

**Mission Trace HOA  
Executive Session/ Board of Directors Meeting Minutes  
November 14, 2023, 6:30 pm  
11333 Mission Trace Clubhouse**

**Executive Session:**

**Members Present:**

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

**Member(s) Absent:**

Secretary- Barbara Mapes; Architectural Compliance/Home Maintenance - Máuricio Tafoya:

Executive Session was called to order at 6:45. Quorum was established. An update on outstanding balance amount and past due accounts was given. Also discussed was the recently mailed certified letters regarding various violations and what the options are.

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

**Open Session**

**Members Present:**

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

**Member(s) Absent:**

Secretary- Barbara Mapes; Architectural Compliance/Home Maintenance - Mauricio Tafoya:

The November Board Meeting Open Session was called to order at 7:07 p.m. by President Bob Ray and a quorum was established. President Ray welcomed Homeowners and read the ground rules for the board meeting.

**Approval of October Minutes:** Motion to approve was made by Nancy Feagin and seconded by Janet Riley. Motion carried unanimously.

**Ratification of decisions made between meetings:** 3 different repairs were made to the gate between meetings.

**Unfinished Business:** Raising the cost of the transfer fee, which will only affect those purchasing property in Mission Trace going forward, not any current homeowners or homes currently under

contract. Discussion was had as to how much the new cost to be. A motion was made by Suzanne Elliott to raise the cost to \$500 and seconded by Seconded by Barrett Schultz. Without any further discussion, the motion passed.

Outside parking was the next item to be discussed. President Ray asked to attending Homeowners to call the guards if they see people not following the rules regarding parking. Nancy Feagin addressed the issue of residents who are parking on parking pads permanently with an overnight pass. There are people who have been here over 6 months, still getting overnight passes and that this is an HOA board issue and not a guard issue. Mrs. Feagin stated that someone needs to explain to these residents the reasons and conditions to which overnight passes are issued. President Ray regrettably informed the homeowners that Thomas Crosier will be resigning, effective in 30 days, to allow the board to find a replacement. Mr. Crosier mentioned that he has not received many requests for outside parking permits, despite the number of vehicles that are getting hang tags and parking on the parking pads.

Feral Cats- President Ray informed homeowners that he has loaned his personal cage to the HOA if a homeowner would like to borrow it to catch a feral cat. It will be the homeowner's responsibility to set the trap and contact the humane society once the cat is caught. Homeowners were asked to not call the guards or landscaping workers to empty the cage if a feral cat is caught. Nancy Feagin stated that she asked that it be put on the agenda because the feral cat population in the neighborhood is getting severe and suggested to appoint a subcommittee to handle catching the cats and taking them to get spayed/neutered. One homeowner reached out to Trinity University to try to help the HOA and is waiting to hear back. Mrs. Feagin mentioned that there are places to get discounted spaying/neutering, but we need someone to chair a subcommittee. Discussion was had with homeowners regarding if the cats will need to be vaccinated before they can be spayed/neutered. Karen Vaught would like the HOA to take some action regarding to the residents feeding the feral cats. Asking the board to ask residents to put food on their own property. Further discussion was had regarding the HOA possibly paying for spaying/neutering of feral cats and the formation of a committee. Mrs. Feagin asked that an announcement be made to the neighborhood asking for a chair to the committee to address the feral cat issue. It was requested that a separate email be sent regarding the feeding of animals.

Next item discussed was the handrails on the Hollow Tree. Ms. Elliott is still getting bids and will be meeting with a vendor. She was trying to create an RFP type of situation and get an approved vendor with a contract that would possibly reduce costs when we need something done. The goal is to have a design criterion in place. She is having a vendor come look at the neighborhood and give us base pricing. She is also working with the home on Mission Trace that not only needs handrails but also decking. She has not been able to find a vendor that can do both. The home on Mission Trace is damaged after being hit by a car. She is trying to get vendors and work in priority order based on safety.

The retaining wall on Shadow Path that was hit by a moving company, has been fixed.

Next item for discussion for unfinished business was an update on the grounds contract. Nancy Feagin presented the board with documents of suggested verbiage regarding the landscaping contract to

include tree work. She asked that discussion be tabled for the December meeting and suggestions be sent to her before the December Board meeting.

President Ray informed everyone that Barbara Mapes has resigned as a board member and her position as secretary. Suzanne Elliott motioned for Janet Riley to take on the role of Secretary, in addition to her role as community relations chair. The motion was seconded by Betty Harper. Motion carried.

President Ray asked for volunteers for Controlled Access chair due to Thomas Crosier resigning. Karen Vaught volunteered for the controlled access position. Barrett Schultz made a motion for Karen Vaught to be elected as Controlled Access Chair. Motion was seconded by Nancy Feagin. Janet Riley asked that it be opened to find additional people. President Ray explained that people have been asked and no one wants to volunteer. The vote for Karen Vaught for Controlled Access chair was 3-3, with Thomas Crosier, since he will be staying on for a month longer, suggesting that it be announced to the neighborhood. President Ray abstained. Motion did not carry.

There is no update on the bids for gate cameras.

**New Business:** The payment of HOA dues for 11715 Pepper Tree has been approved by one of the attorneys involved in the litigation of the case or ownership. Janet Riley asked if there is any way the house can be torn down. President Ray explained that until the court decides who owns the property, nothing can be done. He went on to explain that the 4<sup>th</sup> Court of Appeals is currently behind.

### **Officers and Board of Directors Reports**

**Treasurer Report:** Barrett Schultz- Audit for 2022-2023 has been concluded. If homeowners would like a copy of the report, they can request it through the office. In the opinion of Mr. Schultz, the current financials are in the best shape they have ever been. The Income Statement is current. The Balance Sheet shows the Pond and Waterfowl Fund since it does fall under the HOA. Mr. Schultz explained the balance sheet, with assets showing \$55,693. The budget, which is a guide, is clean. As of November 14, 2023, the MR&R account with Frost Bank is approximately \$267,000; Pond & Waterfowl Fund is \$101,000; Broadway bank, our operating fund, is \$162,000 plus \$90,000 in a 6-month CD. The HOA has budgeted to move \$52,000.00 each year, which Mr. Schultz prefers to do in 2 different steps. He motioned to move \$25,000 from Broadway to Frost. Seconded by Suzanne Elliott. Nancy Feagin questioned if we are appropriately budgeted to move the money, given the financials she is looking at. Mr. Schultz stated that we are fine given the next assessment comes out in 6 weeks. Motion carried.

Mr. Schultz also motioned to move \$200,000 from Frost into a 90-day CD at 4.95 % with a second from Suzanne Elliott. Motion carried.

Mr. Schultz will be sending out an email with all the October budget, balance sheet and Income Statement.

President Ray presented a donation to the Pond & Waterfowl Fund with a donation of \$10,000 from a homeowner.

**Controlled Access Report:** Thomas Crosier – Mr. Crosier recommended allowing guards to place the RF Decals on the vehicles. The application would be approved through the office and the Controlled Access Chair before submitting to the guard. After discussion, it was agreed that Louie would be the most reliable of the guards to apply the decals. A homeowner asked if someone on the Controlled Access committee would be able to apply the decals. There is not a committee. Mr. Crosier made a motion to allow Louie to apply RF Decals to vehicles, since there is no in-house secretary and the Mr. Crosier’s schedule does not allow him to apply decals in a timely manner. Motion was seconded by Betty Harper. Suzanne Elliott asked if there was a locking cabinet in the guard house so that the decals don’t disappear. Mr. Crosier stated that during his remaining time as chair, he will supply the decal attached to the form of the homeowner requesting the decal. Louie would not have the entire supply of decals.

A homeowner brought up that some of the newer vehicles have a coating on the front windshield that causes the decal not to work. Mr. Crosier and Christy Mason both verified that this is an issue and several decals have been replaced because of that. A suggestion was made about placing the decal on the outside of the vehicle. Mr. Crosier explained that has replaced several that were placed on the outside of the vehicle and damaged after going through a car wash. A homeowner recommended that we place them on the back of the rearview mirror, which is what many car dealerships are now doing. It was agreed that it is something we would try.

President Ray called for a vote on the motion to allow Louie to apply the approved RF decals. Motion carried unanimously.

President Ray called for a 5-minute Break.

**Community Relations:** Janet Riley- Christmas Party will be held on Saturday, December 2 from 5:30 – 7:30. RSVP is needed for a food count and will be required. Thomas Crosier asked if a Toys for Tots drive could be included. All board members agreed that it was a good idea, and it should be included.

**Amenities Report:** Betty Harper – Leak at pool water fountain was fixed today. Suzanne Elliott was at the clubhouse when repair was done and was provided with an estimate from the plumber for the toilet that is leaking in the men’s bathroom at the pool. The estimate was \$843. President Ray mentioned that there are light bulbs out on the front on the clubhouse. Christmas lights will be put up after Thanksgiving.

**Engineering:** Suzanne Elliott- The foundation repair to the clubhouse is currently scheduled for Dec 26, but will depend on weather conditions and the process of getting permits approved. Rentals of the clubhouse will be fine through December 26. Once repairs begin, the clubhouse should not be rented for about a week or two.

Ms. Elliott is looking at the budgeting process and updating the reserve study to adjust for the cost of inflation. She stated that there is not enough in the reserve fund for all the repairs that need to be done (i. e. the dam and road next to the pond). There needs to be a budget plan. Nancy Feagin stated that in the past there was a budget committee that consisted of board members and non-board members. Mrs. Elliott agreed that it is how it should be done. President Ray would like for Barrett Schultz and Ms. Elliott head up the committee. Discussion was had regarding a possible increase in

HOA dues as soon as possible. Mrs. Elliott asked why the fiscal year is set up the way it is currently. Mrs. Feagin explained the possible thought process might have been behind the fiscal year starting in April.

Thomas Crosier inquired as to who is in charge of the budget and verified that HOA dues were increased in July.

**Grounds:** Nancy Feagin – There are more trees that need to be removed, some on Open Meadow and some on Mission Trace. A tree on Caprock is rotting at the bottom and according to Travis, it is best to remove. There is trim work that needs to be done on Morning Mist. The oak tree located at the parking pad on the corner of Open Meadow and Mission Trace has died. It is not a risk if it falls, so it doesn't need to be removed at this time. President Ray asked to hold off on removing that one. The bid to remove the other trees mentioned is \$4,750.00. Mrs. Feagin made a motion to remove the trees for \$4,750.00 and seconded by Suzanne Elliott. There was no discussion and motion carried.

Shrubs were planted at the 4 - way stop. Mrs. Feagin stated that she is hesitant to plant a lot due to the prediction of a possible very cold winter. Since it is already November, there isn't time for things to take root before freezes come. She recommends waiting until February or March time frame.

Native ground is being considered to replace many plants that require maintenance. The goal is to try to reduce the amount of maintenance and reduce the expense of the maintenance contract. Suzanne Elliott clarified that it would be replacing dead shrubs and not ripping out live plants. Mrs. Feagin emphasized that they would not be taking out any live shrubs.

Andy, our handyman, repaired the barbwire between Mission Trace and the apartments, replaced fence slats, as well as cut down a tree that had branches extending over our fence close to the roof line of a house in Mission Trace.

**President:** Bob Ray updated the homeowners on his recent meeting with our attorney, Brady Ortega. He asked Mr. Ortega to review our current bylaws and make suggestions in preparation for updating them. He also asked Mr. Ortega to supply us with 209 letters that are in compliance with the new HOA collection laws that went into effect September 1, 2023, as well as other violations.

Nancy Feagin asked for an update on the bylaws committee. Suzanne Elliott stated that she asked President Ray to consult with the attorney so that the committee would know where to start and how to proceed.

A homeowner asked if the cost of the attorney was approved.

**Architectural Report:** Minton Newman – working with a homeowner regarding paint colors. He is also still working with the homeowner regarding the collapsed wall. Nancy Feagin questioned the approval of the wrought iron gate, with electrical equipment behind the gate being seen. One of the ARC members explained that it was his understanding, the wrought iron gate would be a secondary gate, behind a wooden gate.

**Homeowner's Forum:** Karen Vaught wanted to discuss feral cats, which had already been discussed.

Nancy Feagin asked Christy Mason if she had received the pictures of the gates that she emailed to the office, that should be for the Home Maintenance committee chair. Mrs. Feagin asked if letters had been sent to previous mentioned homeowners that were in need of maintenance. Mrs. Mason stated that she had not received any letters to send, and she is not sure if Mauricio Tafoya sent any. Minton Newman reminded homeowners that when they receive letters from Mr. Tafoya for repainting or repairs that are needed, they still need to submit a work request to the ARC for approval. He also mentioned that there needs to be a way to communicate with homeowners so that they understand approval is still needed. President Ray suggested that Mr. Newman and Mr. Tafoya meet and work together.

Suzanne Elliott asked for clarification that any kind of outside, even if it is exactly the same, paint color and all needs approval. Minton Newman stated yes.

President Ray asked for motion to adjourn. Betty Harper made the motion with a second from Suzanne Elliott. Meeting adjourned at 8:51 pm

Approved as written/corrected

Date: December 12, 2023