

**Mission Trace HOA
Board of Directors Meeting/Executive Session
October 17, 2023, 6:30 pm
11333 Mission Trace Clubhouse**

Executive Session:

Members Present:

President Bob Ray, VP/Engineering- Suzanne Elliott (via TEAMS), Treasurer Barrett Schultz, Amenities – Betty Harper, Community Relations – Janet Riley, Grounds – Nancy Feagin:

Member(s) Absent:

Controlled Access – Thomas Crosier; Secretary- Barbara Mapes; Architectural Compliance/Home Maintenance - Mauricio Tafoya:

Executive session was called to order at 6:39 by President Bob Ray and a quorum was established with VP/Engineer chair, Suzanne Elliott joining via TEAMS. Discussion was had regarding past due accounts and status of compliance letters recently sent out. A motion was made to add \$9.25 to a homeowner's account when a certified letter with return receipt is mailed to them. This charge is to cover the cost of postage to mail the certified letter with return receipt. Motion was seconded and unanimously approved.

Executive session was adjourned at 7:00 p.m.

Open Session:

Members Present:

President Bob Ray, VP/Engineering- Suzanne Elliott (via TEAMS), Treasurer Barrett Schultz, Amenities – Betty Harper, Community Relations – Janet Riley, Grounds – Nancy Feagin, Controlled Access – Thomas Crosier, Architectural Compliance/Home Maintenance - Mauricio Tafoya:

Member(s) Absent:

Secretary- Barbara Mapes

The October Board Meeting was called to order at 7:04 p.m. by HOA President Bob Ray and quorum was established with VP/Engineer chair, Suzanne Elliott joining via TEAMS. President Ray welcomed the homeowners and discussed the ground rules for the board meeting.

Approval of September Board Meeting Minutes:

President Ray pointed out a correction needed to his name in the Executive Session portion of the September minutes. The minutes from the September board meeting were approved as corrected with the Motion being made by Betty Harper and a second by Janet Riley.

Ratification of decisions made between meetings:

The board voted to trim the shrubbery and trim trees along the pond via an email vote. The work has been completed.

During Oct 17, 2023, Executive Session, the motion was made by Betty Harper with the second coming from Janet Riley, to charge the homeowners \$9.25 when a certified letter with return receipt is mailed to them. This charge is to cover the cost of postage to mail the certified letter with return receipt.

Officers Reports

President: President Ray has been coming to the office every day to collect the mail and checks left in the Dropbox.

Vice President: Suzanne Elliott followed up on the interest on CDs to earn a better rate for the MR&R account. Broadway offers 5%, Frost offers 4.95%. Ms. Elliott made a motion to move \$90,000.00 from the MR&R account to a Broadway Bank CD for a 6-month term. It is FDIC Insured. The motion was seconded by Janet Riley. Barrett Schultz stated that he will have questions regarding as to how this will be recorded on the Balance Sheet. The motion passed unanimously.

Kelby Beard, a representative from Baird Foundation Repair, was invited to the Board Meeting to talk to the homeowners and Board members regarding the process of repairing the chimney. The recommendation is to include the back 10 feet or so of the building. Per Mr. Beard, the back of the clubhouse is settling about 9 inches lower than the rest of the clubhouse which is causing the chimney to pull away from the building. He explained to the homeowners the process in how the chimney would be stabilized and reattached to the building, as well as stabilizing the back 10 feet of the area. They would come out once a year to inspect as part of their warranty. Barrett Schultz asked about the possibility of any additional damage to the building when it is lifted. Mr. Beard stated that it won't be lifted the full 9 inches and any cosmetic damage can be minimized. The biggest concern is that pushing the fireplace back in might cause a buckle in the roof line and if that does happen, they would call in a roofer to make sure there wouldn't be any leaks, etc. Mr. Beard explained that the chimney would be held in place by a welded brace. Mr. Crosier also asked if it is better to fix the problem of the chimney or to fix the underlying problem of bringing the entire building up to fix the problem, are we fixing a problem to have another problem. Mr. Beard stated that in his professional opinion, that to stabilize the backend of the clubhouse is the best decision. Mr. Schultz asked if there would be any drilling into the dam and if that would be cause for concern or problems. Mr. Beard didn't think there would be any concern regarding the dam, but they would mark the area in which they would be drilling before

they start. Ms. Elliott asked Mr. Beard to discuss the plumbing testing prior to beginning the project. Once permits are pulled, 2 plumbing tests are scheduled, one before they start and one once the project is completed. The first one is to ensure that there are no current issues with the plumbing, the second is to ensure that no plumbing issues were caused by the repair. Additional questions were asked regarding the stabilization of the chimney and Mr. Beard explained the bolting process. Mr. Ray asked about the rusting of the metal of the bracket, it is galvanized steel. Everything used in the process is galvanized steel. Mr. Beard went over the warranty again, which includes a yearly inspection. The HOA will get a copy of the annual assessment. General maintenance, we need to make sure that any leak needs to be fixed by the HOA. The motion to spend \$15,675 from the MR&R account to repair the chimney in the clubhouse was made by Barrett Schultz and seconded by Nancy Feagin. The question was asked by a homeowner if there would be any sideline expenses after the contract. The variables would be if there was an extension of the work. Mr. Crosier attempted to clarify if there are any plumbing or sheet rock damages. Mr. Beard explained that if we have any cosmetic damage on the interior, the HOA is responsible, but any damage done by the company during repair, they will fix. There maybe some potential added expense to the HOA, President Ray noted that there are some areas that look a bit strange. The name of the engineer is Pack and will be onsite during the process of the repair. No Geotechnical survey is required. Motion passed unanimously. President Ray asked Mr. Beard to send the contract for the HOA to sign, and pointed out that he will only be dealing with Ms. Elliott or himself.

Secretary: No report due to the absence of Barbara Mapes

Treasurer: Barrett Schults - Copies of financials are up to date as of September 30,2023 and available on the back table to homeowners. The Frost Bank account (MR&R) is \$356, 572.32, reconciled with no issues; The Pond Fund is \$100,900.29, reconciled with no issues. The Operating Fund at Broadway Bank is \$129.643.00 less any pending checks that have not cleared or payments that have not been deposited. We are now utilizing iBiz electronic check system from Broadway Bank to pay the bills. If it can be paid via ach, it is. Added the MT PWF account to Buildium so that it appears on the balance sheet, as advised by the auditors Armstrong, Vaughn & Associates, as an asset. The audit results came in this past weekend as a discussion draft, which will all be circulated to homeowners once finalized and approved. Mr. Shultz hasn't had an opportunity to go through all the details. The biggest weakness they found is the items sitting on the balance sheet from CIA. They provided us with adjustment journal entries from 2022 and 2023 that will be reviewed and adjusted to clean up the balance sheet. Once that is taken care of, on the recommendation of Armstrong, Vaughan & Assoc, the financials will be in the best shape they have been in 4-5 years, according to Mr. Schultz. Another 4-6 weeks to get audit completed and signed off. Mrs. Feagin asked about the "water for grounds" entry on the budget and where that water is coming from. Mr. Schultz explained that there are 5 meters for water on this property and it all goes into one area. President Ray interjected to see if items need to be relabeled. Mr. Schultz said that things can be relabeled at budget time, but this is how things were originally set up. Mrs. Feagin also asked a maintenance contract line-item discrepancy, Mr. Schultz offered to get her all the amounts going into the line item.

Mrs. Feagin asked how Guard Contract is over budget, Mr. Schultz stated that there are variables to consider, and he can sit down with her to explain. Mrs. Feagin asked to see the whole budget that was put together on April 1. President Ray asked if she is suggesting that there be a breakdown of water.

Mrs. Feagin stated that it used to be that way and added that you can't effectively manage a budget if items are not appropriately labeled.

No questions from the homeowners.

Reports from the Board of Directors

Amenities: Betty Harper – The tennis court windscreens have been replaced and fixed. The tennis court lights are still not working properly. Mrs. Harper is having a hard time getting bids from companies, as some are not returning her calls. Some of the companies we used to use for this work are not long in business or doing this kind of work. She was able to obtain one bid for just over \$16,000 and will keep trying. The pool will close November 1, 2023, so that it is open for the Halloween Happenings event. The pool signs are still being worked on. The city has strict guidelines. President Ray has agreed to work with the committee to get wording of the rules on the signs down so that it is a reasonable size and meet the city guidelines. Once the pool closes, Andy will work to fix the leak in the toilet at the men's bathroom of the pool area. If he cannot fix it, Mrs. Harper does have 2 bids to replace the toilet, however, since it is anchored to the wall, it will be expensive to replace. One bid is just over \$1,000 and the other is \$1,300. Mrs. Harper thanked Suzanne for getting the bid to repair the chimney at the clubhouse, as that was a concern for a while. Mrs. Harper is concerned that the pool is going to need to be replastered, as well as the tennis courts resurfaced. She will work to get bids on each project. Mrs. Feagin agreed that the pool is going to need to be done and looks worse than the tennis courts. There were no questions from the homeowners in attendance.

Community Relations: Janet Riley – Community party is on Sunday, October 29 from 3 p.m. to 5 p.m., the poster of the front door to the clubhouse is incorrect regarding the time. Ms. Riley reminded everyone to please RSVP. Thomas Crosier and Barrett Schultz volunteered to grill. Ms. Riley is looking to have the Culinary School cater the Christmas party. The only question asked by the board was from Barrett Schultz, and it was regarding as to what the date would be for the event. The date will be the first Sunday in December, which is the 3rd. No questions were asked from the homeowners in attendance.

Controlled Access: Thomas Crosier – Mr. Crosier drove over to the apartments that neighbor Mission Trace and walked the fence line to see where the intruders could be coming in. There is a corner where our barbed wire is down and needs to be fixed. There are also broken boards on the side of the apartments. Mr. Crosier isn't sure if intruders have pushed through the boards to get into people's yards. There was a recent resident complaint of an intruder getting into the backyard and being scared off by the dogs. Mr. Crosier followed up with the address and looked at the front and back side of that area. He feels the barbed wire needs to be adjusted, and that trees, there are no ways to climb the trees and get over the barbed wire. Mr. Crosier asked for the name of a company that would be able to do the repairs, President Ray mentioned Pecos Fence. He asked if there is a neighboring fence involved, and if we must go to the outside of our property to repair it, do we have ability to do so. President Ray said we do have that ability. Mrs. Feagin asked if the area where the intruders came into the back yard was one of the areas of the fence that had the brace boards out. Mr. Crosier stated that it was tough to tell from the back side but there were some broken boards on the apartment side, but it seemed that

there was a double fence in that area. He doesn't believe that is the area where they might have gotten through the fence, but it still needs to be repaired so that there is not an issue of them coming through.

After recommendations, Mr. Crosier has tried 3 times to reach out to TAPS to discuss upgrading our security system, but they have not called back. The companies he has spoken with are not interested in doing a band aid or dual system with what we have. If we are going to implement a security system that is interfaced at the guard house, we are going to need to start from scratch. Based on what he has looked at, Mr. Crosier feels that we need a 16-camera system, monitored with a 32 in TV in the guard house with 4x4 /16 screen, but he is unsure what the budget is. President Ray clarified that this would be a Major Repair and Replacement so it would not be part of the budget. Mr. Crosier continued with the different ways of monitoring and recording with a new system. It is a very complex thing to consider. He will get bids for a brand-new system.

Mr. Crosier has been contacted by a person living in the neighborhood, after some interactions with a person at the pool, asking if we have a policy in the neighborhood from restricting access to people and how do we go about doing that if we have a questionable person in the neighborhood that is not a resident. Mr. Crosier asked if we have, and can we have a "Do Not Access" policy without a formal complaint or police report? President Ray stated that he would need a complaint letter from a homeowner because he would need to have a reason to present to the board. It would be a decision made by the board if a questionable non- resident needs to be excluded. The homeowner hosting the questionable quest, along with the guards would be informed that the guest is no longer allowed in the neighborhood. It can be done through email. Mr. Harper asked if there is an issue at the pool, to please call her immediately. It doesn't help to find out 2 days after the incident. President Ray stated that Mrs. Harper can contact him for back up and he will call SAPD if needed.

President Ray asked Mr. Crosier to check with the guards to see how often someone is coming in patrolling the neighborhood at 3 a.m. to see who is parking lawfully. Mr. Crosier is collecting the parking tickets and hangtags to send to Christy for recording. He doesn't feel that they are being as diligent as they were in the past. President Ray stated that the contract calls for every night and asked if Mr. Crosier needs a copy of the contract. Mr. Crosier will follow up with the guards. Mauricio Tafoya recommended a security company off Vance Jackson Rd. as an alternative.

President Ray called for a 10-minute recess at 8:10

Engineering: Suzanne Elliott – Ms. Elliott is still working with several vendors regarding the handrails. She has sent pictures and is scheduled in person meeting for the following week. She is looking for someone to be able to do the rails and the wooden planks for the home on Mission Trace, in conjunction with the handrails on Hollow Tree. She is trying to get an RFP setup going so that we have a firm set of prices in a contract form.

Grounds: Nancy Feagin - There is no update for the landscape contract. She did not receive the invoicing she requested on past tree work until after her grounds meeting. Mrs. Feagin stated that in order to get bids, must give prospective contractors information on what the scope of the tree work would be. Suzanne Elliott calculated an average of \$26,000/year for tree work; Janet Riley calculated \$28,000 for this current fiscal year. Mrs. Feagin stated that there has been a lot of tree work done this

year because of 2 droughts; 2 hot summers and 2 back-to-back winters with multiple day freezes, so a lot of trees have been lost. There are still trees that need to come out because they are dead. These trees are also next to dwellings and can cause damage. She does not yet have proposals to have these trees removed. One tree was recently removed on Caprock after it was reported by the new homeowner to be leaning on the roofline.

Mrs. Feagin presented a bid to replace the "M" on the front wall and paint the rest of the letters on the wall for \$2,246.39. Mrs. Feagin stated that there would be enough money left from the insurance payment from the accident at Mission Trace and Big Meadow, after the contractor is paid for the repair work to cover this cost. She is still working to find someone that can replace the street sign that was damaged in that accident. Thomas Crosier asked about replanting the damaged plants in that area and said that instead of spending that extra money in a different area, we should put the money into the expense of replanting. Mrs. Feagin stated that the replanting shouldn't be more than \$500 of additional cost of the repair work, which included removing the damaged Crepe Myrtles. Suzanne Elliott feels that there are more concerns about safety issues with the trees. Mrs. Feagin made a motion to replace the "M"; take all the letters down to be repainted and replace them all in the proper position for \$2,246.39. The motion was seconded by Mauricio Tafoya. Janet Riley asked if we could go back to the original company to get the letters done properly. The issue is the person who did the letters is not an official sign person and we don't want to go back to him because she doesn't feel that he will be able to properly repair them. Mrs. Elliott feels that we should go back to the original insurance claim for the money. We need to look at the big picture, are the letters are a "nice to have or a need to have". She agrees that the letters do not look like they should and should have never been accepted, however, we don't have enough money in the reserves. There are a lot of repairs to be done in the community. There are also many trees that need to be removed. Mrs. Feagin doesn't feel that the letters that are there, do not properly represent the community and it should be corrected to properly represent the neighborhood and she feels that it is in Mission Trace's best interest to fix the lettering. President Ray called for a vote and the motion passed 4 – 3. Mr. Crosier asked where the money was coming from. Mrs. Feagin restated that the money is coming from the overpayment from the insurance settlement after the accident at Mission Trace and Big Meadow. Mr. Crosier continued that Mrs. Feagin wanted money to cut down trees. He would rather choose to improve the neighborhood for the safety of people's houses and their individual safety.

President Ray asked why the landscaping company is not pruning bushes and removing dead bushes, it is in the contract for them to do. Mrs. Feagin replied that they do not prune bushes because it is a natural community and they have been directed by her not to prune bushes and to leave them in a natural state unless they are on a sidewalk or extending over a driveway. She stated that they are removing dead bushes, the crew was there on Saturday picking up debris and dead branches. Not all the dead bushes have been removed because a new one appears each day. Mrs. Feagin mentioned several places in the neighborhood where there are still dead bushes to be removed. She tries to make a list each day for the landscape crew. Thomas Crosier asked if they pick up downed tree branches. Mrs. Feagin replied that they do if they are aware of them and see them. President Ray asked about the oak trees that the clubhouse that have small branches (smaller than his finger) hanging down, touching the tops of vehicles parked in the parking lot. Mrs. Feagin stated that they do not cut trees and those are oaks, and they can't be cut at certain times of the year, and she believes we are now getting into that proper time. According to President Ray, anything smaller than your thumb can be cut and it

is in the contract. Mrs. Feagin replied that Oaks still need to be sprayed and the landscaping company does not have the spray. Mrs. Feagin stated that they are working on redoing an RFP. President Ray asked if he could direct some of the landscapers to do some pruning on the trees at the pond. Mrs. Feagin asked what is left to be trimmed. The landscapers don't do major trimming and that she can discuss with Mr. Green to find out what they will be able to do and what their insurance will allow. President Ray stated that the branches are not bigger than his wrist and may even be smaller than his wrist and that pruning is in the contract. Mrs. Feagin said that she will have Mr. Green read his contract and be more specific. Mrs. Feagin continued that things have not been trimmed or pruned due to the heat and drought. A homeowner brought up the cleaning that began in the vacant lot on the outside of Mission Trace, behind her house and asked why it stopped. She is concerned about the apartment complex she backs up to. Mrs. Feagin let the homeowner know that the landscapers were trimming the shrubs and weeds along the railroad tracks and not cleaning up trash. Mrs. Feagin recommended Andy, our handyman, to do some trash clean up since that is not part of the landscaping contract. The homeowner also mentioned that about a week ago, a tree from the property behind her fence fell. President Ray got the address from the homeowner to get some clean up done. Suzanne Elliott mentioned that we have activated the section in Buildium to send request through the portal when issues like these arise. Karen Vaught has concerns about us spending our resources to clean up on property that doesn't belong to us. We need to budget and look where we spend money and is it appropriate to spend our money on property outside our walls. She stated that the property must belong to someone and asked if we had reached out to anyone, the mayor, or our city councilman, to find out what could be done instead of us spending money on it. Another homeowner brought up that it is for security. President Ray will walk back there himself to see what needs to be done. Thomas Crosier offered to go as well. President Ray stated that he is concerned about the security and not the trash. He will see if he can find out who owns the property but trying to get them to clean it up may be difficult. He emphasized that we try to take care of our residents.

Janet Riley asked when \$13,000/ month is spent on grounds, why can't some of that money be spent on plants for the front of the subdivision to make it look nicer. Mrs. Feagin explained that the \$13,000 is what we pay the contractor, and it is not money to spend on anything else. If they buy plants, it is an additional expense so there are not any additional funds to spend on plants. President Ray stated that in the contract that was negotiated in October, the front area is supposed to be planted with new plants. Mrs. Feagin stated that the front area has established plants and most feel looks better than it has in years. The center island is full of flowering items. Ms. Riley stated that it is in the Bylaws for colorful flowers. Ms. Riley made a motion that we spend \$1,000 from the fund from when the letters are done, for appropriate ground plants for the front. The motion was seconded by Thomas Crosier. During discussion, Betty Harper feels that it is a good idea. Mrs. Feagin mentioned that this is not a good time to plant since we are going into fall, and we don't know if we are going to have a hard freeze this winter. If we plant now and have a hard freeze they will die. We need to wait and see what the weather is going to be like. Mrs. Feagin brought up the drought the last couple of summers and how many plants have died. She stated that we have to choose something that will survive the weather as we know it to be now, dry summers with high temperatures, followed by a freeze that can last up to a week. Mrs. Feagin mentioned that there is no sprinkler system to water new plants with. Thomas Crosier asked for clarity if there was irrigation to the flower beds at the front entrance. Mrs. Feagin said that we do and that is how the plants that are there are alive. Barrett Schultz confirmed that there is irrigation at the front and down to the 4-Way stop. He also mentioned that in previous history, there

have been contracts that planting was done 4 times a year. President Ray mentioned again that planting is in the current contract. A homeowner who has lived in Mission Trace for 5 years stated that she has seen the front island go downhill and she doesn't believe that the mulch has been replaced since she has been here. That also applies to past the guard gate where the shrubs are. She feels that at the very least, we could afford fresh mulch every 3 or 4 years. She recommends that pansy be planted. President Ray called for a vote. Motion carried 3-1, with Barrett Schultz abstaining and Mrs. Feagin voting no. Karen Vaught asked Mrs. Riley if her main focus is for more color. Ms. Riley confirmed that it is.

Architectural Compliance/ Home Maintenance: Mauricio Tafoya - Mr. Tafoya has made additional rounds and found additional homes with maintenance/compliance concerns. President Ray asked if any letters had been sent to any of the homeowners regarding the issues found. It was recommended that Mr. Tafoya prepare the letters for President Ray to sign so they can be sent out. Mr. Tafoya agreed. Thomas Crosier suggested that letters that are sent are in accordance with the rules of Mission Trace.

Committee Reports

Architectural Review Committee: Minton Newman - There have been 2 requests since the last meeting that are under review by the ARC committee. President Ray asked if they front window are bronze colored or basic black. Mr. Newman stated that "in the industry" it is considered Bronze. It was explained by Mr. Crosier that Bronze is considered a golden color, but a Brushed Bronze is almost a dark maroon color so that it looks black. President Ray thought that they were all supposed to be black, and it was more curiosity for a recently approved home. Ms. Feagin asked what "add wood deck & SGD" meant. SGD means sliding glass door. There is still no decision on the collapsed wall on Hollow Tree. The homeowner is attempting to get approval from his insurance company to cover the cost. No demand letters have been sent to either the homeowner or insurance company.

Pond Committee: Peter Pickup – Mr. Pickup restated that the mission of the pond committee is to restore the pond to its original condition. The committee wishes to continue the stated mission; however, the committee's first step in proceeding with the master plan is to conduct a community survey to determine the level of interest of residents and their willingness to support the anonymous donor's initial contribution with additional financial support to repair and restore the pond. A 3-question questionnaire has been prepared and does not ask for a pledge of financial support but an indication of each resident's willingness to do so. The survey will be conducted door to door and asked that the HOA send out an eblast to the residents, to inform them that the survey will be conducted. President Ray asked Mr. Pickup to write it and it will be sent out. The Pond committee is grateful for the volunteers that have agreed to assist in the survey. The survey results will determine if the PWC shall continue with further development of their master plan. The fully developed master plan will be discussed at an appropriated time during a community meeting. The ETA of the fountain reactivation will be within 2 weeks, per Vollmar Pond. Silt samples were collected during the last month before the last rain runoff. However, analysis is pending based on the results of the survey and developing of the master plan. They don't want to spend any money until they know they have the money to spend. October 5 rainfall runoff provided and 8 in rise in the water level at the dam wall. President Ray asked

how much it would cost for the silt sample analysis. Mr. Pickup stated that it depends on how much analysis is to be done. The PWC is interested in toxic metals specifically. Mr. Pickup believes that there is most likely E-Coli in the pond. He feels that the estimate is in the neighborhood of \$1,500 - \$2,000. President Ray recommended that they considered getting the analysis of the silt be done. No questions were asked from board members.

New Business: President Ray mentioned the cost of raising the cost of the Transfer Fee/ Resale Certificate. This was tabled since it was suggested by Mrs. Mason after seeing the charge of other HOA. Workman's comp insurance was renewed.

Homeowner's Forum:

No homeowner spoke.

President Ray asked for a motion to adjourn at 9:15 p.m. Betty Harper motioned, seconded by Janet Riley. Motion passed unanimously. Meeting adjourned by 9:20 p.m.

Approved as written/correct

Date: November 14, 2023