

**Mission Trace HOA
Board of Directors Meeting/Executive Session Minutes
September 12, 2023, 6:30 pm
11333 Mission Trace Clubhouse**

Members Present

President Bob Ray, VP/Engineering- Suzanne Elliott, Secretary Barbara Mapes, Treasurer Barrett Schultz, Amenities – Betty Harper, Community Relations – Janet Riley, Grounds – Nancy Feagin: Architectural Compliance/Home Maintenance - Mauricio Tafoya:

Member(s) Not Present

Controlled Access – Thomas Crosier

Executive Session:

Executive session was called to order at 6:30 by President Bob Ray. A Motion was made by Grounds Chair Nancy Feagin to send letters to 2 homes not in compliance with HOA grounds rules. The motion was seconded and passed with one opposed. Discussion to send a letter to the Mission Trace neighborhood reminding them of the ground rules. Discussions between board members pertaining to the chimney damage. Ms. Elliott is working toward a second evaluation from another company and bid as this could be a safety issue. Also mentioned was updating the reserve study based on current inflation. It was decided that continuing forward, the Executive Session would be held from 6:30 – 7:00 p.m. and the Open Session would begin at 7:00 p.m.

Open Session:

President Ray called the meeting to order at 7:32 p.m. and established a quorum. President Ray welcomed the homeowners, introduced the board members, and discussed the Guidelines for the Board Meeting.

Minutes Board of Directors Reports

President - Bob Ray: We now have proper liability insurance with down payment being made. The U.S. flag is out front is frayed. The office manager, Christy, is looking for another one. The workers compensation insurance is coming up for renewal in October. The payment will be around \$300.

VP/Engineering - Suzanne Elliott: When looking into the repairs for chimney at clubhouse, it was discovered that there was an error with the Bexar County Appraisal records as to the ownership of the property. President Ray made the appropriate phone calls to make sure it has been corrected. He will also address another error in the appraisal records with a track of common area. Ms Elliott is currently looking at updating the latest reserve study cost due to current inflation and additions related to the engineering piece.

Secretary - Barbara Mapes: Nothing at this time.

Treasurer - Barrett Schultz: Mr. Schults emailed his report and financials that can be attached to the minutes or requested by any homeowner. Current bank balances are as follows: Frost Bank MR&R: \$356,031.06; Broadway Bank Operating account: \$98,866.53 and Frost Bank PWF: \$100,760.33. Each

account has been reconciled. Broadway Bank balance does not include items that have been paid out or deposits made but have not cleared the bank. Mr. Schultz reminded everyone that this is the last month before the next assessment in October and encouraged everyone to use the online portal to pay their dues. The update on the Annual audit- which is for the last 2 fiscal years (2021-2022 & 2022-2023), the accounting firm has finished Fiscal Year 21-22 and will soon begin fiscal year 22-23, which he anticipates going much smoother because we were better at uploading supporting documents. We will get a combined report for both years once the audit is finished. Mr. Schultz doesn't anticipate any serious issues. The current Balance Sheet has a line item for CIA because he is still in the process of reconciling that change over. It does not impact the Balance Sheet; it is just a line item. According to our accountant, the Pond & Waterfowl Fund falls under our Income Statement & Balance Sheet. We are responsible for the taxes on any income earned in that account, since it was opened under the Mission Trace tax ID number. Mr. Schultz asked if anyone has any questions, to feel free to call or email him. Mr. Schultz emphasized that the HOA needs more in the MR&R account due to inflation and there needs to be a plan for the many repairs that need to be done. Ms. Elliott made a motion to move 1/3 (\$100,000) of the MR&R funds into a CD to earn more interest. Some questions raised during the discussion were about the interest we are currently earning at Frost Bank, and are CDs Federally Insured. With Frost, we are currently earning 4.65%, with the possibility of earning 5.26% with Schwab, which is Federally Insured. Mr. Schultz emphasized that, with his job, cannot be involved in the vote. He can give information of opportunities beyond a bank account that would earn more interest. Mrs. Feagin would like more information before she can vote. The motion was amended to investigate moving funds from MR&R into an interest-bearing account. Mrs. Feagin seconded. Motion carried, with Mr. Schultz abstaining.

Amenities – Betty Harper: The tennis court windscreen has not come in yet. They will repair it once the net comes in. Also, the Tennis court lights are not working correctly. The light people never came back. The pool committee has voted to close the pools at the end of the end of October 15th. New pool rules are in the works as the city has minimum letters for the size of the letters that will be on the sign. Andy will try to fix the pinhole leak, but the toilet must be removed from the wall to do so. If this does not work, there are two bids to replace the toilet, both are over \$1,000.

Community Relations – Janet Riley: Ms. Riley thanked everyone for coming to Christy's going away and would love more participation from the HOA Board members and others in the community. Community Relations is planning something for October 30, 2023. More information to come.

Controlled Access – No report since Thomas Crosier was not present for the meeting due to a work emergency. No report was available. Mrs. Feagin asked about a car (Thunderbird) possibly being stored at a parking pad at the "dog leg" that has no permit or inspection sticker. Mr. Ray asked for clarification of the "dog leg". The area of the right turn on Mission Trace once you turn off Big Meadows, the North Side of Mission Trace. Mr. Ray is looking into it. Mrs. Feagin asked about construction on Mission Trace that is storing a trailer. Mr. Crozier was asked to get a letter to the owner by Mr. Ray. Mrs. Feagin states that there is a car parked on Tall Tree with no outside permit and has been parked there all week.

Engineering: Suzanne Elliott – Working with PWC and Grounds regarding division of responsibility. Pond Dye was added to the pond after recent rainfall that increased pond level. Ms. Elliott is receiving bids to fix the separation of the fireplace from the clubhouse, which is a safety concern. The current tilt of the building is 10% due to a foundation issue with the clubhouse. They are currently looking at the structure of the building from the original blueprints. She will be obtaining a second bid from a

foundation specialist before hiring a structural engineer before presenting the cost to the homeowners and board. Ms. Elliott is working with Mrs. Mapes in the transition from HOA Secretary to Engineer chair.

Grounds – Nancy Feagin: Additional landscaping companies have been contacted for bids based on the request of the board during the Special Meeting on August 22. The biggest question from landscaping companies is the number of trees we have in the neighborhood. Mrs. Feagin would like to see invoices from 2020 & 2021 that would show how much tree work was done. Mr. Schultz said he would try to find the information. Green Landscaping cleaned up some vegetation around the pond at the direction of the Pond Committee. Mrs. Feagin received a bid in the amount of \$750 from Burleson Tree to remove a dead tree on Caprock. A motion was made by Mrs. Feagin to remove the tree. Ms. Elliott seconded the motion. Mr. Schultz asked if there were any more removals of trees needing approval during this meeting. This is the only motion for tree removal. Motion passed. Mr. Schultz asked if anything is going to be planted at the intersection of Big Meadows and Mission Trace. Mrs. Feagin stated that they were not going to plant in the heat, and it will be addressed when they get to planting. Mr. Schultz also asked if the company that repaired the pony wall on Open Meadows is coming back to clean up the area. Mrs. Feagin said that she would check the area but some of the items were the personal property of the homeowner.

President Ray passed around photos of the pond area that were taken about 20 years ago, which show no overgrowth of brush or limbs hanging in the water. President Ray acknowledged that brush was cut around the dam and up around Overlake but asked what is going to be done about the hanging limbs. Mrs. Feagin stated that no one had asked her to do anything about limbs hanging in the pond. She stated that it might require a specialist since you must get into the water, but Travis (Burleson Tree Company) might be able to do it. President Ray asked that she contact Burleson to see if they can remove the limbs hanging into the water, there are about 5 in total. The location of the trees President Ray is referring to are Mission Trace, Big Meadows, and Overlake. Mrs. Feagin referred to the Pond Committee and asked if they wanted the limbs removed. Minton Newman stated that if the board is going to spend HOA money to remove the limbs, they would support it. Mrs. Feagin will have Burleson Tree look to see if they are able to trim the trees.

Architectural Compliance/Home Maintenance - Mauricio Tafoya: Mr. Tafoya wanted everyone to know that he had not made it through the entire subdivision yet, but he is working his way through. His goal is to restore the architectural integrity of the community. He listed several homes that are in need of maintenance (to include foundation issues) or are not in compliance with architectural standards. President Ray asked Minton Newman to provide Mauricio with a copy of the letters used in the past by the Architectural Committee for homes needing attention. A question was asked by a homeowner about how homes are going to be handled where the paint has faded. Mrs. Mapes reminded the board that many homeowners are on a fixed income and foundation issues are expensive. Mr. Tafoya stated that foundation issues are a safety issue. Mr. Schultz pointed out that we must notify the homeowners of the issue and it is up to them to make the repairs. President Ray pointed out that Mr. Tafoya's job is to make sure the values of the houses in Mission Trace are being maintained.

Unfinished Business: Nancy Feagin informed the board that the signposts at the corner of Mission Trace and Big Meadows, where the signs were damaged after being hit by a car, are now missing. She is not sure what happened to them. We now must replace the signs and the posts. A resident gave Mrs. Feagin the name of someone who can duplicate the street signs and is waiting on the cost. Mrs. Feagin

also gave an update on the Letter "M" on the front wall. She has tried to find someone who can match the letter to look more like the Letter "T". She is waiting on the cost for that as well. Both items have been tabled until the bids are in.

New Business: President Ray contacted Brady Ortego, who has specialized in HOA Law for the past 18 years and represented Mission Trace in the past. President Ray stated that he signed a contract for Mr. Ortego to represent us. President Ray did not feel that our previous firm is not properly qualified to represent us through experience or background. Nancy Feagin asked for the record to show she voted no. President Ray noted Mrs. Feagin's objection. President Ray has all the needed signatures for the bank but does need copies of Driver's License from those who will be on the account.

Architectural Committee Report – Minton Newman: Several requests were submitted this month and the ARC approved solar panels, a leaky roof and replacement of a perimeter wall by the train track. Also approved is a brick wall that collapsed on Hollow Tree. Mrs. Feagin asked about the bids to replace the handrails at the home on Hollow Tree. Ms. Elliott is obtaining additional bids since some of the more recent bids have expired. She is working in priority order.

Pond Committee Report – Peter Pickup: PWFC report was given by Minton Newman since Peter Pickup was out of town and unable to attend the last meeting of the PWFC. The committee met with the Grounds chair regarding the Ligustrums at the tennis court area and agreed to get alternate bids. Mr. Newman will be meeting with a contractor this week. The committee is working with Nancy Feagin to get this done. Discussion was had between Mrs. Feagin, Mr. Newman, and President Ray regarding the scrub brush around the pond and what the pond looked like 20 years ago. Mr. Newman stated that the next step of the PWFC is to formulate their master plan. They plan to poll the community to see what their interest is in this entire project. Barrett Schultz shared that there are many services out there they can use for the survey. President Ray asked Mr. Schultz to work with Minton to get the survey together. Discussion was had regarding what questions should be in the survey.

Homeowners Forum –

Karen Vaught reminded the board about the steps and handrails at 11421 Mission Trace. She has mentioned it many times to the board and wants someone to take it seriously since the house is for sale and it is a safety issue. President Ray asked for Ms. Vaught to provide Mauricio Tafoya with an address, and Ms. Elliott stated that she had looked at and it is on the engineering list. An update was asked for regarding the burned house on Pepper Tree. President Ray stated that it is with the 4th Court of Appeals currently awaiting their decision and once that decision is made, we can take action. Unless there is an appeal to the Texas Supreme Court. Until a decision is made, there is nothing we can do. President Ray referred to Margaret Priesmeyer for more information. There is concern that there are people messing around in the house. A homeowner expressed concern that the gate is letting people in the gate unauthorized. There were a couple of instances during the weekend where this occurred. President Ray stated that he will talk to the guard.

Adjourn: Meeting adjourned at 8:51 p.m.

Approved as written/corrected

Date October 17, 2023