

**Mission Trace HOA
Executive Session/ Board of Directors Meeting Minutes
February 13, 2024, 6:30 pm
11333 Mission Trace Clubhouse**

Executive Session:

Members Present:

President Bob Ray, VP/Engineering- Suzanne Elliott (via TEAMS), Treasurer Barrett Schultz, Secretary – Thomas Crosier, Amenities – Betty Harper, Community Relations – Janet Riley, Grounds – Nancy Feagin, Architectural Compliance/Home Maintenance - Mauricio Tafoya

Member(s) Absent: All members were present.

Executive Session was called to order at 6:36 pm. Quorum was established. An update on outstanding balance amount and past due accounts was given. Discussion was had regarding feral cat traps.

Executive session was adjourned at 6:53 p.m.

Open Session

Members Present:

President Bob Ray, VP/Engineering- Suzanne Elliott (via TEAMS), Treasurer -Barrett Schultz, Secretary - Thomas Crosier, Amenities – Betty Harper, Community Relations – Janet Riley, Grounds – Nancy Feagin, Architectural Compliance/Home Maintenance - Mauricio Tafoya

Member(s) Absent: All members were present.

Open Session was called to order at 7:00 p.m. by President Bob Ray.

President Ray welcomed homeowners and read the ground rules for the board meeting.

The January minutes were approved as written. The motion was made by Nancy Feagin and seconded by Barrett Schultz.

There were no decisions made between board meetings.

Officer and Committee Reports

President: Bob Ray – An administrative warrant has been severed on 11715 Pepper Tree for code violation. A hearing will be held on March 14 to determine if the house is dangerous and possible destruction. A motion was made by Betty Harper and seconded by Barrett Schultz to authorize President Ray and Minton Newman to represent the HOA and ask for the house to be torn down. Janet Riley requested that the time of the hearing be sent to the homeowners so that others can be present for the hearing. Motion passed unanimously.

Vice President/Engineering: Suzanne Elliott – Ms. Elliott helped with deposits and worked with Treasurer Barrett Schultz on financial matters.

With input from the homeowner, a vendor and style has been selected and will be installed as soon as possible. Ms. Elliott should have an exact date by the March board meeting, if they have not been installed by then.

We need to budget to renovate the interior of the clubhouse to include a ramp for handicap access. Ms. Elliott will work to get quotes and work with Barrett Schultz on the budgeting process.

Secretary: Thomas Crosier - Mr. Crosier worked with Christy Mason to troubleshoot and streamline the process of using the online portal in an effort to make paying online easier for homeowners. There were 5 homeowners in attendance online via TEAMS

Treasurer: Barrett Schultz - Current Balances as of 2/13/24

Frost Bank MMR - \$92,647.32

Frost Bank CD – 4.91% maturing 2/13/2024 - \$200,000.00

*We earned approximately \$2,421.37 this past 90-day period.

Broadway Bank - \$108,279.58

Broadway Bank CD – 5.03% maturing 4/26/2024 - \$90,000.00

Frost Bank Pond and Waterfowl Fund - \$106,844.74

With the approval of Peter Pickup, \$100,000 was moved from the Pond Fund this afternoon into a 90-Day CD at Frost Bank

1099s have been sent out to all our Vendors. Mr. Shultz reiterated that we should not engage any contractors without a completed W9.

The Income Statement and Balance Sheet was sent out as of January 31, 2024, to reflect all corrected entries.

Mr. Schultz is currently working on the budget for the next fiscal year.

Mr. Schultz made a motion to move the remaining \$26,000 that was budgeted for the MMR fund for the year from the Broadway Bank Account to the Frost Account. The motion was seconded by Betty Harper and passed unanimously.

Mr. Schultz also made a motion to roll the maturing Frost CD of \$200,000 into another 90 Day CD. The current rate is 4.91% and the new 90-day rate is approximately 5%. The motion was seconded by Nancy Feagin and passed unanimously.

Mrs. Feagin asked Mr. Schultz if he will be bringing a new budget to the March meeting and if he will be seeking input from the board members. Mr. Schultz stated that he is putting together data using the budgets from the previous years and plans to put together a budget committee. He will email the board asking for input.

SAFEE Officer Presentation

Officer T. LaFroschia, The SAFEE Officer for the area covering Mission Trace spoke to the homeowners in attendance and online. Mission Trace is a pretty safe neighborhood overall. The biggest concern city wide in San Antonio is burglary of vehicles and theft of vehicles. It was emphasized to not leave valuables in your car. The 2 biggest items stolen from vehicles are guns and laptops. The two most popular vehicles stolen are Hyundai and Kia. It was emphasized to not use your garage for storage and park your vehicles in the garage. It was also recommended to purchase "The Club" to deter the theft of your vehicle.

Controlled Access Chair Betty Harper asked what we can do to help control the speeding problem in Mission Trace, since we have private streets and are not police patrolled. Speed bumps were recommended. President Ray also recommended revoking driving privileges, which was done in another HOA.

It takes a village, and it was stressed many times that "if you see something, say something". If you hear gunfire close by or see homeless camps being set up around the area, call it in to the police. If things look suspicious, call it in. Suggestions that were offered for added security around your home included additional lighting, cameras, and security signs. One homeowner recommended not to post on social media that you are going out of town.

Amenities: Janet Riley/Betty Harper-

-Tennis Courts:

A motion was made by Janet Riley to paint permanent lines on the tennis court for Pickle Ball. The bid was received from Coastal Plains for \$900. The motion was tabled until March by President Ray since there were not 3 bids. It was requested that 3 bids be obtained.

The tennis court lights are not working properly. Only one bid has been obtained so far of just over \$16,000. Several other companies have not returned our calls, but we will continue trying. The new bid we received is also very expensive so we believe we can wait.

-Pools:

The Community Pools contract is ending March 31, 2024. They have been asked to continue month to month so the new board chair can prepare RFPs and select a new company for the future.

Our new pool rules sign has been reviewed to meet the city's rules and the new signs will be ready before the pool opens for the season.

Mrs. Riley made a motion to replace the toilet in the men's bathroom at the pool for a cost of \$1,098 plus tax to be done by Armenda Plumbing, which was the least expensive of 3 bids obtained. The work would be done in March, after extreme cold is not likely. Thomas Crosier 2nd the motion. The motion

passed with Nancy Feagin voting no. Barrett Schultz requested that we get a W9 from the company at the time work is done.

The pools need resurfacing. The timing and cost estimates are being gathered.

-Clubhouse

Bids are being obtained to replace the flooring in the clubhouse.

Mauricio Tafoya asked if there has ever been any consideration as to putting in a playground in the area next to the pool. After much discussion, it was agreed to add to the agenda for a later meeting. One of the previous concerns regarding a playground in the neighborhood was the added liability cost.

-Storage Shed

Mrs. Riley made a motion to have the HOA handyman, Andy, repair the storage shed at the end of Overlake for a cost of approximately \$600 so that it can be used for additional storage. After discussion as to the reason for the extra storage and the security of the building, the motion was tabled for a later meeting.

Lights in the park area are not working properly. An electrician has been called and will come out as soon as possible.

Controlled Access: Betty Harper – The Controlled Access Committee met and some important issues that need to be addressed include ineffective communication with all residents. It appears that governing documents are not being read. It was suggested to send a letter or have a meeting in person with the San Antonio Board of Realtors and emphasize how important these documents are to the neighborhood. We should keep in HO file copy of signature page showing that documents have been read. President Ray suggested to include the Title Company since they are the ones dealing with the Resale Certificates. Mrs. Harper recommended going back to using the small booklet that was put together several years ago.

The visitors' side of the entrance gate is being left up and is a concern. President Ray mentioned that he has spoken to the guards about it several times. Mrs. Harper has spoken to Louie and will also discuss this with Oscar, the owner of TAPS. Homeowners have also complained about this.

The 4-digit passcode is not being used at all and consideration needs to be given to putting that back into place.

We need Cameras – Thomas Crosier explained that game cameras are not the best idea because they are not monitorable.

Fencing along Overlake and Vance Jackson should be 8 feet in height.

The tire spikes at the exit need to be replaced. Several inquiries were sent out but only 2 companies responded and sent bids. Parts are no longer being made for the ones currently installed. Mrs. Harper made a motion to replace the spikes with new ones from Roadshark at a cost of \$3600, which includes a 3-year warranty. The motion was seconded by Janet Riley, but after much discussion it was tabled for now. There was concern that the bid was too low, questions as to what was done last year, and thoughts that maybe hold off until next fiscal year.

The parking pads are not public parking, it is community property. Parking on the pads is being looked at. We need to go back and enforce the parking rules as they are written. Mrs. Harper has looked at offsite parking vs paying for a parking spot in on the parking pads. Parking pads are full of resident's vehicles and there isn't room for guests to park or Emergency Vehicles. Discussion included points of the fact that we are not enforcing the rules that are written and that should be the starting point. It was also recommended that we get a contract with a towing company. There needs to be a long-term plan. One of the biggest problems is residents parking on the parking pad, when they have room in their garage.

Grounds: Nancy Feagin – Still waiting for the recommendation of wording for new grounds contract that was made in the January board meeting. The Brush pick up went well.

12 feral cats were trapped and spayed or neutered. All of the cats were returned to the neighborhood. Most of the spay/neutering procedures were paid for by Karen Vaught. \$500 has been donated by other homeowners. We owe the Cat Coalition \$325. Other homeowners have committed to donating to cover that cost.

President Ray asked if the Grounds crew will be pruning. Mrs. Feagin stated that they will begin pruning once we get past the upcoming freeze.

Janet Riley asked if there is an update regarding the new letter "M". Per Mrs. Feagin, is it being manufactured.

Home Maintenance/Architectural Compliance: Mauricio Tafoya – Working on neighborhood rounds. Mrs. Feagin asked if he wanted board members to send him pictures if they see things that need to be done. He would appreciate that along with the address.

Unfinished Business:

Nominating Committee: Barrett Schultz resigned from the committee. President Bob Ray will serve as the second Board Member. Karen Vaught will serve as well. Mrs. Harper will find an additional non-board member.

HOA dues increase: The recommended amount by President Ray is \$580, which is less than 3%. It will not go into effect until July 1, 2024. Nancy Feagin stated that it can't be voted on at this board meeting. President Ray wants to look at what is realistic. Major repairs have not been done in years and need to be done. Costs are going to increase in many areas. During the discussion, it was recommended that we wait until we get the new budget in place and see what the actual need is for an increase. Barrett Schultz spoke in favor of raising the dues and stated that at a minimum we need to keep place with inflation.

New Business:

Proof of Homeowner's Insurance - This used to be required to show proof of insurance, however it has not been done in several years. After a brief discussion it was decided that it needs to be looked into as to the best way to handle this.

Clubhouse parking lot: tabled until bids are obtained.

Fixing Dam: tabled until bids are obtained or determined if SAWS is responsible for fixing.

Pond Committee: Peter Pickup - Survey has been concluded and the results were presented to the board. The spreadsheet is attached below. The survey results will determine if there is enough support to continue to develop a master plan. Mr. Pickup reported on the evaporation rate after the last rainfall. A duck was rescued after being stuck in the frozen portion of the pond during the last freeze. Pond funds were moved into a CD.

Homeowner's Forum:

Karen Vaught discussed how the Community Relations committee used to welcome new homeowners to the neighborhood with visit and discussed the various rules and regulations of the neighborhood. She also asked with the sense of urgency in getting security cameras installed. President Ray stated that it has been a priority but unfortunately taking longer than expected.

Betty Harper motioned to adjourn at 9:08 p.m. The motion was seconded.

Approved as ~~written~~/corrected

Date: March 19, 2024

POND AND WATERFOWL COMMITTEE

PRESENTATION TO MTHOA BOARD AT MEETING February 13, 2024

Margaret (Maggie) Priesmeyer, Al Mozisek, Minton Newman, Peter Pickup

- 1.) The committee is grateful to the survey participants and volunteers (Pat Joneitz, Cally Alexander, Maria Karlis, Georgeanna Dillon & Mae Wong) in offering their valuable time and effort in assisting with the survey

Survey results will determine if the PWC shall continue with further development of the Masterplan

Survey results spreadsheet provided to Board members

Brief discussion of results

- 2.) Rainfall and runoff:
- 3.) Fountain ice blockage
- 4.) Moving Pond & Waterfowl funds to CD

MISSION TRACE-POND & WATERFOWL COMMITTEE

POND REPAIR AND RESTORATION COMMUNITY SURVEY

	<u>HOMES</u>	<u>RESPONSES</u> (Incl. Tennants)	<u>POSITIVE</u>	<u>NEGATIVE</u>
2/13/2024				
BIG MEADOWS	18	4	4	0
CAP ROCK	39	21	18	3
HOLLOW TREE	17	9	8	1
LOMITA	12	7	7	0
MILL POND	8	2	2	0
MISSION TRACE	93	46	40	6
MORNING MIST	17	13	10	3
OPEN MEADOW	20	9	8	1
OVERLAKE	10	8	8	0
PEPPER TREE	8	4	4	0
SHADOW PATH	5	5	5	0
TALL TREE	14	9	8	1
	<u>261</u>	<u>137</u>	<u>122</u>	<u>15</u>

89.05%

52.49%

10.95%

<u>Residents</u>				
Donor	\$ 100,000	\$	100,000	\$ 100,000
>\$1,000	\$ 23,000	\$	23,000	\$ 23,000
\$500-\$1,000		\$	8,500	\$ 17,000
\$100-\$500		\$	3,100	\$ 15,500
<\$100		\$	1,300	\$ 1,300
		\$	<u>135,900</u>	<u>\$ 156,800</u>

Financial Indication of Positive Responder 64.75%
Financial Indication of Units 30.27%