

Mission Trace HOA  
Board of Directors Meeting  
March 28, 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 6:30 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 read guidelines for conducting meetings.

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

The president reported that she had talked with representatives from the city about dredging the pond without anything definitive being decided. She also met with the Pond Task Force and Brad Vollmar concerning ways to prevent water loss and erosion and improve water quality. The courts have yet to close the case on the burned house on Pepper Tree or release the money to the executor of the estate. Until all legal requirements are completed nothing can be done to this house. Discussions with our attorney concerning updating the bylaws resulted in three recommendations. The members of the HOA can update the bylaws at no cost, or the attorney can supply a template for by-laws at a cost of \$1,500 or the attorney can revise Mission Trace By-laws for \$2,000-\$3,000. The president appointed the following individuals to serve on the By-laws Committee. Members include President Margaret Priesmeyer, Mike Fellows, who will serve as Chairman, Kathleen Carter, Brenda Weil and Al Mozisek.

**Motion #1** Kathleen Carter moved to approve purchasing a template for \$1,500 to use to update the by-laws to ensure the documents are in compliance with state law. Seconded and **Adopted**.

Treasurer Barrett Schultz provided a budget analysis and financial update on the financial health of Mission Trace HOA. From 2000 to 2016 Mission Trace HOA dues increased by 3.4% while inflation rose by 37%. For 10 years the Board of Directors elected not to raise HOA fees at all, and the following 6 years only minimally raised the fees. The lack of dues increases created a severe shortage in the Reserve Fund making it impossible to do major repairs and maintenance. If the HOA had kept pace with inflation during those 16 years Mission Trace HOA fees would be \$731.72 a quarter. The current inflation rate is 8.6% so the HOA continues to be behind in how much the HOA fees should be to keep up with rising costs. The treasurer reported that not having RFPs for major contractors or being off cycle for contracts has made it difficult to develop a budget for 2023-2024. The treasurer presented three options for the 2023-2024 budget and recommends option (C). Mr. Schultz announced that the Broadway Bank account has been reconciled in Buildium and is current. The treasurer is negotiating with Armstrong, Vaughan & Associates, P. C. to audit the financial statements of Mission Trace HOA which comprise the balance sheets as of March 31, 2022, and 2023 and the related statements of revenues, expenses and changes in fund balance and cash flows for those years. The fees for this service will be \$8,000-\$9,000. Now that the Broadway Bank account has been reconciled financials can and should be included with the announcement of the monthly Board meeting. The treasurer is studying how best to deal with the Pond Fund. The Board needs to decide if the fund is to show up in the HOA financials or be an account on it's on with its own tax number.

**Motion #2** Treasurer Barrett Schultz moved that **Budget C** of the proposed budget for 2023-2024 be approved. Seconded and **Adopted**.

**Motion #3** Barrett Schultz Treasurer moved to accept the quote from Armstrong, Vaughn & Associates, PC to prepare the Mission Trace HOA Tax filing and to audit the financials of Mission Trace HOA for the years March 31, 2022, and 2023. Cost not to exceed \$9,000. Seconded and **Adopted**.

**Motion #4** The treasurer moved to transfer \$25,200 to the Frost reserve fund account from the Broadway Account. Seconded and **Adopted**.

**Motion #5** Barrett Schultz, Treasurer moved to transfer \$25,000 from the Broadway Bank Account to the Frost Bank Reserved Fund Account. Seconded and **Adopted**.

Secretary Kathleen Carter reported that the office is preparing to send out the HOA Fee invoices. Requests for nominations for the Board of Directors are also being sent out. The 3% increase voted for in February will go into effect July 1, 2023 and the amount will be \$566.50 quarterly. 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. More information to follow. The secretary and office manager prepared a budget request for the administrative office for the years 2023-2024 and submitted the proposal to the treasurer.

Nominating Committee Chairman Betty Harper reported the nominating committee held their first meeting on Wednesday March 8, 2023. The process and important documents for conducting the election of the Mission Trace Board of Directors were reviewed. The initial notice requesting nominations of candidates for the Board of Directors will be sent out this week. The deadline for receiving nominations is April 15, 2022. A meet and greet will be held on Sunday, May 7, 2023, and the election will be held on Tuesday, May 23, 2023, in the clubhouse. The 2023-2024 Budget and Financials are required to be included in the election packet.

Amenities Chairman Betty Harper announced that the repair of the tennis court screen will be completed shortly by Coastal Plains for a cost not to exceed \$5,590.00. A new 54-inch Spaulding hoop with a shatterproof backboard has been installed by Andy Fioleto. The guards have the key to the basketball court and should keep a log of who takes out the key. Not knowing who has the key is a problem for residents and deliveries. The pools, furniture and deck have been readied for Spring break and summer use. Andy Fioleto will power wash the bathroom floors. Bids are being sought for installation of safety treads on the concrete and wooden steps leading to the bathrooms. Bids are still being requested for repair of the soffit on the clubhouse. Rental of the clubhouse has increased to once a month. Further research is needed to explore the feasibility and process of having Goggle Fiber installed in the neighborhood.

**Motion #6** Betty Harper moved that the president appoint a committee to explore the feasibility and process of installing Google Fiber in Mission Trace. Seconded and **Adopted**.

Engineering Chairman reported that the retention and brick wall at the front exit damaged by the January 26, 2023, hit and run has been repaired. Bids for the lettering damaged by the event have been received. The engineering chair and office manager met with structural engineer Mr. Wunderlich to assess the proposal for repair of the stairs, sidewalk and drainage at the home of Sherri Houston on Big Meadows. At the request of Amenities Chairman Betty Harper, the structural engineer was asked to assess the status

of the foundation and separation of the brick wall at the clubhouse. An official engineering report on the status of the foundation of the Clubhouse can be obtained for \$900.00. Andy Filoeto and Eric Vering replaced 12 lights in the trees on the Lakeside of Overlake. A socket was stripped and will be replaced. One of the lights at the exit wall which has not been functional for some time will be checked to see if the sensor needs to be replaced. The lights on the green pillars are scheduled for repair. Bids have been sought for installation of the railing on Hollow Tree. The engineering chair developed and sent a proposed budget for engineering 2022-2023.

**Motion #7** Kathleen Carter moved that the board approve the bid of \$1,400 from Mirage Stone Concepts for the lettering and installation of the lettering on the front Walls. Seconded and **Adopted**.

**Motion #8** Kathleen Carter moved to proceed with the repair of the sidewalk and stairs at the home of Sheri Houston on Big Meadows at a cost not to exceed \$3,000. Seconded and **Adopted**

**Motion #9** Kathleen Carter moved to approve the expenditure of \$900.00 for a professional structural engineering report by Mr. Wunderlich on the status of the separation of the wall and foundation at the clubhouse. Seconded and **Withdrawn**.

Grounds Committee Chairman Nancy Feagin reported she has bids from three different Landscaping companies but is continuing to work on questions for the RFPS before finalizing a Landscape contract for the years 2023-2024. Ms. Feagin reported that until a decision is made on a landscaping company the current company "Green Landscaping" will work on a month-to-month basis for \$13,604.34 a month per the budget. Burleson Tree Service is continuing to remove dead trees around the neighborhood.

Amenities Chair Betty Harper announced that Mission Trace will be celebrating its 50<sup>th</sup> anniversary in January of 2024. Mission Trace was the first planned neighborhood in San Antonio.

Architectural Committee Chairman Minton Newman sent his report to all members of the Board of Directors.

Pond Restoration & Maintenance Task Force Chairman Peter Pickup reported the mission of the Pond Task Force was to 1) explore ways and methods to improve or restore pond environment, habitat and water quality. 2) Evaluate proposals, options and cost estimates and project timelines. 3) to develop a Masterplan. The Task Force has met several times since the last Board meeting. Meetings with Brad Vollmar of Vollmar Pond and Lake Management, Charlie Owlsley of Mockingbird Lake Community, Craig Glendenning regarding pond sealing options and initiating communications with pond/lake experts Dirt Works. Priorities of the Task Force are 1) Identify areas that contribute to loss of water in the pond. Areas identified after meeting with experts are a leak in dam wall, limestone Karst rock outcrop along the shoreline, tree root effect on seepage and Ligustrum water consumption. 2) Options for correcting leakage are dam wall and roadway repair, extending clay or synthetic line along shoreline, removal of water hogging invasive ligustrum trees and Bentonite slurry sealing options. 3) Erosion Control 4) Wetland-Pond Combination or Pond only Options recommended by Vollmar. 5) deepening pond by sediment/sludge removal and depositing material along pond banks assisting erosion control and providing material for planting 6) planting suitable aqua species in upstream region of the pond along the shoreline to reduce erosion and provide water filtration to enhance health of the pond. 7) Trap and remove turtles. 8) Introduce fish.

Homeowners Forum-Ten homeowners signed in and two signed up to speak. Karen Vaught voiced concerns about repairs, check signing and board member absences. Bob Ray suggested registering the Pond Fund as a non-profit or setting it up as a Foundation and recommended that homeowners who attend the monthly HOA meetings should be asked to run for the Board of Directors.

Meeting adjourned at 8:20 pm.

#### Summary of Executive Session

Three 209 letters were sent in March for HOA fees. Settlement of payments for violations decided by general consent.

Meeting adjourned at 8:30 pm

The next meeting of the Board of Directors will be April 18, 2023 at 6:30 pm in the clubhouse.



Kathleen Carter, Secretary  
Mission Trace Board of Directors

Adopted as written or corrected.

Date: April 18, 2023