

**Mission Trace Homeowners Association  
Board of Directors Meeting  
11333 Mission Trace San Antonio, Texas 78230  
Clubhouse June 23, 2022**

The meeting was called to order by President Maggie Priesmeyer at 6:30 pm. Secretary Kathleen Carter was present. Also present were VP Owen Seidenberger, Treasurer Barrett Schultz, Community Relations Cristina Gamboa, Controlled Access Mike Fellows, Grounds Nancy Feagin and Amenities Betty Harper. Absent Engineering Josue Gomez.

The president welcomed homeowners and board members to the meeting and read the ground rules for participating in the meeting.

Nancy Feagin former Secretary distributed the minutes of the May 18, 2022, board meeting. The president asked if there were any corrections to the minutes. There being none the minutes were approved as presented.

The minutes of the May 31, 2022, minutes were distributed per email. The president called for any corrections to the minutes. The minutes were approved as corrected.

The president reported that the contractor has repaired the water line feeding the pond. In the absence of the controlled access chairman the president appointed Josue Gomez and Karen Vaught to an ad hoc committee needed to meet with her and Oscar Gonzalez concerning the 13% increase in the fee for TAP. When replacing the lock on the back gate leading to the green area it was found that weeds surrounding the RR tracks had grown to a height of 12' and with the drought conditions thought to be a fire hazard. Union Pacific RR was notified, and they are to correct the situation. The construction around the tennis courts has damaged the fence and screen and created a situation for erosion and undermining the foundation of the tennis court. The contractor has agreed to place concrete around the court to prevent erosion. An engineer has been contacted to assess water flow issues around the tennis court.

Administrative Committee- Officers serving: President Maggie Priesmeyer, VP Owen Seidenberger and Secretary Kathleen Carter. VP Seidenberger distributed a Code of Conduct and Confidentiality agreement recommended by the attorney to be reviewed and signed by members of the BOD. Violation of the Code could result in removal of the offender from the BOD. The job description for HOA Office Manager was sent to members of the board for their review to update before search and hiring of a new Office Manager takes place.

Amenities Report- Betty Harper reported a new wind screen for the tennis court will cost \$950.00 and cost should be covered by contractor. Fencing around the tennis court will cost \$75.00-\$100.00 per linear foot and should be covered by the contractor. The Pool Professor is proposing a charge of \$3,000 a month to maintain the two swimming pools. This will cover servicing the pool five times instead of three times a week. Three Request for Proposals (RFP's) will be sent to pool cleaning companies. Some of the new pool keys are not working after the locks were reset. Research is underway to hire someone to clean the Clubhouse. The deck around the Clubhouse needs to be repaired and refinished.

**Motion 1** Amenities Chair Betty Harper moved to approve up to \$700.00 for an engineer's report concerning the water flow issues and erosion due to construction work around the tennis court. Seconded and **Adopted**

Community Relations- Cristina Gamboa reported she has a committee of seven to plan community functions in the upcoming year.

Controlled Access-Mike Fellows read the report of the Ad-Hoc committee submitted by Josue Gomez. TAP is requesting a 13% increase in rate in order to provide quality service and employees for the Mission Trace facility. The increase is based on the acute labor shortage and inflationary surge affecting the country and manifesting itself in competitors trying to recruit TAP security personnel. The current rate is \$17.56 an hour or \$2,950.00 a week. The proposed increase is \$19.85 an hour or \$3,334.80 a week. The increase of 13% will result in an increase of \$384.80 a week. To keep the cost within current limits the committee agreed to accept nightly patrols on Fridays and Saturdays an on one night during the week selected at random by TAP in order to adjust the security contract to August 1st instead of July 1<sup>st</sup>.

**Motion 2** Controlled Access Chairman Mike Fellows moved to accept the TAP contract with the 13% increase effective August 1, 2022. Seconded and **Adopted**

Grounds-Nancy Feagin reported that the freezes and drought has stressed many of the trees resulting in the need to remove limbs or the entire tree. The drought has also caused the pond to be low and the aerators and fountain to be turned off. The budget for the water is \$10,000. The pond will be filled according to Stage 2 water restriction guidelines. Webbing will be placed around the pool area to prevent erosion when it rains. Homeowners on Overlake are concerned about the height of the fence that is down on the Vance Jackson side of the road and would like something to be done as deterrent to trespassers. It was suggested that an 8ft fence be installed and some sort of vine or shrubs planted to obscure the view of the homes on Overlake. Controlled Access Chairman Mike Fellows has been asked to assess and give his recommendation for a barrier to be placed at the end of Overlake on the Vance Jackson side of the property. It was recommended that homeowner's water the areas around their homes to maintain landscaping. Pavers used as walkways are on HOA property. A complaint has been received about the unsightly state of the Overlake cul-de-sac.

**Motion #3** Nancy Feagin moved that the board ratify the expenditure of \$1,515.00 for tree work. Seconded and **Adopted**

**Motion #4** Nancy moved that the board ratify the expenditure of \$2,600 for tree work. Seconded and **Adopted**

**Motion #5** Nancy Feagin moved that the board approve the expenditure of \$675.00 for tree trimming. Seconded and **Adopted**

Treasurer Barrett Schultz reported he is working on getting the next HOA assessments out. He also recommended placing HOA Board Secretary as a signer on the Frost and Broadway bank accounts.

**Motion #6** Barrett Schultz moved that Board of Directors Secretary Kathleen Carter be added as a signer on the Frost and Broadway Bank accounts. Seconded and **Adopted**

Architectural Committee Report-Minton Newman presented three architectural requests:

3604 Lomita Request date: 02/02/2022 requested installation of Pergola over rear patio and Install Flat Polycarbonate Pergola cover.

Status: Committee is requesting the addition of the Flat Polycarbonate roofing material to approved architectural standards.

17222 Tall Tree Remove old front porch steps & handrails and replace with new concrete steps and steel handrails with same material and design as original.

Status: **Approved** after consultation with HOA Board

11415 Hollow Tree Request date: 06/16/2022 Install additional solar to existing system on flat roof.

Status: **Approved**

11732 Caprock Effective 05/19/2022 **Action** Certified letter sent to homeowner advising that complaint has been remanded to Mission Trace Board of Directors for further action.

Recommendations from the Architectural Committee: the following adjustments to the Mission Trace approved Architectural Standards:

Change the opening paragraph to read as follows:

"The Mission Trace Architectural Standards were developed according to guidelines and parameters established in the Declaration of Covenants and Restrictions, along with input from the Architectural Review Committee, homeowners, and approval by the HOA Board of Directors".

Sec.4 Paragraph b. Exterior Outside Wall Home Lights change to read:

b. All use of flood lights must be pre-approved. An Architectural work request form must be submitted, and approval must be given by the Mission Trace Architectural Review Committee prior to placement. All flood lights must be of low wattage and pointed downward or toward the home to maintain the soft light ambiance of the neighborhood.

Sec.14 paragraph a. item 5 Approved Locations Change item 5 to read: have a frame, brackets and visible piping or wiring that is silver, bronze or black tone commonly available in the marketplace. Mounting brackets shall not protrude beyond the solar face of the panel proper and be as discrete as possible.

The next Board of Directors meeting will be July 19, 2022, at 6:30 pm in the Mission Trace Clubhouse

Meeting adjourned at 8:30 pm

  
Kathleen Carter, Secretary

 Approved/Corrected

Date 

Executive Session

The meeting was called to order by President Maggie Priesmeyer at 8:40 pm. The Secretary Kathleen Carter was present. Also present were VP Owen Seidenberger, Treasurer Barrett Schultz, Community Relations Cristina Gamboa, Controlled Access Chair Mike Fellows, Grounds Chair Nancy Feagin and Amenities Chair Betty Harper. Absent was Engineering Chair Josue Gomez.

A previously approved sculpture will remain in place and a 209 letter will be sent.

Meeting Adjourned at 9:05 pm

11612 Caprock

March 4, 2022

Mission Trace Homeowners' Association Board Members.

11333 Mission Trace  
San Antonio, Texas 78230

Mr. Owen Seidenberger  
11418 Hollow Tree  
San Antonio, Texas 78230

Ms. Margaret Priesmeyer  
11634 Mission Trace  
San Antonio, Texas 78230

Mr. Jeff Hengel  
3724 Morning Mist  
San Antonio, Texas 78230

M.r Antonio Talayero  
3720 Morning Mist  
San Antonio, Texas 78230

Ms. Betty Harper  
12129 Mission Trace  
San Antonio, Texas 78230

Ms. Karen Vaught  
11723 Caprock  
San Antonio, Texas 78230

Ms. Brenda Weil  
11707 Tall Tree  
San Antonio, Texas 78230

Mr. Josue Gomez  
3702 Morning Mist  
San Antonio, Texas 78230

Ms. Nancy Feagan  
11906 Mission Trace  
San Antonio, Texas

Dear Board Members,

I am saddened to learn that the Pickups' continue to receive demand letters to remove their fine quality sculpture.

I believe not all Board Members received my previous reply dated January 18, 2022 to Owen Seidenberger's email message dated January 11, 2022 and I wish to remind the Board once again of my Grounds Committee's approval for placement of the Pickup's sculpture.

I cannot recall the exact date of the Grounds Committee meetings when this was discussed, but it was a topic of discussion at more than one meeting, and no one on the committee who attended objected to the sculpture.

As I'm sure you are aware, throughout Mission Trace, there are birdbaths, religious sculptures, painted address signs, a large number of potted plants of all sizes and varieties, and various other decorative items and objects that are on display. There are common areas in front of homes that have been completely filled in with rocks, there have been many plants, some attractive, some not, planted by homeowners.

It was our good faith decision as Grounds Committee Members that I as Board Member and Grounds Committee Chair, was authorized to give the Committee's approval to Mr. Pickup to display his native rock sculpture in the common area immediately adjacent to his home. The Committee and I stand by this decision to do so, as the precedent has been set by allowing previous Grounds Chairs to grant approval for residents to plant trees, shrubs, etc., install rocks on common areas, install landscape lighting, and allow potted plants and other decorative items and objects.

A previous Grounds Chair installed hundreds of cubic yards of rock without requiring board approval or a committee vote. A previous Grounds Chair disconnected the irrigation system throughout Mission Trace without

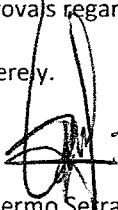
requiring board approval or a committee vote, and without there being any record of it in the Board Meeting Minutes.

Committee member <sup>Kathleen</sup> Karen Henderson, also a former Grounds Chair, advised our Committee members that committee approvals for object placement on common grounds be required by the Board only if HOA funding was requested.

I believe if Mr. Pickup is asked to remove the sculpture, then the same standard should apply to anything planted, displayed or installed by any homeowner without a letter from the Board of Directors authorizing it, and it being a matter of record in the Board Minutes.

Again this is sad and I and my Committee Members again affirm below our approval and wish for the Board to withdraw its removal demand No committee chairs should be allowed to overturn prior committee authorized approvals regardless of the nature such as windows, doors, paint colors or ground placement.

Sincerely,



Guillermo Serrano  
11612 Caprock  
San Antonio, Texas 78230

**Grounds Committee Members Approval Confirmation:**

Pat Jonietz



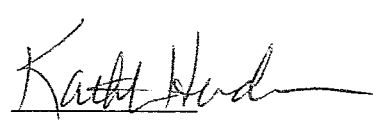
Nora Fellows



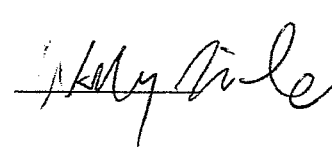
Mike Fellows



Karen Henderson  
<sup>Kathleen</sup> <sup>Kath</sup>



Wendy Fisher



**Grounds Committee Members Absent From Approval Discussions:**

Ron Sellers, Marino de Leon