

Mission Trace HOA
Board of Directors Meeting
October 18, 2022
Clubhouse 11333 Mission Trace

The regular monthly meeting of the Board of Directors of the Mission Trace Homeowners Association was called to order at 6:34 pm by President Margaret Priesmeyer. Secretary Kathleen Carter was present. Also present were VP Owen Seidenberger, Amenities Chair Betty Harper, Controlled Access Chair Mike Fellows and Grounds Chair Nancy Feagin. Absent were Treasurer Barrett Schultz and Community Relations Chair Cristina Gamboa.

The president welcomed everyone and read the Code of Conduct for the meeting.

The minutes of the September 22, 2022, meeting were approved as written.

President Priesmeyer notified John Sanchez with SA Building Development that the house at 11715 Pepper Tree is a hazard and the HOA would like to start the notice process to have the house condemned and demolished. Mr. Sanchez was given the contact information for the attorney for the Estate. The president, secretary and office manager met with SAFD Chief Brian Stanush on October 4, 2022, to discuss fire hazards caused by the drought and weeds and wood debris by the Union Pacific Railroad tracks adjacent to Mission Trace. Capt. Stanush offered to get in touch with the City of San Antonio and Union Pacific to see if one or the other would remove the dead brush and weeds along the fence of Mission Trace. The president made calls to homeowners in violation of parking rules and wrote an eblast to send out to all homeowners concerning the rules for parking. The president encouraged homeowners to call the office with concerns about possible violations by their neighbors and not personally confront or take action against their neighbors. The president announced the resignation of Josue Gomez as Engineering Chair.

Secretary Kathleen Carter thanked Nora Fellows for designing the attractive Fall Newsletter that was sent by eblast to the residents. The treasurer was able to purchase a computer and shredder for the office for \$1,104.11 much less than the \$2,000.00 allocated by the BOD in September. The scanner needs to be replaced and the treasurer has ordered one and will install it. The officer manager has 260 homeowners to assist with their various concerns and inquiries and nine officers and committee chairman to aid in carrying out their duties. There are weeks when it requires more than twenty hours a week to do all that is required. For this reason the following motion is made:

Motion # 1 Secretary Kathleen Carter moved that the number of hours for the administrative assistant/office manager be increased to 30 hours a week if needed and as approved by the president. The motion was seconded and **Adopted**

Amenities Chair Betty Harper has quotes for repairing the damage done by the Vance Jackson construction project to the tennis court and fence totaling \$4,050.00 The city will pay \$993 for the damaged windscreen. Another quote is for replacing the entire windscreen for \$6,831.00 and another for \$945.00. More research is needed. Mrs. Harper has contacted a structural engineer and he recommends piers set in concrete for the damaged side of the tennis court but will do further evaluation. Six RPF's were sent, and Mrs. Harper met with four of the companies. Community Pools, the current contractor came in with the best proposal.

Motion #2 Amenities Chair Betty Harper moved to accept Community Pools response to our RFP at \$1,515.50 per month effective November 1, 2022, and continuing through March 31, 2023. The motion was seconded and **Adopted**.

The pool needs to be replastered and steps need to be repainted with non-slip paint. The back of the pool house and the brick wall behind it need to be repaired, the men's bathroom by the pool needs to have work to keep rain from coming in. Sections of the clubhouse floor need repair. Two bids have been received for repairing, sanding, painting and resealing the clubhouse deck. One for \$2,750.00 and the other for \$945.00. A bid for a retaining wall for the planters outside the clubhouse was obtained, cost \$400.00. The electric outlet in the picnic area of the park needs to be repaired.

Two leaks have been identified on common ground and reported to SAWS by the Amenities Chair. SAWS was asked to call Mrs. Harper when they come out.

The amenities chair and her committee will assist the office manager in decorating the Clubhouse for the holidays.

Community Relations- Mike Fellows reported for Chair Cristina Gamboa. The Family Fall Festival will be held on Sunday, October 30, 2022 at 1:30 in the park. Flyers and signs are being designed and will be posted and sent to residents.

Controlled Access Chair Mike Fellows reported the makeover of the Guard House is almost complete. Photos will be provided at next months BOD meeting. In addition to getting the paperwork, documents and payments for gate entry decals, the Office Manager is now able to use Doorking for activation. The exterior fencing will be addressed once the city has completed their construction work and removed the heavy machinery. The city has removed a section of the fence by the utility shed at the end of Overlake and the foreman reported that this will likely be a permanent easement for the city to gain access to the chunnel (the area flowing water into the pond). The Overlake side of the chunnel is being reworked for better drainage as is the area that supports the fence. One more estimate is needed for the tire spike strip at the exit by the Guard House before repairing or replacing the current strip. Mr. Fellows recommends having the annual renewal with the security company to take place in December or January in order that potential rate changes can be included in the budget.

Grounds Chair Nancy Feagin reported that additional trees need to be removed and the budget for tree trimming has been exhausted. The grounds chair plans on planting the front area and other areas this Fall. The committee is working on RFP's for landscaping.

Motion #3 Grounds Chair Nancy Feagin moved to add \$10,000 to tree budget. The motion was seconded and **Adopted**.

New Business: President Margaret Priesmeyer announced the resignation of Josue Gomez as Engineering Chair. The Grounds Chair recommended Vice President Owen Seidenberger to serve as interim Engineering Chair ~~until a replacement is elected~~. The Vice-President agreed to accept the interim position and the recommendation was accepted.

Architectural Chair Minton Newman report three work requests have been received since the last BOD meeting. One at 11621 Open Meadow to replace rotted fascia wood and paint and two at 11704 Tall Tree for roof and fascia repairs and brick mortar repairs at back wall. All three requests were approved. Two

letters of non-compliance were sent, one at 11631 Open Meadows for a round metal house number placard which is in discussions and the other at 11703 for unsightly repair of mortar joints in brick wall and dead fig ivy on brick wall. The owner responded immediately.

Homeowners Forum-Ten homeowners signed in. Karen Vaught and Bob Ray addressed the BOD. Concerns voiced were possible security breaches due to the ongoing flood remediation construction and parking issues due to more cars owned than drivers in home. A request for no trespassing signs to be posted along Vance Jackson and to have the contractor replace the fence nightly that is taken down daily for construction purposes. Questions about video monitoring and complaints about houses not adhering to color requirements. These concerns were addressed by the president and appropriate chairmen.

The meeting was recessed at 8:15pm.

Executive Session Summary

The Executive Committee meeting of the Board of Directors of the Mission Trace HOA was called to order at 8:25pm by President Margaret Priesmeyer. Secretary Kathleen Carter was present. Also present were Vice President/interim Engineering Chair Owen Seidenberger, Amenities Chair Betty Harper, Controlled Access Chair Mike Fellows and Grounds Chair Nancy Feagin. Absent were Treasurer Barrett Schultz and Community Relations Chair Cristina Gamboa. Discussion concerned parking issues and HOA payment resolutions. Secretary Kathleen Carter requested that Board members send in issues that need to be addressed in Executive Session in time to be placed on the agenda. No action was taken. The meeting adjourned at 8:55pm

Next meeting of the Board of Directors of Mission Trace to be held on November 15, 2022, at 6:30 pm in the Mission Trace Clubhouse.

Kathleen Carter, Secretary
Mission Trace Board of Directors



Adopted as written or Corrected

Date: December 2022

Mission Trace Homeowners Association

Administration Report

October 18, 2022 Board Meeting

6:30 p.m.

1.) October, 2022 met with Kathleen Carter and Christy Mason as needed to review invoices and sign checks.

2.) September 19, 20 and October 17 Follow up with John Sanchez with SA Building Development concerning the house on 11715 Pepper Tree advised that the house is a hazard and we would like to start the notice process to have the house condemned and demolished. I gave Mr. Sanchez contact information for the attorney for the Estate.

3.) October 4, 2022 I met with Brian Stanush at 10:00 a.m. at MT Office. Kathleen Carter and Christy Mason were present, We discussed information and materials that Mr. Stanush brought with him concerning possible fire hazard posed by extended drought conditions. We also went out to the railroad track area and looked at the tall weeds and brush that could pose a fire hazard. Should a fire start in that area it could ignite the perimeter wood fence putting the perimeter homes in danger. I advised that I had checked with the City and the Union Pacific Federal Rail Road Office concerning the weeds and my concerns. Mr. Stanush advised that he would make some call, as this could be a hazard with continued drought, cold weather and wind that could carry a spark. He also recommended that the perimeter fence be cleared of small trees and weeds that could catch fire. He stated the perimeter fence and homes on the perimeter would be the first to go.

Mr. Stanush recommended that homeowners create a defensible space around their home by:

- a.. clearing dead vegetation,
- b. making sure that your rain gutters and roof are free of leaves, needles and branches.
- c. Removing dead trees and/ or dead branches on your property or overhanging your property. Dead branches could ignite or fall on a person or property causing injury or damage.
- d. He also recommended keeping the vegetation around your house watered not only to create a defensible space but also to protect your foundation from damage due to severe drought conditions

While we were out near the railroad track we noticed that several homeowners were using that area as a dumping ground for dead branches and dead vegetation. Thus, creating a potential fire hazard. It is a violation of Federal law to dump trash, dead branches, leaves or other vegetation on federal property.

I will follow up with Mr. Stannush to see if he had any luck with the City or Union Pacific regarding removal of dead vegetation within 30 feet of perimeter fence.

4.) Worked with Christy regarding an e blast to remind MT homeowners of our outside parking rules made phone calls as needed.

5.) Reminder: We appreciate and welcome reports from our homeowners regarding issues of concern that may require the attention of one of our Officers or Chairperson. Please do not try to take a situation into your own hands. If it is a police matter call 911; if it concerns grounds or architectural concerns please call the office and report your concern. Our office manager Christy Mason will see to it that your message is given to the appropriate chairperson and/or Officer. Please do not confront, threaten a MT neighbor or try to run them off the road about an issue that should be referred to the HOA

Mission Trace Board of Directors Meeting
Secretary's Report
October 18, 2022

The secretary received the 260 hard copies of the HOA fees notice which were stuffed, stamped and mailed at the request of the treasurer. The secretary worked in the office on October 3, 2022.

I want to thank Nora Fellows for the attractive and informative newsletter she designed. Residents were delighted to again receive a newsletter and hoped that it will be continued as it was in the past.

The office has a new computer and shredder which was selected and installed by the treasurer. The cost was \$1,104.11 for both, much less than the \$2,000 allocated by the board last month. Unfortunately, now the scanner will no longer communicate with the newer/faster computer so the treasurer has purchased a scanner and will install it.

On October 10, 2022, a call was received from a contractor for CPS about work that was to be done on a gas line at the corner of Mission Trace and Big Meadows on October 11th. The work was to be completed that day. Unfortunately, an unmarked AT&T line was cut. The contractor completed his work for CPS covered the hole and contacted AT&T to repair their line. AT&T came out on October 12th opened the whole, covered it with plywood and never checked in with the office. The office is attempting to call AT&T to see when the line will be repaired.

Water leaks around the neighborhood have been reported to SAWS several times but due to heavy demand throughout the San Antonio area SAWS has yet to come out and assess the problems.

Mission Trace is a diverse community with 260 homeowners. Conflicts, misunderstandings and challenges are brought to the office where most are resolved by the office manager. Other problems take hours of research and conferences with the homeowner, president and other officers. When these special cases arise twenty hours a week for the office manager is not enough to adequately do routine duties as well as the research to understand and resolve a problem. For this reason, I would like to make the following motion:

I move that the office manager's hours be extended from 20 to 30 hours a week when the workload calls for additional hours.

Kathleen Carter
Secretary
Mission Trace Board of Directors

Kathleen

Amenities Committee Report October 18, 2022

Thank you again to our committee members for their able and professional assistance and special thanks to Kathleen and Darla for donating the bench in front of the clubhouse and refinishing it and also for the beautiful plants at the entrance. Remember that we welcome any homeowners to join our committee.

Tennis courts – The damaged windscreen (950) and fence (3100) will cost \$4050 from a quote from Coastal Plains. We have not yet held a meeting to discuss the damages with the contractor and city. I met with a structural engineer last week who spent some time looking at the corner of the tennis court. I will forward the plans to him so he can further analyze the situation but he recommended that we have piers set in concrete for the damaged side of the tennis court and removed the bracing posts and that we request the city replace the trees that were removed from our property. I have received two bids to repair or replace the windscreens. One bid is from Coastal Plains for \$5055 for replacing only damaged windscreens – the \$993 the city will pay for the damaged windscreen leaving a balance of \$4062 or replace all windscreens adding \$2769.00 to the 4062 which is a grand total of \$6831. The other is from a handyman whose bid is \$945 need to verify that both bids are covering same issues.

Pools We sent out 6 RFPs and received 4 responses.. I met with 4 company principals who came out to check the pools, pumps and asked questions. Community Pools is still one of the lowest costs to us yet they exceed our requirements and offer a guarantee of their work. Some of the responses were very well done but more expensive than we can afford. Mr. Watson, owner of Community Pools, will be installing some equipment that monitors our pools at his expense. **Move to accept Community Pools response to our RFP at \$1515.50 per month effective November 1 2022 and continuing through March 31, 2023.** The back of the pool house and the brick wall behind it need work .. new fascia on the bathhouse and repair to the brick wall. We are getting estimates for this work. The pool will likely need to be replastered in the future so when budgets are being planned, that expense needs to be considered. We want to add non-slip paint on the steps around the pool during the off season as well.

Imovel
Nancy
seconded

Mens bathroom at the pool .. the toilet room in the mens bathroom has water from rain coming in from the outside. Will get an estimate to repair. Also there are two leaks .. one on common ground outside the bathhouse and the other along the creek on Big Meadow. I have asked SAWS to call me when they come out for both leaks to determine whose responsibility repair work is.

Clubhouse –

1. Have received two bids for repairing, sanding, and resealing and painting the deck. One bid is for \$945 and the other is for \$2750.00. A bid was also submitted to add a retaining wall to the two tier planter outside the clubhouse for \$400.00.
2. Several places in flooring need repair ... will get estimates.
3. We will work with Christy to decorate the clubhouse for the holidays

Plug in Picnic area does not work!

MISSION *a natural community* TRACE

ARCHITECTURAL REVIEW COMMITTEE

MONTHLY ACTIVITY REPORT OCTOBER 18, 2022

COMMITTEE MEMBERS: MINTON NEWMAN – CHAIRMAN
MARIA KARLIS CALLY ALEXANDER
AL MOZISEK CHRIS CONKLE
PAT JONIETZ GEORGINA DILLON
PETER PICK-UP

ARCHITECTURAL WORK REQUESTS

11621 OPEN MEADOW REQUEST DATE: 9-22-2022

REQUEST: REPLACE ROTTED FACIA WOOD & PAINT

STATUS: APPROVED

11704 TALL TREE REQUEST DATE: 9-27-2022

REQUEST: ROOF AND FACIA REPAIRS

STATUS: APPROVED

11704 TALL TREE REQUEST DATE: 9-28-2022

REQUEST: BRICK MORTAR REPAIR AT BACK WALL

STATUS: APPROVED

LETTERS OF NON-COMPLIANCE

11631 OPEN MEADOWS

ISSUE: ROUND METAL HOUSE NUMBER PLACARD

DISPOSITION: INITIAL LETTER SENT.

RESIDENT RESPONDED. REQUESTED MEETING TO DISCUSS.

CURRENTLY IN DISCUSSIONS RE: RESOLUTION.

2

11703 FERNANDO RAMOS

ISSUE: 1. UNSIGHTLY REPAIR OF MORTAR JOINTS IN BRICK WALL

2. DEAD FIG IVY ON BRICK WALL

DISPOSITION: OWNER RESPONDED IMMEDIATELY; WILL HIRE CONTRACTOR TO RESOLVE BOTH ITEMS

Controlled Access – Board Update (2022-10)

1. Guard House: The makeover on the Guard House is almost complete. There is just one more shelf to extend and then brackets to hang the computer monitors.
 - a. Recall that we already had an electrician take care of the wiring and resolved all the exposed wiring which was a hazard. It has been repainted. The shelf in the back is now free of clutter.
 - b. We will have some before and after pictures at next month's meeting to show the affects.
 2. Gate Entry Decals:
 - a. Christy is doing an outstanding job of getting the paperwork and payments and then the activation.
 3. Outdoor Parking Decals: Nothing new to report here, but still trying to determine all of the neighbors with Outdoor Parking Decals.
 4. Exterior Security Fencing: Same as last month → We really do want to get this taken care of. However, it won't be safe to do this while the city has big machinery out there. Therefore, we are waiting a bit longer to find good timing and safer conditions.
 - a. New News: The city did take out a portion of the fence by the utility shed at the end of Overlake. I spoke with the Foreman and he told me that this is likely to be a permanent easement for the city to gain access to the chunnel – the area flowing water into the pond. They are still building up the sides of the chunnel on the Overlake side. They also reworked the concrete that supports the fencing for better drainage. We will continue to get more details.
 5. Tire Spike Strip at the Mission Trace Exit by the Guard House: No special news here. We are waiting on one more estimate for repairing or replacing the current strip.
-

Going forward: We should consider having an Annual Renewal with the Security Company to occur in the Dec/Jan time frame. That way, we can discuss potential rate changes in time to update the budget during the budget cycle.