

**Mission Trace HOA  
Executive Session/ Board of Directors Meeting Minutes  
April 16, 2024, 6:30 pm  
11333 Mission Trace Clubhouse**

**Executive Session:**

**Members Present:**

President Bob Ray; VP/Engineer Suzanne Elliott (via TEAMS); Treasurer Barrett Schultz; Amenities/Community Relations – Janet Riley; Controlled Access/Amenities – Betty Harper; Grounds – Nancy Feagin; Architectural Compliance/Home Maintenance Mauricio Tafoya

**Member(s) Absent:** Secretary – Thomas Crosier

Executive Session was called to order at 6:40 p.m. Quorum was established.

Mauricio let the board know that he will not be running in the upcoming election. An update on outstanding balances was given.

The executive session was adjourned at 7:02 p.m.

**Open Session:**

**Members Present:**

President Bob Ray; VP/Engineer Suzanne Elliott (via TEAMS); Treasurer Barrett Schultz; Amenities/Community Relations – Janet Riley; Amenities/Controlled Access – Betty Harper; Grounds – Nancy Feagin; Architectural Compliance/Home Maintenance Mauricio Tafoya

**Member(s) Absent:** Secretary – Thomas Crosier

The meeting was called to order at 7:10 p.m. President Ray established a quorum and read the ground rules to the homeowners present. 7 homeowners were present online via TEAMS.

Nancy Feagin pointed out 2 spelling errors on the March minutes that needed to be corrected. A motion was made by Janet Riley to approve the March minutes as corrected, with a second by Betty Harper. Motion passed, with Barrett Schultz abstaining since he was not present at the March BOD meeting.

The only decision made through email vote between the March and April meeting was an email vote on the bid for modifying & replacing the handrails on Hollow Tree. Ratification passed with no opposition.

## Officer & Committee Reports

**President -Bob Ray:** Bob has been working in the office about 6 hours per week checking the mail, endorsing checks, and taking deposits to the bank. The guards have instructions to notify him when EMS, Fire or Police come into the neighborhood and involves a situation outside the home. He has also been working with the Nominating Committee to get things ready for the upcoming election. President Ray thanked Karen Vaught for helping get envelopes ready for mailing.

### **Vice President/Engineering -Suzanne Elliott:**

Met with Barrett and Bob briefly to work on the Budget. Moving forward to have the handrails on Hollow Tree installed and should begin that project soon. The first quote for 11421 Mission Trace is \$15,000. Alamo City is one of the few companies that will come out for projects that involve wood and rails. Also received a quote on the clubhouse flooring at a cost of \$12,000, with underlying element relating to the fireplace pit. We can't get a cost estimate until the floor is taken up and filler under the floor in that location is removed to see what is happening underneath. It is suspected that humidity is trapped in there and that is what is causing the problems with that part of the flooring. That area is sticky and sagging. There is also painting that needs to be done in the area where the fireplace was recently fixed. Ms. Elliott is planning to meet with a security company later in the week regarding installing cameras on the property. Andy (the MTHOA handy man) has a proposal to fix some potholes in the neighborhood, the 2 of knowledge are the Hollow Tree & Big Meadows, also one of the Parking Pads on Mission Trace. It is a temporary fix that will only cost us materials and labor for Andy. Looking into Google & AT&T fiber. Nancy Feagin questioned the cost to replace the stairwell and railing at 11421 Mission Trace and asked that more research be done. Mrs. Feagin also questioned the cost of laying the clubhouse flooring. The tile and office would not be touched, but the rest of the clubhouse would be replaced. Mrs. Feagin asked if there were options to just replace the section that is coming up. President Ray explained in detail to the homeowners the history of the flooring and invited homeowners attending to come look at the places of concern close to the fireplace. He also showed all the cracks and spots in the walls that need to be repainted due to wear and tear. President Ray also informed the homeowners in attendance that the Mission Trace infrastructure is 50 years old and has not been kept up to date. He went on to say that we are trying to be responsible with the money we have, to get things up to date. President Ray emphasized that this would take time.

**Secretary -Thomas Crosier:** Absent- No Report

**Treasurer- Barrett Schultz:** Current Balances as of Today, which doesn't include anything that is pending:

- o Frost Bank MMR - \$118,943.01
- o Frost Bank CD – 4.91% maturing 5/13/2024 - \$202,421.37
- o Broadway Bank - \$98,774.24
- o Broadway Bank CD – 5.03% maturing 4/26/2024 - \$90,000.00
- o Frost Bank Pond and Waterfowl Fund - \$6,966.49
  - \*There was a \$50 donation made to the Pond fund.
- o Frost Bank Pond and Waterfowl CD – 4.91% maturing 5/13/2024 - \$100,000

- Buildium – Every has been going smoothly this month thus far. No open items at the moment other than finalizing a budget proposal.
- Income Statement – Balance Sheet – these were all sent out as of March 31, 2024. The budget has been updated as of March 31, 2024, to reflect all corrected entries.
- Budget – Mr. Schultz is working on the budget for the next fiscal year.

\*Motion made by Mr. Schultz, renew Broadway Bank CD that is maturing on 4/26/24, into something of like, time and interest. The amount of the CD is \$90,000 plus the amount of accrued interest. The motion was 2<sup>nd</sup> by Janet Riley, no discussion. Motion passed unanimously. Barrett with look into rates and discuss with Broadway.

\*Motion made by Mr. Schultz to roll over Frost Bank CD, maturing May 13, 2024, and is approximately \$202,421 into something similar in time and tender. The motion was seconded by Nancy Feagin and the motion passed unanimously.  
Pond Fund CD maturing on May 13, 2024. Mr. Schultz asked Peter Pickup would like to roll the CD into another one. Mr. Pickup stated that he would like to roll \$ 90,000 with the accrued interest. There is no need for a vote since the money belongs to the Pond Committee.

**Architectural Compliance/Home Maintenance - Mauricio Tafoya:** Gutter maintenance is the biggest concern that should be sent as an email blast to all the residents.

**Amenities -Janet Riley/ Betty Harper:** The tennis court lights are not working properly. One bid, for just over \$16K has been received so far. Ms. Riley and Mrs. Harper are attempting to get other bids, but several companies have not returned their calls. Ms. Riley asked that \$25,000 be added to next fiscal year's budget for the tennis courts because other repairs are needed in addition to the lights.

The tennis courts will need to be properly cleaned before Pickle Ball lines can be painted. There is a bid of a minimum of \$700 from Mr. Johnson, recommended by Costal Plains. Coastal Plains would paint the lines for \$500 on one court. Ms. Riley made a motion to have one of the tennis courts properly cleaned for a cost not to exceed \$1,000. During the discussion, Nancy Feagin asked for clarification that the \$1,000 was just to clean one tennis court and felt that it seemed excessive. Per the recommendation, the Motion was tabled so more research could be done.

Blue Haven will begin work on the pools as soon as they receive the deposit check. Ms. Riley apologized to the homeowners for the delay and the current condition of the pools. Questions from homeowners included clarification that both pools are being resurfaced, how many bids were obtained, and if the pumps are on while we are waiting for the pools to be drained and the pool is not currently being serviced. Ms. Riley and Mrs. Harper let the homeowners know that both pools are being replastered,

there were 3 bids obtained, Blue Haven was the cheapest with the longest warranty and that pumps are not on.

**Community Relations – Janet Riley:** 2024-25 BOD Candidates Meet & Greet is scheduled for May 5, 2024, from 3:30-5 p.m. At least 2 emails will be sent to the homeowners notifying them of the event and asking them to RSVP.

**Controlled Access – Betty Harper:** Mrs. Harper emphasized that we do not provide public parking, only authorized parking is permitted. The renewal of the Outside Parking Permits will tentatively be held in the Clubhouse on April 28<sup>th</sup>. This will be for people who qualify, 3 or more licensed drivers living in the home permanently. If there is a need beyond that, we will work with them, but they will not get an outside parking permit. This is based on our governing documents.

The speed limit in Mission Trace is 15 mph. Reckless driving (including speeding) incidents will have consequences with board approval. Mrs. Harper stated that we have a responsibility to protect all the residents and want to have safe drivers.

We have issues with nightly patrols not being done. When they are being done, there is an issue with the documentation of vehicles as guests not being checked in properly to provide accuracy to residence visiting. So, when a ticket is written, we are not 100% sure as to where they are visiting. We are working with TAPS to resolve the issue.

We are reviewing a proposal from a towing company. President Ray asked who would pay the towing charges. Mrs. Harper clarified that the owner of the vehicle being towed would pay the charges. President Ray how it would be determined what vehicles would be towed. Mrs. Harper explained that the process that after 4 parking violation letters are sent and the owner has been given an opportunity to cure the violation, if there is a 5<sup>th</sup> letter, that allows us to be able to tow the vehicle.

Quality Access Control was contacted to add 2 cameras at the pool to the existing bid for security cameras. There is a charge of \$185 for them to come out and give us a bid. We will look for additional bids and work with Suzanne Elliott.

The repair/replacement of the tire spikes at the exit of the neighborhood has been tabled for the next board.

During the discussion, a homeowner asked for clarification on the letters that are sent. Mrs. Harper explained that they are based on the parking ticket, and this is why we are trying to accurate information on the parking tickets. It was asked if there would be signs stating the name of the towing company and where they would be posted. President Ray state that there will be signs and the legal requirement is that it be posted at the entrance and exit to the property.

Pecos Fencing has been asked to come out see what they can suggest regards to increasing the height of the fence along Vance Jackson from the current heigh of 6 feet to 8 feet.

**Grounds – Nancy Feagin:** After several meetings, the Letter “M” for the front wall has not been manufactured and apparently can’t be produced by a sign person and needs to be produced by an iron monger. A bid was received and approved, but no signed contract. President Ray recommends a signed letter be sent via certified letter with a 30-day notice, and he will sign it to cancel the order.

Grounds contract – 6 bids were sent out by the office manager, Christy Mason. 3 bids were received, the Grounds committee met. Mrs. Feagin passed out a spreadsheet to the board of the 3 bids that were received and recommended Travis Burleson, who is our current tree service and also does landscaping work, and is very familiar with our property, for an annual price of \$ 186,190.00. This is an increase since the contract now involves more tree work than was in the original landscaping contract. There was a separate budget for tree work so some of the previous tree work budget would be moved to the

landscape budget, however, you would still need additional funds to completely remove trees and that is not included in the contract of tree limb removal, roof clearance and sucker removal. During discussion, Barrett Schultz, the HOA treasurer, pointed out that in the past fiscal year, we spent \$170K on grounds and additionally, we budgeted \$30 K on tree trimming but spent almost \$47,000 for a total spent of over \$200, 000 between landscaping and tree trimming/removal. He asked what the tree work includes? Under the current contract, tree work includes all limbs 8 ft or under, roof clearance, dead limbs, and tree suckers. The removal of a dead tree would be a separate bid. Continued discussion involved what Green Landscaping did regarding tree service and what is being done regarding landscaping issues on various streets in the neighborhood. A homeowner asked why a new bid was issued when Mrs. Feagin was about to go off the board. President Ray explained that he found the current landscaping company unacceptable. It was further asked if the contract being signed will have to work with the new board. Another homeowner asked if the opportunity that was offered several years ago to pay for half of the tree work done at the homes and if that would be offered again. Mrs. Feagin and President Ray felt it could be something to be reinstated. A proper accounting process will need to be set up. President Ray requested the Mrs. Feagin and Mr. Schultz get together to present a plan at the next board meeting to allow homeowners to trim the trees around their home. Mrs. Riley asked if people are able to purchase flowers for the front. President Ray stated that contributions to beautify Mission Trace are always welcome, but let's make sure that it is the appropriate vegetation that is put in. Mrs. Feagin stated that a landscape request would need to be submitted so that the proper plant could be put at the front. The question was asked as to why flowers can't be put at the entrance during early Spring and Fall. Nancy motioned for approving a 1-year contract with Burleson Tree for the total cost \$186,190.00 to be approved, with a second from Barrett Schultz, with discussion of being able to read the actual contract and how are we able to fire them. Either party can terminate on 30-day notice. Betty Harper asked if they would plant where trees and bushes were previously removed. According to President Ray and Mrs. Feagin, they will plant, if we purchase the plants. Mrs. Feagin explained that we have not purchased plants recently, because of how much we have spent removing trees. A homeowner asked about the details of the contract involving the expectations of edging and leaf blowing. President Ray stated that the contract is available if people would like to look at it, you just need to request it. Karen Vaught encouraged homeowners to serve on committees. The vote passed unanimously.

### **10 Minute Break**

**Architecture Committee - Minton Newman:** There were 2 requests this month that were approved. One was for a dumpster and the other was a solar panel request.

**Pond Committee – Peter Pickup:** The pond committee met with the initial donor on April 4, 2024. They will begin developing a Master Plan and present the plan to the community at a Townhall Meeting and Fundraiser in July. The leak hasn't changed based on the latest water level measurements and observations. Mr. Pickup clarified that the original funds are allocated towards wildlife, pond beautification and water. President Ray asked if testing of the silt could be paid for out of the additional funds that have been donated. President Ray recommended testing the silt so that we know if we can use it after the pond is dredged or if it has to be disposed of according to Governmental Guidelines. It would not be helpful to test until we know who is going to do the actual construction work as they are the ones who will know what kind of analysis needs to be done. Mr. Pickup and Minton Newman are going to look for depositories that will accept part of the silt free of charge. Part of the cost of dredging is to find a location to deposit. No report until the Annual Meeting.

**Nominating Committee:** 2024-25 Board Candidates are Brandon William, Dan Johnson, Diqui La Penta, Janet Riley, Bob Ray, Barrett Schultz and Maria Karlis. Suzanne Elliott is a possibility, and 2 more potential candidates are undecided. President Ray encouraged everyone in attendance to volunteer.

Janet Riley asked if there could be an extra meeting to speak to the new landscaping crew. Nancy Feagin stated that she will have to discuss it with the new landscaping company.

**Bylaws update:** President Ray asked homeowners to review the proposed Bylaws that were sent via email and there were also available copies given out. The proposed Bylaws were drafted by our attorney. Homeowners were asked to submit recommendations in writing. A redline version is not available due to the way we received it. Barrett Schultz explained that our current bylaws are very dated, we gave the attorney our wish list and this is what he came back with. President Ray went on to explain the are new Property Codes that have gone into effect as well as new statues dealing with non-profit corporations. There was continued discussion regarding getting a red line various and items in the proposed Bylaws. Karen Vaught reminded the board that on March 16, 2022, it was voted that the board can not change the Bylaws, it must be a community vote. Further discussion continued regarding terms and the reason for Executive Session. President Ray asked homeowners to put their suggestions in writing.

**Unfinished Business:** President Ray updated homeowners in attendance on the lawsuit. The attorneys should visit the property this week or the next. Otherwise, there is nothing more to update. Burned House: President Ray was unable to confirm regarding any appeals to the decision to tear down the home. We can only assume at this point, and the house should be torn down within 30 days. We will provide an update as soon as we have one.

**New Business:** Fines Policy- Nancy Feagin asked what is meant by the animal fine. This will be voted on at the next board meeting. Janet Riley asked how we can enforce not being able to use the pool if assessments are not paid.

**Homeowners Forum:** One homeowner asked why we are going to start charging people for parking, but we can't make people take unauthorized items off common ground. President Ray said that we are working on it.

**Adjourn:** Motion to adjourn was made by Barrett Shultz and seconded by Janet Riley. Meeting adjourned at 9:13 p.m.

Approved as written/corrected

Date: May 14, 2024