

MISSION TRACE HOA  
Board of Directors Meeting  
July 11, 2023  
Clubhouse 11333 Mission Trace

Meeting called to order by President Ray 6:39

Present:

Bob Ray  
Nancy Feagin  
Barrett Schultz  
Scott Pope  
Betty Harper  
Janet Riley

Absent:

Suzanne Elliott  
Thomas Crozier  
Chris Conkle

President Ray established a quorum and asked for corrections to the June 13th board meeting minutes. Nancy Feagin asked that the line regarding audit read " annually" instead of every two years, the accountant's name be corrected to read Armstrong, Vaughn, and the sentence about the front entrance read repair did not meet electrical code. Maggie Priestmeyer was recognized as a representative of the Pond committee. No objections were made to corrections. Motion carried.

Preside Ray asked Barrett Schultz to talk about the by-laws committee and he said he did not request to talk about the subject.

No administrative report from Bob Ray.

Betty Harper, amenities chair, presented the revised pool rules for approval. President Ray asked the board members to review the rules and read the pool rules to the meeting attendees. Motion to approve pool rules by Janet Riley, 2nd by Betty Harper. Motion carries, no objection.

Janet Riley, community relations chair, reported on the success of the July 4th party and thanked the cooks and committee members. Plans for a Halloween event are in the works.

In the absence of Mr. Crozier, controlled access chair, Bob Ray discussed the possibility of using game cameras on the perimeter fences.

Scott Pope, engineering chair, reported on the handrails on Hollow Tree. Recommended that the rails be scrapped and start over. Mr. Pope will get 3 bids to get the rails replaced. Mr. Pope will send the information to board members via email. Next item discussed was the sidewalk repair behind Big Meadow, recommendation was to watch the newly poured section of sidewalk because it does not raise to the level of a safety concern at this time.

Next item was a drainage issue on Peppertree, Mr. Pope will be looking at that over the next few weeks.

President Ray asked Barrett Schultz, Treasurer, to give his report. Mr. Schultz reported the Frost Bank account has \$355,000. The Pond Fund account has \$100,470 and the Broadway Bank has \$107,023. Mr Schultz reported that he generated the June Income statement and Balance sheet from Buildium. Also reported that he is still cleaning up the Balance Sheet from CIA, will do when time allows. Mr. Schultz reported that he has talked with Kim Roach of Armstrong Vaughan, and the taxes for last year have been filed and an extension has been filed for this year. The audit for the last two years has been ordered and will be combined into one report. The auditor will have access to Buildium and may have an audit report by October. Budget vs. actual report will be emailed to Board Members.

Nancy Feagin, grounds chair, we will be making a decision on the contract by the end of July. Mrs. Feagin is getting bids for the damaged brick structure at the entrance and wall on Peppertree. Bids were given to homeowners insurance company. We have not been able to determine where the damaged signs came from and may not be included in the quote. Next, a motion was made to remove trees at 3 locations at a cost of \$3500, Barrett second, motion carries.

Mrs. Feagin started a discussion about a tree at 3703 Morning Mist possibly causing damage to the foundation. Board will notify the owner they need to provide proof of damage in order to remove. Owner at the same address will have a stump removed. Mrs. Feagin discussed the need to send letters to owners that have encroached on common ground. One encroachment is the fountain on Mission Trace. The grounds committee would like to send a letter asking that 2 tiers or the whole structure be removed. A second letter to a homeowner asking for the removal of table and chairs. Third letter to owner for not picking up dog feces. Motion that letters be sent, 2nd from Ms. Riley. Discussion and President Ray asks for a Motion and vote for each letter. We have a motion to send a letter regarding dog poop, all in favor say Aye, motion carries, Barrett Schultz opposed. Another letter concerning table and chairs on common ground, President Ray requests this letter be sent certified mail, all in favor say Aye, Barrett Schultz says opposed, motion carries. Third letter, deals with the planter, Mrs. Feagin has described what is in the letter, all in favor say aye, 2 opposed, motion carries. Next issue, discussion about putting the trash and recycle receptacles out of sight following trash/recycle pick up. Mrs. Feagin made a motion to enforce policy by first sending notice via email blast requesting homeowners' trash receptacle be put away according to HOA policy. Betty Harper seconds. President Ray - all in favor say Aye, motion carries. A second motion was made that those that don't comply send the individual notice saying your toter has not been properly stored and it will be picked up and taken to the shed and you must retrieve it. In discussion President Ray asked Mrs. Feagin to amend the motion to say that the notice is an enforcement action and the notice must give the homeowner the opportunity to come the board and state their case. No further discussion, motion carries, none opposed. \*\*\*(no second) Mrs. Feagin asked about the temporary electrical on Big Meadows that has been there for quite some time. President Ray states that the reason is a nationwide shortage of transformers. CPS will replace when they are able to get transformer.

President Ray asked for Mr. Newman's report and informed the attendees that the Architectural Review Chair cannot be a member of the board of directors. Mr. Newman reported that there are not a lot of requests this month. One request was granted to replace T-1 11 siding.

Mrs. Riley asked about planter and bushes next to the clubhouse deck. The planter is in disrepair and the plants have not been cut in quite some time. Mrs. Feagin said the planter is not a ground issue but she asked Andy (the repairman) some time back about removing the planter and putting up lattice work. She will get back with Andy and make sure it's taken care of. President Ray brought up the need to have the handyman projects/tasks go through Ms. Mason so she can prioritize. President Ray established as standard operating procedure that any work orders for the handyman be authorized and assigned to the handyman by the office manager.

Betty Harper, amenities chair, thanks community pools for installing pool alarms and fixing gate. An electrician has looked at the wiring at the tennis courts and it is not in good shape. The tennis court lights are in need of repair and the committee will be getting estimates for that work. The lines for the pickleball courts are in place and the court is being used. The handyman will stencil the mens/womens signage on the door of pool bathrooms. Ms. Harper would like to move that the funds made from clubhouse rentals be used for amenities. President Ray - we have a motion to amend budgetary procedures. In discussion Barrett Schultz, treasurer, stated the HOA has a budget and the expenses and income are accounted for. It is not worth the time and effort to rearrange the chart of accounts. Next, the clubhouse committee would like to look into repairing the shed to a level that would allow for storage, as we have a need for additional storage. As we do have a problem with storage.

President Ray called for 5 minute break

Since we have an abbreviated board President Ray is not comfortable with talking about updating bylaws. Next, Mission Trace Waterfowl Pond and committee operating procedures and guidelines, without the presence of a full board discussion will be moved to the next board meeting. Mr. Schultz discussed the need for a separate accounting system for the Pond committee account.

Nancy Feagin introduced a need for discussion about the new letters that were recently installed at the front entrance and determined that the M was not designed according to the dimensions that were agreed upon. Nancy is getting estimates from another company to replace the M.

President Ray noted that the item on the agenda regarding the incident at the pool would be moved to executive session to comply with state law.

**New business:** Motion to renew Liability Insurance policy. 2nd. Motion carries

President Ray asked that board members complete their list of prioritization of community needs and be ready to discuss at the next board meeting.

Peter Pickup from the pond committee introduced the various quotes that have been given. Gave an update on the silt removal process. He also gave estimates for draining and flushing, Clay lining extension, invasive ligustrum tree removal, separate estimate to clean up and trim trees, an estimate for plants around the pond. The total estimate, not including the dead tree removal, is \$200,000. With the \$100,000 donation we have a shortfall of \$100,000. Barrett Schultz asked if we can apply for money from the state of Texas. Mr. Pickup will look into it. Director Pope asked about water loss, Mr. Pickup attributes water loss to ligustrum and leakage through the rocks. Mr. Pickup said the ligustrums are a problem. Mr. Pickup made a motion to remove the ligustrum. Mrs. Feagin noted the need for further research into the impact on erosion, and ecosystem. President Ray asked that all board members visit the areas that have been marked for tree removal and discussion will continue at the next board meeting.

**Homeowners Forum** - Karen Vaught commented that while she was on the board she found that auto tag removal was an effective form of compliance enforcement. She also feels like there is a need for better communication among the board members. Linda Toledo is disappointed to hear the decision of the board regarding the planter. The board should take into consideration that there are some homeowners that like the fountain before sending the letter.

**Executive Session:**

Discussions were held regarding an incident at the pool on the weekend of June 10 as well as sending letters to homeowners in violation of architectural standards. No decisions were made

Brenda Weil  
Interim Office Manager

Adopted as ~~written~~/corrected

Date: 8/8/23