

Mission Trace HOA Board Meeting

December 21, 2021

Directors Present: Owen Seidenberger
Margaret Priesmeyer, VP, Admin, Community Relation
Betty Harper, Secretary
Jeff Hengel, Amenities
Nancy Feagin, Grounds
Brenda Weil, Admin, Community Relations
Mary Anne Bryan, Controlled Access
Karen Vaught, Engineering

Directors Absent: Antonio Talayero, Treasurer

Staff Absent: Brisa Pagan, Office Manager

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

Homeowner Forum:

Gonzo Cortinas spoke about oversize vehicle parking.

Maria Karlis spoke about last Grounds Meeting and new Grounds Policy.

Karen Vaught Moved to amend the Agenda by adding "Appoint Secretary and appoint Treasurer" under new business. Motion was seconded. Motion adopted and Agenda amended.

Draft Minutes of the Special Board Meeting on October 18 were not available. Betty Harper will send these for an email vote.

Nancy Feagin moved approval of the November 16, 2021, Minutes as printed. Motion was seconded. Motion approved.

Summary of email votes since November 16, 2021

Nancy Feagin moved approval of a \$925.00 bid from Burleson Trees for removal of tree leaning against the pergola at 11802 Mill Pond, and removal of the dead tree in the drainage ditch at Mission Trace and Open Meadow. Three bids were received, and Burleson was the lowest. Motion was seconded. Motion was adopted.

Committee Reports

Amenities:

Jeff Hengel reported nothing new since the last meeting.

Grounds:

Nancy Feagin reported:

- The tree at 11802 Mill Pond was removed today, as well as the dead tree in the drainage ditch at Mission Trace and Open Meadow.
- MTHOA is still only performing urgently needed tree work.
- Twelve letters have been sent to homeowners requesting removal of items in violation of the published Grounds Policy. Additional letters are ready to be sent, pending Office Manager availability.
- There is a new foreman, Robert, on the grounds crew.
- Solitude Lake Management repaired the diffusers, cleaned out the control box, and replaced the compressor. The three aerators now are working properly.

Community Relations:

- Co-Chair Margaret Priesmeyer recognized and thanked the many people who helped with the Holiday Party. She reported a good turnout, and everyone had a good time. There was feedback suggesting an earlier start next year and Margaret said that would be incorporated. All homeowner input and suggestions are welcome.

Administration:

Co-Chair Margaret Priesmeyer reported that the Office Manager Brisa Pagan continues working with Brenda Weil on MTHOA matters.

Controlled Access:

Mary Anne Bryan reported that a committee meeting had been held after several months. A draft revision to the current Parking Policy was provided and discussed. The committee members present helped organize tickets. Dr. Bryan discussed using Buildium to manage tickets. Committee members will meet at the Clubhouse January 8, to distribute 2022 Outside Parking Decals.

Engineering:

Karen Vaught reported that an electrician had been hired to replace the nonfunctioning GFCI outlet at the HOA entrance. The current outlet was for

indoor use only. The electrician responded quickly, added a photocell to the circuit, and the cost was reasonable. Karen requested all Board members and residents to report any electrical concerns to the Office so that a list can be compiled. We will schedule several small repairs at once to obtain the best price.

Financials

Barrett Schultz reported that he has completed entering CIA data through April 2021, and needs to complete May, June and July. He is annotating all entries that originated with CIA for clarity.

Barrett requested all invoices from Execupay to determine if we were overcharged for the months when the Execupay account was frozen.

The November Broadway Bank (Operating Account) statement showed a balance of \$132,742.

Nancy Feagin moved to pay the overdue \$10,000 invoice from Green Landscaping for tree work performed in July. Motion was seconded. Motion adopted.

Nancy Feagin asked for clarification on who would be filing the required 1099s with the IRS. This is still pending.

Brenda Weil reported that the January 2022 HOA email statements were delivered today. Paper statements will be mailed within the next few days. An additional notice will be enclosed with delinquent accounts.

NEW BUSINESS Proposed Architectural Policy

Minton Newman presented a detailed proposed Architectural Policy. Much discussion resulted in a request to define standards for gates. A request was also made to define standards for permanent generators. Minton agreed to address these concerns and present a revised Policy at the next meeting.

Nancy Feagin nominated Brenda Weil for Treasurer and Antonio Talayero as CoChair of Grounds. Motion adopted. Brenda Weil assumes Office of Treasurer. Antonio Talayero assumes Co-Chair of Grounds.

Al Mozicek raised a point of order that Appointment of Officers was not on the Agenda. Nancy Feagin pointed out that the Agenda had been amended at the beginning of the meeting.

Karen Vaught nominated Nancy Feagin for Secretary. Motion passed. Nancy Feagin assumes Office of Secretary.

Nancy Feagin nominated Betty Harper as Chair of Community Relations. Motion passed.

Margaret Priesmeyer announced that she would relinquish her position as CoChair of Community Relations.

Brenda Weil announced that she would relinquish her position as Co-Chair of Community Relations,

Karen Vaught nominated Brenda Weil as Chair of the Budget Committee. Motion passed.

Betty Harper is researching a Cleaning Service for the Clubhouse.

Nancy Feagin announced that Andy Fileteo has been hired to perform simple handyman tasks.

A search should be performed to locate a handyman service that can perform more complicated tasks on an as needed basis.

Mary Anne moved approval to purchase 100 new automatic RF decals, there are 30 remaining. The cost is \$1300, plus shipping. Motion was seconded. Motion adopted.

Old Business

There was no Old Business brought forward.

Karen Vaught moved to recess the Open Board Meeting at 8 p.m. and reconvene in Executive Session. Motion was seconded. Motion adopted.

Summary of Executive Session

President Seidenberger called the meeting to order at 8:05p.m.

Update on Collections: Several homeowners have made online payments for delinquent assessments. Other homeowners have paid delinquent accounts by check.

The Board voted to forgive late fees for the October 2021 billing cycle due to much confusion and lack of online payment options.

Meeting was adjourned at 8:44 p.m.

Minutes Approved January 18, 2022



Nancy Feagin, MTHOA Secretary