable price.
- The Pool is officially closed for the season.
- Pool Key distribution will be turned over to the Office Manager.

- Question as to whether the electrical work at the tennis courts was completed. This will be verified before sending payment.
- The grounds crew will blow tennis courts on Mondays.
- Clubhouse deck had loose boards which were repaired by a volunteer. The deck was last stained in 2018. It is fading and shows signs of wood decay.

Grounds Chair Nancy Feagin reported:

- **Grounds:**

- There is a new grounds crew foreman who has divided the neighborhood into 4 sections and is finalizing the work schedule for these areas.
- The pond aerator compressor needs replacing. Solitude Lake Maintenance provided a bid of \$1201.96. Other companies contacted declined to bid in the absence of a regular monthly maintenance contract.
Nancy Feagin moved to accept the \$1201.96 bid from Solitude Lake Maintenance. Motion was seconded. Motion Adopted.
The company will be notified in January and the cost will come from the MR&R Account.
- A second request to install a permanent generator on common ground has been received. There is currently no policy regarding this. This will be referred to the ARC and the HOA Attorney.
- Grounds crew removed rocks and dirt from an area which has historically had large amounts of mud wash over sidewalks after heavy rains. This has corrected the problem so the crew will apply this practice to other areas suffering the same problem.
- The slope above the adult pool, which had most of the vegetation removed, has had mud wash downhill into the pool area during rains. A member of the committee will provide Purple Star plants for this area in an effort to prevent further erosion.
- Christmas lights at the entrance drew criticism last year because there were both cool and warm white lights used. There are enough cool lights to wrap a few trees at the entry. Most of the decorations were improperly stored and are unusable. A committee member will donate material for garlands at the front. Volunteers will decorate the entry the weekend after Thanksgiving.

Administration:

- Co-Chair Margaret Priesmeyer recognized and thanked Barrett Schultz for the long volunteer hours he has put in updating Buildium. Barrett has entered all transactions that occurred since August 15 through October 31. Brisa is assisting

with the entry process as she will be taking over entering the accounting transactions into Buildium.

- Barrett explained that we started using Buildium 5 years ago and it contains all our accounting history except the 6 months (March 2021-August 15, 2021) we were under CIA management. Barrett will be manually inputting this information into the Buildium System. Approximately 980 pages of information must be input to have a complete record. Barrett estimates that it will take approximately 120-160 hours.
- Barrett ran some preliminary financial statements, the income statement and budget vs. actuals and gave a brief explanation of both.
- The website is up and available to the public. MTHOA information as well as the owner portal which accesses epay, autopay and owner ledger can be found at – missiontracehoa.org
- The \$50,000 loan from MR&R has been repayed.

Community Relations:

Co-Chair Margaret Priesmeyer reported Co-Chair Brenda Weil, Mike Fellows, Maria Karlis, Kathleen Lindeman, Owen Seidenberger and Mary Shearer attended the last CR meeting. A scaled back Christmas party was planned for December 11, 2021, from 6:30 – 8:30p.m. An eblast invitation was sent to the neighborhood with details. Food will be served from the kitchen. Servers will wear masks and gloves and all guests are encouraged to wear masks when not eating or drinking. Committee volunteers will put up decorations and lights at the clubhouse.

Margaret Priesmeyer moved approval of no more than \$1,000 for the party. Motion was seconded. Motion adopted.

A newsletter should be out in January.

A spring event is being considered.

The next Community Relations meeting is November 21, 2021.

NEW BUSINESS

Updated Architectural Standards

The HOA Attorney advised that Mission Trace create a policy for the Architectural Review Committee (ARC). A proposed Policy was emailed to Board members earlier and copies were passed out at the meeting.

Karen Vaught moved adoption of the attached Architectural Review Committee Policy. Motion was seconded. Motion Adopted.

Attached proposed changes to the Architectural Standards were reviewed. Chair of the ARC stated that he had also sent proposed changes, but they were only sent to the Officers. The rest of the Board had not seen the proposed changes so discussion on the proposed changes was postponed to the next Board meeting.

Clubhouse Rental Agreement

Karen Vaught moved to change the charge for Clubhouse rental to \$150 from \$175 with the provision that the use of glitter or confetti adds an additional \$50 charge. Motion was seconded. Motion adopted.

Discussion on continued efforts to obtain a credit or debit card.

Karen Vaught moved to recess the Open Board Meeting at 7:50p.m. and reconvene in Executive Session. Motion was seconded. Motion adopted.

Summary of Executive Session

President Seidenberger called the meeting to order at 7:55p.m.

Update on Collections. 1 homeowner has resumed making quarterly assessment payments with the understanding that the balance due will be paid in full soon.

The position of Secretary was vacated and will be filled at the next regular Board meeting.

Status of roof lawsuit remains unchanged.

Meeting adjourned at 8:20p.m.

Minutes Approved on December 21, 2021



Nancy Feagin, MTHOA Secretary