

Mission Trace HOA Board Meeting
Minutes
March 16, 2022

Directors Present: Owen Seidenberger / President
Margaret Priesmeyer / Vice President / Admin
Nancy Feagin, Secretary / Grounds
Brenda Weil, Treasurer / Admin
Betty Harper, Community Relations
Karen Vaught, Controlled Access
Josue Gomez, Engineering

Directors Absent: Antonio Talayero, Co-Chair Grounds

Staff Present: Cherilyn Kirkpatrick, Office Manager

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

Nancy Feagin moved to amend the agenda by moving "Homeowner Forum" to the end of the open meeting. Motion seconded. Amended Agenda adopted

Minutes

Nancy Feagin moved approval of the February 16, 2022, Board meeting minutes as written. Motion was seconded. Minutes were adopted.

Summary of email votes since January 16, 2021

Nancy Feagin moved to hire Cherilyn Kirkpatrick as the MTHOA Office Manager at a \$20.00 hourly wage. Motion was seconded. Motion adopted.

Nancy Feagin moved to accept a \$550.00 bid from Burleson Trees to remove a dead tree and some branches over roofs between 11722 and 11726 Caprock. Motion was seconded. Motion adopted.

Nancy Feagin Moved to add water to the pond beginning at 6pm and ending at 9am. Motion was seconded. Motion adopted.

Summary of the February 16, 2022 Executive Session

The summary, which is printed in the February 16 Minutes, was read.

Committee Reports

Financial

Brenda Weil provided reported February 28, 2022 MR&R Fund Frost Bank Account balance of \$235,9016 and the Operating Fund Broadway Bank Account balance of \$122,290.

Administration

Margaret Priesmeyer reported that the Minutes are posted online at Missiontracehoa.org. Maggie also introduced the new office manager Cherilyn Kirkpatrick and office hours of Monday, Tuesday, Thursday from 9am-5pm.

The call for nominations to fill the 9 board positions will be included in the quarterly assessment statement. There will also be a nomination form to fill out and a return date.

Margaret moved appointment of Al Mosizek and Bob Ray to serve as the non-board members of the Nominating Committee and appointment of Karen Vaught and Brenda Weil as the Board members of the nominating committee. Nominations were approved.

Amenities:

Owen Seidenberger reported that Jeff Hengel tendered his resignation as a Board member

Nancy Feagin reported that the pool company had been unable to obtain warranty information from the previous pool company on the inoperable pump at the small pool. Nancy moved approval of \$1,227.20 (plus tax) which includes a new pump, parts and installation. Motion was seconded. Motion adopted.

Nancy reported that the pool furniture has been brought out and the bathrooms cleaned and the pool would open Friday, March 18.

The locks at the pool are beginning to stick, and a solution is being sought. They were serviced by a locksmith this past July.

Community Relations

Betty Harper reported that the committee had met the previous evening. Betty is waiting for additional information for a Newsletter.

Betty announced that there will be a Spring Fling event at the clubhouse on May 15, 2022 from 4 to 6pm.

The Committee is also preparing for the Annual Meeting scheduled for May 24, 2022.

Controlled Access

Karen Vaught reported that there have been far fewer tickets issued recently.

Karen knocked on several doors to resolve some confusion with residents and update records which resulted in much better compliance with the Controlled Access rules.

Karen praised the lead guard Louie Villegas, who took the initiative to notify a board member about a resident who seemed in distress. This likely saved the life of one of our neighbors.

The Vance Jackson drainage project will remove most trees and vegetation between VJ and the flood gate. A gate will be installed on the Overlake Cul de Sac to allow City access to the drainage area. There will be a clear view of the pond and Karen proposes adding no trespassing signs to the flood gate as well as repositioning cameras from the clubhouse parking lot to that area. There will be short concrete diffusers added to slow the flood water and the street will only be raised 4 – 5”.

Engineering:

Josue Gomez asked Karen to report on lighting repairs. Karen reported that one light fixture on Big Meadows was replaced but that most of the fixture's receptacles have rusted out and cannot be easily repaired. They have been adhered using a silicon caulk.

Josue reported that even with the recent rains, the pond is going down quickly and asked Nancy to report on that status. Nancy reported that with the current drought conditions it is unlikely we will be able to keep the pond full without rain. We put about \$2,000.00 of water in the pond this past Sunday. We will need to adapt our expectations of the pond water level going forward

Josue reported that 2 homeowners are feeding the ducks as volunteers, thanked them and said we would be looking for additional volunteers. The McCanns have offered to store the duck food at their home. Josue talked about the lecture from the Wildlife Rescue and Rehabilitation representative. We learned specifics about proper food and feeding schedule. We have 9 permanent ducks, all others are migratory. We will add some of this information to the newsletter.

Grounds:

Nancy Feagin reported that the crew has begun cutting back the winter freeze damage. Several people topped crepe myrtles and were sent letters advising that these are not to be cut by anyone without permission. They are never to be topped. Burleson Tree Service is performing selective tree work when limbs are over roofs sidewalks etc.

The Grounds Committee recommended consulting Landscape Architects to give us proposals to improve the entrance and area behind the pool and keeping to a natural area. 3 Architects responded and 2 of the 3 got it, the 3rd said this was not what he did. The 2 gave some initial recommendations. Nancy moved to accept a \$3,500. bid from Heffernan to provide specific guidance on the entrance, the center island, the xeriscape bed along Big Meadows, and the beds at the 4 way stop, along with general recommendations for the neighborhood. Motion was seconded. Motion adopted.

Architectural Review Committee

Chair Minton Newman submitted a report of requests and their status. Minton was given direction to send letters via certified mail as necessary. These letters will be sent thru the office, thereby no direct cost to Mr. Minton will be incurred.

NEW BUSINESS

Karen Vaught moved to remove Betty Harper and Antonio Talayero from the Bank signature cards and replace them with Nancy Feagin, Secretary and Brenda Weil, Treasurer. Motion was seconded. Motion adopted.

Brenda Weil reported on the possibility of outsourcing the accounting function of Mission Trace. Brenda moved to engage the online accounting firm of OJO Bookkeeping. Motion was seconded. Discussion: \$250.00 upfront charge, \$26.00 hourly charge, \$300 monthly minimum, the current software Buildium will be used, once weekly zoom meeting with office manager, "cleanup" is \$38 an hour and we can pick the point at which we want to have them start. There is no commitment to continue. Motion passed.

Nancy Feagin gave a summary of the Wildlife Rescue and Rehabilitation Presentation: They run off of donations and do not give tours so all of their donations are used for their core purpose. He gave an update on skunks, racoons, deer, rats, birds, and more. They can always use volunteers. Birdfeeders should be cleaned at least once a week due to potential spread of disease. Ducks should be fed in the water, it is safer for them, they are not as vulnerable to predators in the water and they need to drink water as they eat. They should be fed about 1/4cup a day per domestic duck. (Mission Trace has 9 domestic ducks.) They should be fed in the morning or afternoon, not in the evening. He said that San Antonio is part of the migratory path and we want to keep it that way. We should encourage the birds to stop on their migrations, but then keep going. He said the pond is too small to accommodate 2 swans and does not recommend adding any. He also said we should discourage feeding corn to the ducks.

Road Paving: There are 2 studies and 1 segment is in the poor range, a few sections in the fair range, most sections in a satisfactory range. The poorest section is the section where the drainage is guided to go under the gate toward the railroad tracks.

Since oil is very high right now, asphalt is very high. It might be prudent to wait until oil comes down a bit. Some crack sealing was done after the last road study but it was done incorrectly and some of it failed immediately.

Karen Vaught moved to repeal the amendment that changed the date that late fees are due from 10 days, to 30 days. Motion was seconded. Motion was adopted.

Karen Vaught moved to amend the bylaws to state that "Only the homeowners are allowed to amend the bylaws, that board members are specifically prohibited from amending the bylaws". Motion was seconded. Motion was adopted and the Bylaw is amended.

Old Business

There was no old business brought forward.

The meeting was recessed at 8:25pm to resume in Executive Session in 10 minutes.

Summary of Executive Session

President Seidenberger called the meeting to order at 8:35p.m.

Discussion regarding permanent structure on common property resulted in a decision to send a certified letter to the homeowner.

Discussion on several certified letters sent to homeowners with delinquent accounts. Legally, we must wait 45 days to take further legal action. That date is May 2, 2022.

Discussion about a homeowner running a business out of his Mission Trace home. A certified letter was sent to the homeowner

Meeting was adjourned at 9:00 p.m.

Minutes Approved April 20, 2022 _____

Nancy Feagin, MTHOA Secretary