

**Mission Trace HOA
Executive Session/ Board of Directors Meeting Minutes
January 9, 2024, 6:30 pm
11333 Mission Trace Clubhouse**

Executive Session:

Members Present:

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

Member(s) Absent:

Architectural Compliance/Home Maintenance - Mauricio Tafoya

Executive Session was called to order at 6:31 pm. Quorum was established. An update on outstanding balance amount and past due accounts was given.

A motion was made by Suzanne Elliott to charge homeowners who are sent letters of past due balances \$2 for first notice letters sent via regular postage and \$10 for certified letters. The motion was seconded by Thomas Crosier and passed unanimously.

Discussion was had regarding the feral cats.

Executive session was adjourned at 6:52 p.m.

Open Session

Members Present:

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

Member(s) Absent:

Architectural Compliance/Home Maintenance - Mauricio Tafoya

Open Session was called to order at 7:00 p.m. by President Bob Ray.

President Ray welcomed homeowners and read the ground rules for the board meeting.

The December minutes were approved as corrected. There were some misspelled words. The motion was made by Nancy Feagin and seconded by Betty Harper.

There were no decisions made between board meetings.

Officers & Committee Reports

President: Bob Ray - President Ray thanked Suzanne Elliott for all her hard work for the HOA. He also thanked everyone who took down the Christmas decorations in the clubhouse and Grounds areas and put them away. President Ray reminded everyone that if the power goes out with the possible winter weather coming in, the gate arms should still work since we replaced the battery backup recently.

Vice President/Engineering: Suzanne Elliott – VP duties: Worked in the office this past month collecting and going through the mail.

Engineering report: Engineering report: The clubhouse foundation repair was pushed back due to rain but took place Jan 4. We passed the hydro testing for the plumbing. The bracing of the building at the end with the fireplace with installed piers which required 20-24 feet to reach bedrock. The Baird engineer certified the foundation for warranty and the chimney is no longer a safety issue. There are still items requiring cosmetic repair, brick caulking both inside and out as well as drywall cracks and flooring problems with the under surface from the old fireplace conversation pit remodel creating biggest issue. Still looking for pictures of the old set-up. Testing on all the windows and doors still needs to be done prior to cosmetic work being considered.

President Ray asked the homeowners to look at the flooring in front of the fireplace during the break. The flooring is lifting, was happening before the lifting of the foundation. If the floors were redone, they could be leveled, and it would also be a good time to put in a concrete ramp to make the building handicap accessible.

Repairs for the guard house were briefly discussed. The main concerns are painting and some possible electrical issues. There is a breaker that kept tripping when the Christmas lights were plugged in.

Update on Bylaws: Out attorney is reviewing them and will make sure they match what is required by Texas law.

Update on Hollow Tree handrails: All 3 bids are the same regarding cost, approximately \$3,000. Ms. Elliott is working with the homeowner to select the vendor. Ms. Elliott made a motion to approve one of the 3 equivalent bids at a cost of \$3,000 for new handrails on Hollow Tree. The motion was seconded by Nancy Feagin. Motion carried.

Road in front of the clubhouse: There is a dip in the road next to the dam in front of the clubhouse. It is obvious there is a drainage problem that needs to be repaired. It will need to be dug out and more infrastructure put in place underneath the sunken area. Barrett Schultz stated that there was a major leak at that area several years ago that SAWS repaired and fixed the road. Mrs. Elliott will investigate and attempt to get SAWS to fix the area. Betty Harper will look through the old minutes to find more information to provide to Ms. Elliott.

Secretary: Thomas Crosier- He has been working on having RF decal forms available at the gate. He is going to work with the Controlled Access chair to help make a smooth transition.

He will be working with Christy to help residents with accessing the Buildium homeowner's portal for them to pay their quarterly assessments.

Treasurer: Barrett Schultz -

Review of December 2023 Account Balances

Balance in Broadway Checking – \$97,000
Broadway CD \$200,000 – matures 2/13/24
Balance in Frost Reserve – \$87,529
Frost CD - \$90,000 – matures April 2024
Balance in Frost Bank Pond Fund - \$111,000

The focus this month has been on getting 1099s out to our vendors by the end of January.

Nancy Feagin asked if the new fountain for the pond was paid for out of the Pond Fund since the balance on the pond fund account doesn't reflect that payment. Mr. Schultz will double check.

President Ray asked Mr. Schultz if the HOA has been keeping up with inflation. According to Mr. Schultz, we are not and should vote on an assessment increase of 3% in March. He also suggested that we look at possibly putting a larger increase on the ballot for the annual meeting. Thomas Crosier recommended adding the cost of all the upcoming repairs into the budget for the upcoming fiscal year and having a one time increase of more than 3%.

Amenities: Betty Harper – Estimates are being requested to replaster the pool. Mrs. Harper made a motion to repair the men's toilet in the pool area bathroom with a maximum cost of \$1200, using Armenda Plumbing. Janet Riley seconded the motion. After discussion, the vote was tabled until February since the repair wouldn't take place until March. It was also suggested that Mrs. Harper get one more bid from the plumbing company that did the hydrotesting with the chimney repair.

Mrs. Harper made a motion to have permanent Pickleball lines professionally painted on one of the tennis courts, not to exceed \$900. Thomas Crosier recommended painting both courts since the temporary lines are a tripping hazard. The motion was amended to do both courts not to exceed a cost of \$1500. The vote was tabled until February so that 3 bids can be obtained.

Community Relations: Janet Riley – No report. There are no upcoming events.

Controlled Access: Bob recommended Betty Harper to take over as Controlled Access Chair. The motion was made by Thomas Crosier for Mrs. Harper as Controlled Access Chair and for Mrs. Harper and Janet Riley to co-chair Amenities. Suzanne Elliott seconded the motion.

Mrs. Feagin is concerned about the parking issues. The parking rules have not been enforced lately and people park in their driveways and overnight without hangtags. President Ray acknowledged that everyone knows parking is an issue and will take awhile to get under control.

Barrett Schultz asked if a notice was sent out to the neighborhood like was discussed and if anyone else had volunteered. No notice was sent to the residents.

The motion was approved with Nancy Feagin abstaining.

Grounds: Nancy Feagin – Limbs were removed from the roof of a home on Mission Trace. Corrections to improper tree trimming needed to be done at another home on Mission Trace. The homeowner will be charged for that expense.

The landscaping contract has not been reworded yet because Mrs. Feagin has not received the written recommendations mentioned in the previous board meeting by Ms. Elliott.

A meeting was held regarding the plan to address the feral cat population. So far 5 feral cats have been trapped, spayed/neutered, and released back into the neighborhood. One was adopted. The cost to neuter a male cat range from \$75- \$100 and to spay a female is \$260. A suggestion was made that an email blast be sent out to the neighborhood asking for donations. Mrs. Feagin will work with Christy Mason on the wording for that email. Karen Vaught has been helping trap the cats and take them to the vet for spaying/neutering asked for assistance in trapping or transporting. She is only able to take 2 at a time. President Ray offered to transport cats.

Brush pickup will take place on Jan 22. An email will be sent to the residents letting them know of the date and locations to bring their brush. Martin Luther King Day will be observed Jan 15, so trash and recycling pick up will be delayed one day. Recycling will occur on Thursday of that week and trash will be picked up on Saturday. A link to the online pick-up schedule will be included in the email.

A homeowner asked if it had been voted on to bring the cats back to the neighborhood. Mrs. Feagin explained that it is a city rule. President Ray recommended the homeowner visit with Mrs. Feagin and Ms. Vaught for further discussion on the process and plan for the feral cats.

Mrs. Feagin provided a lettering sample for the new letter “M” on the front wall. It was discussed and approved by the Grounds committee. It is as close as they could get to match the curls on the other lettering. The font is Monotype Cursive from Microsoft Word. Mrs. Feagin made a motion that the board approve the font for the new letter. The motion was seconded by Betty Harper and approved unanimously.

President Ray asked for a 10-minute break and requested that during the break, homeowners present look at the flooring in front of the fireplace, it will need to be replaced.

Unfinished Business: Outside Parking permits renewals will be reviewed by Betty Harper in the next few weeks.


Nomination Committee: President Ray asked Barrett Schultz and Betty Harper to serve are the 2 board members and asked each to pick a non-board member. The committee needs to be in place by the February board meeting.

Architecture Review Committee: Minton Newman – One request was approved for a new roof. The collapsed wall on Hollow Tree will be fixed by the end of January.

Pond Committee: No report

Homeowners Forum: Ms. Harchut expressed her disappointment that HOA dues will be increased again and likes the idea of it being put on the ballot for the annual meeting to let the homeowners vote on the matter. Suzanne Elliott explained that we are looking into ways to increase revenue. Thomas Crosier explained that the upkeep of all the amenities and common ground costs a lot of money. It was recommended by a homeowner that we look at possibly charging to use the pool or the tennis courts.

Meeting was adjourned at 8:35 p.m. with the motion to adjourn made by Nancy Feagin and seconded by Janey Riley

Approved as written/corrected 

Date: February 13, 2024