

**Mission Trace HOA
Board of Directors Meeting
September 22, 2022, 6:30 pm
Clubhouse 11333 Mission Trace**

The regular monthly meeting of the Board of Directors of the Mission Trace HOA was called to order at 6:31 pm by President Margaret Priesmeyer. Secretary Kathleen Carter was present. Also present were VP Owen Seidenberger, Treasurer Barrett Schultz, Amenities Chair Betty Harper, Community Relations Chair Cristina Gamboa, Controlled Access Chair Mike Fellows and Grounds Chair Nancy Feagin. Absent was Engineering Chairman Josue Gomez.

The president welcomed everyone and read a code of conduct for meetings.

The minutes of the August 16, 2022, Board of Directors meeting were approved as presented.

The president asked if there were any decisions made since the last meeting that needed to be ratified?

Motion #1 Grounds Chair Nancy Feagin moved to ratify a motion made, seconded and approved between meetings that allocated \$1,500 for removal of the large Ash tree at the end of Open Meadows and Mission Trace. Seconded and **Adopted** (*Mrs. Feagin explained that a more urgent tree removal issue behind Open Meadows was identified. Two trees one threatening a home and the other a possible hazard to walkers were removed instead of the Ash at Open Meadows and Mission Trace. The Ash will be removed later.*)

President Margaret Priesmeyer gave a review of her activities carried out on behalf of the HOA. In brief some of these activities included researching all HOA documents, writing letters on behalf of the HOA, meeting with residents to hear their concerns, consulting with professionals on issues concerning the HOA. Continued communication with the city concerning excavation and drainage by tennis courts, repair to fence and screen. Bids received by the Amenities Chair will be held by the City for damages done to the property of the HOA during the construction on Vance Jackson. The president reviewed the Confidentiality and Code of Conduct Document sent by Mike Thurman and recommended several changes in the document so that it will comply with HOA bylaws. The Status of the burn house on Peppertree was given. A meeting has been set with Fire Captain Brian Stanush to assess the impact on Mission Trace of the overgrowth of weeds in the green belt behind our community.

VP Owen Seideberger has received the Code of Conduct and Confidentiality document in Word format from the attorney to facilitate making the necessary changes in the document so that it will comply with HOA by-laws. Vice President Seidenberger has worked with the Treasurer to obtain records for the upcoming Audit. Mr. Seidenberger has met with residents to explain HOA rules and help resolve parking and payment issues

Secretary Kathleen Carter reported on the orientation process for new Administrative Assistant Christy Mason. The secretary and administrative assistant have worked closely with the treasurer and controlled access chairman to assist them in their duties. The secretary reported the need for a new computer and made the following motion:

Motion #2 Secretary Kathleen Carter moved that the Administrative Assistant with input from the treasurer and controlled access chairman research and purchase a new computer and include a backup strategy and system to support it. Cost not to exceed \$2,000.00 Seconded and **Adopted**

Treasurer Barrett Schultz gave a full and extensive report on the financial status of the HOA. He included updates on Execupay, Frost Bank, Broadway Bank, OJO (*accounting firm*), CIA Services and Buildium. The treasurer provided draft income statements, balance sheets and the Budget for 2022-2023 for June and July of this year in order that residents can see how their money is being spent. He went through the trials and tribulations of transitioning from a professional management company back to a self-managed entity. In the spirit of transparency financial documents from 2021 thru 2022 were made available to homeowners for their examination, with the treasurer available to answer all questions. The treasurer's full report is attached.

Amenities Chair Betty Harper is completing the RFPs for a pool cleaning company. Until all the RFPs have been returned and a permanent pool company selected Mrs. Harper would like to continue through October with pool services from Community Pools. When it rains there is a leak in the men's bathroom in the pool house. Mrs. Harper will get an estimate for repair. A quote has been received for \$950.00 from Coastal Plains to repair the damaged windscreen at the tennis court. Coastal Plains estimates it will cost \$3,500 to repair the damaged fence for a total cost of \$4050.00. The contractors for the city are responsible for paying for these repairs. The president recommended that the amenities chair get a quote to repair the entire windscreen on the tennis court. One bid has been received to repair, sand, reseal and paint the deck. Bids for the repair have been put out to other contractors. Bids to repair the flooring in the clubhouse are also being sought

Motion #3 Amenities Chair Betty Harper moved to continue with Community Pools through the month of October with the maximum cost not to exceed \$1,800. Seconded and **Adopted**

Community Relations Chair Cristina Gamboa reported she has plans for a Fall Festival event to be held on Sunday, October 30th between 12pm and 3pm to take place around the swimming pool and park area. All residents are invited including children and pets. A resident suggested opening the Clubhouse for this event which the Community Relations Chair agreed. The annual Christmas Party will be held in the Clubhouse on Friday December 9th. Hours to be announced.

Controlled Access Chair Mike Fellows reported RFPs were sent to 17 security companies which resulted in seven replies and six bids. TAPS, the current security company came in with a bid \$10,000 lower than the other companies at \$173,886 for the year or \$14.491 a month which includes providing once a night rounds.

Motion #4 Controlled Access Chair Mike Fellows moved that we accept the Texas Asset Protections proposal for security services through the end of the fiscal year ending March 31, 2023. Seconded and **Adopted**

Motion #5 Controlled Access Chair Mike Fellows moved we accept the Texas Asset Protection proposal for security services for the next 2 fiscal years ending March 31, 2024, and March 31, 2025, respectively. Seconded and **Adopted**

The Guard House has received a makeover with a fresh coat of paint, an additional shelf installed, and storage bins placed. Electrical repairs have been made and outlets and covers replaced. The phone system has been rewired by AT&T and old wires removed.

Two bids to replace the tire spike strips at the exit have been received, one came in at \$3,000 and another at \$9,000. More research needs to be done.

Fencing repairs are being put off until the heavy equipment and drainage construction is completed. Target date for completion of construction has been moved from September to October.

In the absence of Engineering Chair Josue Gomez his report was read by the Grounds Chair Nancy Feagin. The report is attached.

Grounds Chair Nancy Feagin reported that a section of the ground above the Swimming Pool Bathrooms has been covered with a grid and planted with donated greenery by the Grounds Committee in hopes of preventing erosion. Mrs. Feagin also reported that many more trees are dead and need to be removed which will use the remainder of the tree trimming budget. Bulk pickup will be on Monday October 10th and the site location will be announced.

Motion #6 The Grounds Chair moved to use the \$9,459.92 remaining in the \$30,000 budget for Tree Trimming be used for tree removal. Seconded and **Adopted**

Architectural Chairman Minton Newman reported that all approved projects have been completed and no addition architectural requests were received this month.

Homeowners Forum- Ten homeowners signed the attendance roster, three attendees signed up to speak. They were Janet Riley, Karen Vaught and Darla Carter, DVM. Homeowners' concerns were consistent, the unsightly state of the entrance, lack of grounds care in certain cul-de-sacs and why regular grounds maintenance was being neglected. Homeowners also enquired about plans for social activities. Questions about the burn house on Peppertree and if there are plans to demolish the house. Also, there were enquires as to how HOA documents could be accessed. The officers and committee chairman addressed these concerns

The next meeting of the Board of Directors is scheduled for Tuesday, October 18, 2022, at 6:30 pm.

The meeting was adjourned at 8:35 pm.

Summery of Executive Committee Meeting

The Executive Committee meeting of the Board of Directors of the Mission Trace HOA was called to order at 8:45 pm by President Margaret Priesmeyer with Secretary Kathleen Carter present. Also present were VP Owen Seidenberger, Amenities Chair Betty Harper and Grounds Chair Nancy Feagin. Absent were Treasurer Barrett Schultz, Community Relations Chair Cristina Gamboa, Controlled Access Chair Mike Fellows and Engineering Chair Josue Gomez. Discussion ensued concerning the Code of Conduct and Confidentiality document and interaction between residents and contract labor.

The meeting was adjourned without action taken at 8:58 pm

Kathleen Carter
Mission Trace Board Secretary



Minutes approved as written/corrected

Date Oct 18, 2022

Mission Trace Homeowners Association
President / Administration Report

September 22, 2022 Board Meeting
6:30 p.m.

- 1.) 8.19 – 9.22.24 multiple phone call and research concerning various issues in Mission Trace prepared and sent correspondence to various home owners based on research and governing documents.
- 2.) Met with Kathleen multiple times to review invoices as they came in and signed checks.
- 3.) follow up communication with Troy on several occasions concerning excavation and drainage by tennis courts, repair to fence and screen; Troy has the bids Betty Harper obtained and will withhold funds for payment of same. Repairs will occur after work is complete. Emailed pictures of damaged areas to Troy. Work should be complete in a couple of weeks.
- 4.) Phone call with Betty concerning engineer to look at corner of Tennis Court closest to excavation. Betty agreed to call Engineer she had previously contacted.
- 5.) 9.20.,22 met with Christy Mason, Owen and Kathleen concerning monies owed to Mission Trace and work needed to resolve.
- 6.) researched Mission Trace Covenants and Restrictions, Architectural Standards and Mission Trace Grounds Rules concerning the placement of signs other than real estate signs on Common Grounds.
- 7.) Also researched Mission Trace documents concerning the placement of trash, recycle and green bins on scheduled pickup dates and the proper storage of these containers.
- 8.) reviewed various vendor contracts.
- 9.) Phone calls to Brian Stanush with the S.A. Fire Department to schedule an appointment concerning the tall weeds in greenbelt by railroad track agreed to meet on October 4, 2022 at 10:00 a.m.
- 10.) 9.22.22 reviewed minutes of last Board meeting, met with Christy and Kathleen concerning administration issues.

Mission Trace Homeowners Association
Board of Directors Meeting
September 22, 2022

Since the last BOD meeting the secretary has had the pleasure of orienting Christy Mason, new Administrative Assistant, to the various software programs and functions of the Mission Trace Office. Mrs. Mason has proved a quick study, is self-motivated and her experience in dealing with large numbers of clients and accounting has made for a smooth transition. Her calm demeanor and willingness to help residents find the right chairman to address their concerns and problems makes her a perfect liaison between the Board of Directors, homeowners and tenants. Mrs. Mason could not be here this evening due to a prior commitment.

Under the direction of the treasurer, financial records have been located and filed in books in preparation for the upcoming audit.

The secretary and treasurer worked with three homeowners to get their dues paid and up to date. The president, vice president, secretary and administrative assistant met with a homeowner to discuss overdue HOA fees and to develop a plan to have these fees paid. Two 209 letters have been sent to delinquent homeowners and as a last resort two homeowners have been turned over to the attorney for collection.

The business office needs a new computer, with a backup strategy for storage and a system to support it.

I move that the administrative assistant with input from the treasurer and controlled access chairman research and purchase a new computer and include a back up strategy and system to support it. Cost not to exceed \$2,000.00.

Kathleen Carter
Secretary
Mission Trace Board of Directors

Mission Trace HOA Meeting

Treasurer Report

September 22, 2022

It has been a busy last few weeks as we continue to dive into the daily workings of the Mission Trace HOA. We have made what I feel is significant progress in the transition back to self-managed considering that there was no exit plan in leaving CIA Services. It has been over a year since we received our files and accounting. The board at this time last year hired a book keeper and not an accountant to assist with the transition. Unfortunately, they should have hired an accounting firm instead. As a result of their inadequate transition back, it has taken us over a year to regain full control of our accounting reports.

- Execupay – Christy has been added as an employee in Execupay and she will submit her hours to Kathleen for review and approval every two weeks. Once approved by Kathleen, I will call in the hours to Execupay to ensure proper payment. No one else besides myself and the president of the HOA can call in hours for approval and payment.
- Frost Bank – Current Balance as of today \$276,221.77. This account has been reconciled and is current in Buildium and we have all of the supporting documentation for each monthly statement.
- Broadway Bank – Current Balance as of today \$113,397.99 – less any pending checks that have not cleared the bank as of yet. It has been challenging reconciling this account since last year. There were deposits that were made at the bank that were never recorded in Buildium and vice versa. There were also deposits that were “grouped” together at the bank but recorded only partially in Buildium. We have had to request several deposits from Broadway Bank so we can ensure that the proper credits were made to the appropriate resident accounts. This HOA is not a “side hustle”!! It does half a million dollars in revenue and should be treated as such. Between deposits lost and left in drawers for over a month to Mission Trace HOA bills be re-routed to personal addresses of board members because they were too lazy to go to the office.
- OJO – I have been working directly with our account representative almost daily to go through each transaction that has cleared CIA Services and Broadway Bank to ensure we have it recorded properly in Buildium. We still have some loose ends, but hope to be done with all of the clean up by the middle of next month and then from there, it will just be monthly maintenance to ensure transactions are recorded properly to their respective expense bucket.
- CIA Services – I have been in contact yet again with Ralph at CIA Services as I needed some clarification regarding the closing of the CIT bank account. Mission Trace never asked for the August or September 2021 bank statements from CIT or the general ledger transactions for those two months. Ralph supplied the statements and transactions to

me as we needed to account for every dollar sent to CIA in the beginning and every dollar when CIA closed the CIT bank account and sent us our funds from closing that account. We received the initial \$90k and then a check for \$4,939.61.

- Income Statement – Balance Sheet – Budget – I have taken the liberty to create DRAFTS of the budget for June and July 2022 for this meeting. I have also drafted the income statements for June and July of this year so residents can see how the money is being spent; transparency at its best. The Balance Sheet is still messy and I believe that some of the journal entries moving the money back to Mission Trace were not done correctly. We will need to recreate all of the financial documents since Mission Trace took over the finances as self-managed; August 2021 of last year to current. We will need to review and approve and make part of the financial records. This might take a few more months as we have still have some clean-up to ensure that each expense was recorded properly. I have seen transactions recorded to expenses buckets we do not even use – electricity is one. Our handyman is another. These are just a few examples of inconsistencies in how we handled our expenses. Even though I have circulated a draft, we still need to review each transaction to ensure it is booked properly.
- Buildium – Kathleen and I are cleaning up Buildium to reflect all of the ownership changes. The accounts were not being updated properly as I mentioned last month. Each home address has a Buildium account and we need to ensure that the residents/owners of these accounts are corrected. We have updated a lot of the resident accounts to reflect the proper owners and I have been uploaded warranty deeds and leases when we have new tenants. I have also been adding notes to resident pages to ensure compliance.

It has been a good month and a lot of progress has been made. We are coming up on an assessment month so our focus will shift to prepare statements, charge the accounts and then get statements mailed. We are working with the attorney on 309 letters for delinquent accounts and will be checking the past due resident accounts this next month for possible collections. All late fees from last quarter will be booked (if they have not already). We have had some issues with the autopay features with companies like SAWS and AT&T and all of that has been addressed and corrected.

Amenities Committee Report September 22, 2022

Thank you again to our committee members for their able and professional assistance. 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. While we have not yet held a meeting to discuss the damages with the contractor and city, I Move that all funds to repair and replace damages be put in the Amenities budget. We continue to watch the deterioration of the corner area of the tennis courts with deep concern. All the windscreens need to be replaced and I've contacted Rich Guenther so work after the water flow project is complete. I have contacted a structural engineer about the corner of the tennis court. **MOVE: Any funds the city or contractor gives to cover the damaged areas should go into the amenities account.**

Pools Community Pools has been doing a great job on our pools. Our RFP did go out but with less than expected response, the committee decided to extend the deadline and emails have been sent to each recipient notifying of the extension. Companies that have responded can modify their response or leave it as originally sent and companies that were unable to reply can now do so.

MOVE: Continue with Community Pools through the month of October with the maximum cost of \$1800.00.

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.

Clubhouse –

1. Have received one bid for repairing, sanding, and resealing and painting the deck. We are working with another contractor to get another bid.
2. Several places in flooring need repair ... will get estimates.

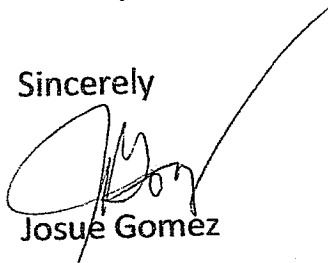
Engineering Report Sep 14., 2022

1. A drainage issue in the area between the clubhouse deck and the pool was addressed with the Grounds Chair. A bid has been requested for the work which will entail installing a drain pipe under the sidewalk to channel rain water away from the pool area, but it was decided jointly with Grounds to wait to perform the work until the mesh surface is installed in the area.
2. A homeowner at 3704 Big Meadow has requested that her entry steps be repaired because the steps have sunk about 4 or 5 inches causing a safety issue. The homes on Big Meadow all face the creek and their front entry is thru the walking path (sidewalk) along the creek. This sidewalk also has a safety issue in uneven surfaces which is included in the repairs projected.

A bid for the repairs has been received by the homeowner which she has turned over to us and the contractor has been contacted by us. A second bid has been requested and is pending.
3. Another homeowner at 11931 Mission Trace requested that their entry walk be repaired as there was an issue with uneven surfaces (about 4 inches) and thus causing a safety issue. This walk leads to the main front entry at the home.

This repair work has been completed.

Sincerely



Josue Gomez

Engineering Chair

Activity/Description	Blue Armor Security	Securitas Security Services	Smith Protective Services	SMR Security Services, LLC	Statewide Patrol	Texas Asset Protection (TAP)
Annual Cost	\$ 214,137	\$ 235,317	\$ 199,245	\$ 193,144	\$ 183,784	\$ 173,886
Monthly Cost	\$ 17,845	\$ 19,610	\$ 16,604	\$ 16,095	\$ 15,315	\$ 14,491
Guard House Coverage	24x7 (including Holidays)	24x7 (including Holidays)	24x7 (including Holidays)	24x7 (including Holidays)	24x7 (including Holidays)	24x7 (including Holidays)
Nightly Vehicle Patrol - Marked Car	1 x per night	1 x per night	1 x per night	2 x per night	1 x per night	1 x per night
Visitor Management System	Yes - plus apps for residents. + \$6,000	Yes	Possibly - but uncertain	Possibly - but uncertain	Possibly - but uncertain	Partial (identifies visitor name, not who visiting, not license plate, not hang tag #)
Remote/Mobile Guards	Not likely	Yes	Unknown	Not likely	Not likely	Not likely