

Mission Trace HOA  
Board of Directors Meeting  
April 18, 2023  
Clubhouse 11333 Mission Trace

The president called the regular monthly meeting of the Board of Directors of the Mission Trace Homeowners Association to order at 6:35 pm with Secretary and Engineering Chair Kathleen Carter present. Also present were Vice president and Controlled access Chairman Mike Fellows, Treasurer Barrett Schultz, Amenities Chair Betty Harper and Grounds Chair Nancy Feagin. Community Relations Chairman Cristina Gamboa was absent.

The president welcomed attendees and summarized guidelines for conducting meetings. President Priesmeyer apologized for being unable to connect to Zoom for this meeting due to technical or equipment difficulties.

The minutes of the March 28, 2023, Board of Directors meeting were approved as presented.

The president reported that she had consulted with the HOA attorney concerning the Pond Fund. The attorney recommended that the Pond Fund be designated a special account instead of an independent non-profit, and that Bylaws be created for the Pond Committee to abide by. The By-laws committee met to discuss amending the By-laws in order to have them comply with existing State Law. The latest draft of the proposed By-Laws were sent to the attorney for recommendations and/or approval of same and the president reviewed a template provided by the HOA attorney as well as certain sections of the property code as recommended by the attorney for inclusion in the By-laws. The HOA By-laws were last amended in 2001. Action on the burned house on Pepper Tree is awaiting final action by the 4th Court of Appeals. The president reviewed the new management certificate prepared by the HOA Attorney including the increase in the resale fee to \$250.00. The Officer Manager has been designated the resident agent for the HOA. Architectural Chairman Minton Newman is home after having major surgery in Houston. Chris Conkle has agreed to act as Interim Chair of the Architectural Committee during Mr. Newman's convalescence.

Secretary Kathleen Carter reported that the office is preparing to send out the HOA Fee invoices. Requests for nominations for the Board of Directors were sent out with the HOA dues. Patricia Seidenberger notified the office that a "Celebration of Life" for Owen Seidenberger will be held on Saturday April 29, 2023, at Saint Mathews Catholic Church. Rosary at 10:30 am; Mass at 11:00 am and a Reception at 12 noon in St. Matthews McDonald Family Center. The secretary worked in the HOA office April 14<sup>th</sup> in the absence of the Office Manager.

Treasurer Barrett Schultz reported the current balance in the Frost Bank account as of April 18, 2023, is \$353,565.96. The account has been reconciled. The Pond Fund account, also in Frost Bank has \$99,670.96 as of April 18, 2023. As of April 18, 2023, the Broadway Bank Account has a balance of \$120,501.98 less outstanding checks if any. The income statement, balance sheet and budget were sent out to homeowners on March 31, 2023. The annual audit and tax filing for the HOA have not been done for the past two years. The taxes for 2021 have now been filed and the taxes for 2022 will soon be filed. Armstrong Vaughn & Associates P. C. will schedule a time for the annual audit within the next month. The office manager will assist in providing the necessary documents to the auditors. *The treasurer reported that the money taken from the pond fund to pay Brad Volmer will be repaid to the pond Fund from the Broadway bank account to keep the pond fund at \$100,000.*

Amenities Chair Betty Harper reported that the basketball hoop was set but needs to be reset due to leaning. Additional volunteers are needed to investigate the pros and cons of engaging google fiber to lay cables in the neighborhood. Ms. Harper reported that several residents have expressed interest in having a Pickle Ball Court installed in the tennis court area. Research is being conducted into pricing of a Pickle Ball Court. Ms. Harper contacted a Locksmith to provide a remedy to the pool gates being left open. An eblast was sent to all residents alerting them to the need to ensure the pool gates are closed when they exit the pool. Andy Fioleto will prepare the wood and concrete stairs leading to the bathroom for installation of safety treads. Mr. Fioleto will be repairing the soffit at the clubhouse.

Engineering Chair Kathleen Carter reported that All America Inc. has been contacted to see if there bid is still honored for replacement of stairs and sidewalk at the home of Sherry Houston. Awaiting their reply. Mirage Stone Concepts has submitted a bid of \$2,900 for the placement of two handrails on public ground located on Hollow Tree. The lettering for the front exit is in and being painted and will be installed when ready. Eric Vering continues to work on the green pillars on Big Meadows which includes rightening the pillars, securing the light fixtures and replacing burned out bulbs. There are many projects in and around Mission Trace that are in the process of being addressed. Maintenance on a complex with 55 acres and 260 homes is an ongoing process and repairs are being scheduled when appropriate contractors can be engaged to submit bids, receive Board approval and provide a time frame for repairs.

**Motion #1.** Kathleen Carter moved to accept the bid from Mirage Stone Concepts for \$2,900 to install two handrails on stairs that are Located on public property on Hollow Tree. Seconded and **Adopted.**

Grounds Committee Chairman Nancy Feagin announced that though three companies have submitted bids for Landscaping she will not present a Landscaping Contract for Board approval due to the upcoming election because she fears that with a new Board taking office may cancel the contract. Instead, she will have Green Landscaping continue to work on a month-to-month basis. Ms. Feagin agreed to provide the bids she has obtained to the next Grounds Committee. Green Landscaping is having difficulty finding drought and heat resistant plants to place at the front entrance.

Nominating Committee Chairman Betty Harper reported the nominating committee met on April 14, 2023. Potential candidates were called to see if they were willing to accept positions on the Board of Directors. The result is: Barrett Schultz and Betty Harper have agreed to return to serve on the HOA Board, the following homeowners have agreed to run for the board, Scott Pope, Bob Ray, Thomas Crosier and Suzanne Elliot. Calls and other forms of contact were made to individuals recommended as potential candidates to serve on the Board but without success. This leaves three open positions which can be filled by candidates who run from the floor at the Annual Meeting. A candidate Meet and Greet will be held in the Clubhouse between 4-6 pm on Sunday May 7, 2023.

Interim Architectural Committee Chairman Chris Conkle sent his report to President Priesmeyer stating that two requests have been approved. One for a Pergola and one for Solar Panels. Both homes are located on Caprock but at different addresses.

Pond Restoration & Maintenance Task Force Chairman Peter Pickup reported on information received from Brad Vollmar, Pond and Lake Management and Sam Davis of Dirt Works. Extensive monitoring of water loss after the recent rains was documented as recommended. Mapping of the Pond to provide data on silt depth was highly recommended by both Brad Vollmar and Sam Davis before any decisions can be made to address dredging or planting.

**Motion #2** Kathleen Carter moved that the Pond Committee engage Brad Vollmar owner of Pond and Lake Management to do a mapping study on the pond. Cost not to exceed \$1,200 and money to be taken from the HOA Operating Fund. Seconded and **Adopted**

Homeowners Forum- Karen Vaught voiced concerns about repairs, Barrett Schultz voiced concerns about negative emails and lack of homeowners insurance documents being filed in HOA office, Bob Ray voiced concerns in delay in obtaining management certificate and wanted additional information on a variance given to a homeowner, Thomas Crosier questioned spending money on pond maintenance over other needed repairs, Al Mozisek asked what happened to the Landscape Architect Plan commissioned in 2022 and Nancy Feagin voiced concerns about dogs running loose. Concerns were addressed by the appropriate Officer and/or Director.

The meeting adjourned at 7:40 pm.

#### **Summary of Executive Session**

Violation and 209 letters sent to homeowners concerning dogs off lease, personal property in violation of Covenants and Grounds Policy, HOA Attorneys opinion on improperly installed solar panels, enforcement of Architectural, Grounds policy and City Lease Laws.

Meeting adjourned at 8:30 pm

The next meeting of the Board of Directors will be May 16, 2023, at 6:30 pm in the clubhouse.

Kathleen Carter, Secretary  
Mission Trace Board of Directors

Adopted as written or corrected.  
Date: \_\_\_\_\_