



PRAIRIE TRACE

Homeowners Association

NOTICE OF ANNUAL MEETING: The annual meeting of Prairie Trace Homeowners Association will be held at 6pm on December 3, 2023, at 5440 SW 37th St, Topeka, KS 66614. The following items will be on the agenda for the meeting:

BOARD MEETING AGENDA

Call to Order

Roll Call

President: Chad Swift

Vice President: Jenna Domann

Treasurer: Todd Lowe

Secretary: Adrienne Miller

Members-at-large:

Margaret Ford

Aaron Alexander

Valerie Williams

I Approval of Last Meeting's Minutes

II Voting for Board Positions

A) Nominations

B) Voting

III Presentation of Reports

A) Treasurer's Report

B) Committee Reports

i) Architectural Committee (C Swift, J Domann, A Miller)

ii) Welcome Committee (A Miller)

iii) Holiday Committee (M Ford)

iv) Pool Committee (C Swift)

C) Violations Report

IV Old Business

A) Website & social media updates

B) New Camera System (installed)

C) Pool Heater (repairs)

D) Pool Fobs (proprietary)

V New Business

A) Open Comment (Members who wish to speak will have 5 minutes each to voice concerns)

B) 2024 Budget (additions e.g. computers, website)

C) New Policies (vote on approval – available at www.prairietracehoa.com)

i Architectural Approval Procedure

ii Covenant Enforcement Guideline

D) New Lawyer

E) Dues amount

F) Updates

i) Owner Contact in SN

ii) Signed Documents

iii) Unified workplace, calendar, emails, phone number

iv) Solar Panels

v) Publish SOPs & SOGs on website

VI Adjourn

PTHA

3353 SW Belle Ave

Topeka, KS 66614