

Mission Trace Homeowners Association Board of Directors Meeting Minutes

July 19, 2022

Board Members Present: Kathleen Carter, Nancy Feagin, Mike Fellows, Betty Harper

**Board Members Absent:** Maggie Priesmeyer, Barrett Schultz, Owen Seidenberger, Josue Gomez, Christina Gamboa

Kathleen Carter, Secretary of the Board, gaveled the meeting to order at 6:32 p.m. Due to the fact that both the President and Vice President are not present and only 4 board members are present, Kathleen announced that she will conduct the meeting but that no official business can be conducted due to the lack of a quorum. We will use parliamentary order. We are holding the meeting because six days notice is required to announce or cancel a meeting.

The treasurer is in Arizona so Kathleen read his report. Please see attached report.

Kathleen then read the President's report. Please see the attached report.

Kathleen is working in the office from 9 am to Noon, Monday through Friday until we hire an office manager, answering questions from homeowners and providing financial information and our governing documents to title companies ensuring potential buyers are aware of the rules of Mission Trace.

Betty read her report. Please see attached report.

Mike Fellows read his report. Please see attached report.

Grounds – Nancy reported that everything is burned up due to the high temperatures and no rain. She is very aware of the fact that the entrance looks awful. Water is being added to the pond within the restrictions that are now in effect. Work continues to cut down trees and limbs that are dead and dying. Although she requested a budget containing actual expenses to day many times, she has not received that information as of this meeting.

**Homeowner's Forum:**

Darla spoke about using more xeroscape

Maria Karlis stated that our entrance looks worse than any on Vance Jackson.

Karen said that she has seen Nancy watering plants on the island several times. She questioned whether the decals for our automatic gate have changed.

Linda Toledo spoke about watering and the fact that can all hand water. Kathleen did send an Eblast about watering but will send out another.

Nora Fellows asked about having recycled water delivered.

Establishing a fund to collect donations for water for the pond was suggested. Kathleen will talk to Barrett about this idea.

The meeting was adjourned at 7:10 p.m.



Kathleen Carter &lt;kmc001tx@gmail.com&gt;

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## Mission Trace CAC Report

1 message

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**mike.g.fellows@gmail.com** <mike.g.fellows@gmail.com> Tue, Jul 19, 2022 at 5:56 PM  
To: barrett@bschultzconsulting.com, Kathleen Carter <kmc001tx@gmail.com>, Mission Trace HOA <missiontracehoa@gmail.com>, Margaret Priesmeyer <presmthoa.22@gmail.com>, Owen Seidenberger <oseidenberger@yahoo.com>

Hello all,


Here is the CAC report for tonight's meeting. I will bring a hard copy for Kathleen because there's a bit of extra info for Kathleen/Barrett.

## Controlled Access – Board Update

1. **Entry Gate Arm:** Contacted the company (Controlled Access Control Systems) to fix the resident gate arm at the guard house. We expect them to come out tomorrow Wednesday July 20 for that service.
2. **Flagpole pulley:** Contacted a flagpole company (Airborne Flag & Flagpole) to fix the broken clasp (which is wedged way up in the pulley at the top of the pole). We don't have a projected date for the repair, but they will get back with us.
3. **Gate Entry Decals:**
  - a. We have completed new decal requests for about 20 neighbors (both homeowners and tenants).
  - b. We still have about 8 new decal requests pending for neighbors.

## Controlled Access – Board Update

1-17-2022  
Kathleen

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  - a. We have completed new decal requests for about 20 neighbors (both homeowners and tenants).
  - b. We still have about 8 new decal requests pending for neighbors.
  - c. These take most of our time right now.
4. **Outdoor Parking Decals:**
  - a. We have several requests pending for the Outdoor Parking Decals.
5. **Security Company:** As a reminder, our current Security Company (TAPS) has recently requested a price increase. We have agreed to the price increase for now and will send out a new RFP.
  - a. The RFP has been re-worked and I'll send it to the Board for review by tomorrow.
  - b. We expect to send it out by next Monday July 25<sup>th</sup> to about a dozen Security Service providers.
  - c. We expect to finalize the process in September with selection of the Security Company to take affect October 1<sup>st</sup>.
6. **Guard House Electricity:** Tomorrow, we'll be contacting an electrician to check out all of the power outlets in the guard house.
7. 
  - a. We contacted both TAPS (our Security company) and Controlled Access Control Systems (gate arm company) to remove the personal address of a Board member from their contact list.
  - b. We sent 2 checks to TAPS for Invoice 22.05.5005. They cashed check #7875 and they will send check #7869 back to us in the mail (rather than shred).
8. **Exterior Fencing:** We have not begun yet to explore options yet for re-vamping the exterior fencing towards the shed and pond area. But that should be coming within the next month.

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# **Mission Trace HOA Meeting**

## **Treasurer Report**

### **July 19, 2022**

It has been a busy last few weeks as we continue to dive into the daily workings of the Mission Trace HOA. Kathleen has played an integral part in assisting me with the DAILY workings on the finances and her help has been greatly appreciated. We have several TEAMS video calls a week and are in constant communication to ensure that all residents that need assistance get a timely response. Below are some bullet points to help residents and board members better understand the last few weeks. There is no particular order to these bullet points either;

- Execupay – all previous office managers access has been removed from the system and they no longer have the ability to contact Execupay on Mission Traces behalf. The last three office managers still had access. Jasmine Perez's pay was corrected on her last earnings statement to reflect the overtime hours she paid herself the two weeks prior to her last day. This matter is resolved and the account is in a holding pattern until a decision is made with how the HOA wants to handle a person in the office.
- Frost Bank – They have received the paperwork to update who has access to this account. They mailed me the online access information which has been received at my house, but I am not in town at the moment. Once I get access, reconciling this account won't take very long.
- Broadway Bank – I received online access last week and have access to IBiz and I am able to see transactions real-time.
- OJO – I have been in contact with them and I am working with Maj to reconcile the Broadway Bank account and this is their primary goal. I can handle the recoding of deposits and the paying of the bills. Their focus is just reconciling and ensuring that all withdrawals are accurately recorded. They are working on the month of September of 2021.
- Buildium – Kathleen and I are cleaning up Buildium to reflect all of the ownership changes. The accounts were not being updated properly. Each home address has a Buildium account and we need to ensure that the residents/owners of these accounts are corrected. Kathleen is searching the emails for all of the Transfer Paperwork and locating warranty deeds so we can make the necessary changes.

Overall, we are finding our stride and this being an assessment month has kept us busy. I have been booking deposits and Kathleen has been running them to the bank. We are current and stay in communication during the week and we still have about 100 residents that have not paid this quarterly assessment. Hopefully at the beginning of August, we can start to address residents that are delinquent and we can start to send out collection letters.

Mission Trace Homeowners Association  
Administration Report

July 19, 2022 Board Meeting  
6:00 p.m.

- 1). June 24, 2022\_ met with Kathleen Carter to review invoices and sign checks.
- 2.). June 25 to July 4\_ out of town.
- 3.) July 5, 2022\_ worked with Kathleen to obtain new pool keys so that both gates use same key.
- 4.) July 5, 2022\_ follow up telephone call with Betty Harper concerning excavation and drainage by tennis courts, repair to fence and screen.
- 5.) July 6, 2022\_ met with Kathleen to review invoices and sign checks.
- 6.) July 7, 2022\_ follow up call to contractor (Tony) for the SAWS excavation drainage construction. I was not able to reach him. Left a phone message regarding an engineering report and their plan to assure that the Mission Trace Tennis Court foundation is not undermined by their excavation.
- 7.) July 8, 2002\_ prepared and sent correspondence on behalf of Mission Trace.
- 8.) July 17, 2022\_ call to Contractor (Tony) regarding concrete abutment to prevent water damage and undermining of the Tennis Courts. Agreed to meet with Tony and SAWS representative at site to discuss in detail. Spoke with Betty who has obtained bids to repair the fence and screen.
- 9.) Did not hear back from Union Pacific or the City concerning the weed problem on the back perimeter fence.
- 10.) July 18 2022\_ stopped by Mission Trace Office to sign checks; discussed Board meeting and the fact that Owen, myself, Christina, Josue and Barrett Schultz will be absent. Kathleen Carter will preside over the meeting. No quorum will be present thus no action via a motion can be acted on.