Mission Trace HOA Board Meeting

Minutes

April 20, 2022

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| Directors Present:  | Owen Seidenberger / PresidentMargaret Priesmeyer / Vice President / Admin |
|   | Nancy Feagin, Secretary / Grounds Betty Harper, Community Relations Karen Vaught, Controlled AccessJosue Gomez, Engineering |
| Directors Absent:  | Brenda Weil, Treasurer, Co-Chair Admin; Antonio Talayero, Co-Chair Grounds |
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President Seidenberger called the meeting to order at 6:30p.m.

**Minutes**

Margaret Priesmeyer made the following correction to the draft March 16, 2022 Minutes: Margaret Priesmeyer appointed Bob Ray and Al Mosizek as the non-board members of the Nominating Committee and Karen Vaught and Brenda Weil as the board members of the Nominating Committee.

Nancy Feagin moved acceptance of the Minutes as amended. Motion was seconded. Amended Minutes were adopted.

**Summary of email votes since**

On March 31, Karen Vaught moved to add water to the pond. Motion was seconded. Motion was adopted on April 2, 2022.

**Summary of the March 16, 2022, Executive Session**

The summary, which is printed in the March 16, 2022, Minutes, was read.

# Committee Reports

**Administration**

# Margaret Priesmeyer reported that she contacted the Nominating committee members after the March Board meeting. She drafted a letter to all homeowners soliciting Board of Director nominations for the May 24, 2022 Annual Meeting. The letter and nominating forms were included in the April 2022 Quarterly Assessment statements. The deadline for nominations is April 15, 2022. The following Nominees applied and are eligible to run: Kathleen Carter, Nancy Feagin, Michael Fellows, Cristina Gamboa, Josue Gomez, Betty Harper, Maria Karlis, Peter Pickup, Barrett Schultz, Guillermo Serrano, Margaret Priesmeyer, Owen Seidenberger.

The Nominating Committee will meet this Thursday to finalize plans for the Annual Meeting.

Betty Harper moved to ask attorney Zack of Thurman & Phillips to oversee the ballot count at the Annual Meeting. Motion was seconded. Motion was adopted.

# Amenities:

Nancy Feagin reported that adult pool had a basket break and air got into the line, which required that the pump be turned off. It was repaired and shocked today and should be open tomorrow.

The handles on both pool gates were replaced, still using the same key.

# Community Relations:

Betty Harper reported on the planned Spring Fling scheduled for May, 15, from 4pm to 6pm. The committee is planning to serve wine and cheese. A reminder will be sent out.

# Controlled Access:

Karen Vaught reported that several violation letters complying with the new property code have been sent. Many people complied immediately. Violation letters are still being sent.

During the day the city is taking down sections of the privacy fence along Vance Jackson to access the area. The sections are replaced at the end of each workday. If any damage is caused by the City, it will be repaired or replaced.

**Engineering:**

Josue Gomez repaired the light at the front of clubhouse that was staying on all day, by replacing the lightbulbs with photoelectric bulbs.

A speed bump on Big Meadows had white stripes painted on it by volunteers. Josue will get bids to paint the bumps on Mission Trace.

Nancy Feagin requested the status of having an electrician repair the electrical wiring on the ground in the park before she has a tree removed. Josue will follow up.

**Grounds:**

Nancy Feagin reported that the grounds crew is spending most of their time picking up leaves and pollen. It’s a full-time job this time of year. Oak leaf/pollen season usually ends by May 1.

The City opened up a water valve in the middle of VJ and that water ran into the pond.

Yesterday the City opened a fire hydrant at the top of Overlake, the water ran across into the pond.

The fountain is off during the day to slow the evaporation.

In February we put 90,000 gallons of water in the pond, in March/ April march we put in 300.000 gallons. This is significantly higher than last year, close to 5 times as much. We have spent close to $6000 so far this year on pond water.

We are waiting on the plan from the landscape architect before we begin any new planting. So many of the plants we have planted over the last few years have died, so we are hoping that a professional can guide us to more sustainable plantings.

A reminder that homeowners must request permission for plantings. In some circumstances, the homeowner will be responsible for all upkeep and maintenance of these plantings.

Nancy moved to approve up to $2900, to remove a split tree in the park, a hackberry across from Morning Mist that is infected with mistletoe, 2 dead citrus trees between Mission Trace and Caprock, some tree cleanup from prior improper trimming. Motion seconded. Motion adopted.

# Financial:

Karen gave the Treasurer’s report: Currently the Broadway Bank Operating account has $221,000. and the Frost Bank MR&R account has $235,000.

We have been processing checks as they’ve come in. The first group of checks processed thru Ojo has worked very smoothly. We are working on SOPs to pass on to the next board.

Several delinquency letters were sent out and we are seeing some positive results from that.

The over 90 day delinquency is $33k. 1 of those accounts is comprised predominantly of fines. Another that was sent a delinquency letter appears to have been a mistake due to some incorrect charges. Additional research is being performed.

By terminating the 3 large contracts let by CIA and reletting those contracts, we saved about $76,000.

**Architectural:**

Minton Newman reported the following request status: 1 left over is in consideration, 5 were approved, 1 was withdrawn, 1 was received today and is out for consideration. Two items were sent letters, the 3rd letters went out a couple of weeks ago. Certified letters will likely be sent prior to turning over non-compliance issues to the board for additional action.

There was no Old Business brought forward.

**New business:**

The 2021/2022 Budget allocated $16,000 be transferred from the Operating Account into the MR&R Account. Karen Vaught moved that since so much money has been saved by changing contracts and by taking advantage of so many volunteer hours, that we increase transfer to $40,000.

Motion was seconded. Motion was adopted.

Maggie asked CR spring fling to included candidates,

**Homeowner forum**

Please keep dogs leashed

The meeting was recessed at 7:20pm for 10 minutes.

President Seidenberger reconvened the meeting at 7:30p.m. in Executive Session.

Discussion regarding permanent structure on common property. Homeowner has not responded to the certified letter sent by the Board.

Discussion on delinquent accounts. The delinquency letters sent to homeowners had a deadline to respond by March 2, 2022. Unless a homeowner requests a payment plan, those accounts still delinquent will be turned over to the hoa attorney for collection.

Meeting was adjourned at 7:50 p.m.

Minutes Approved May 18, 2022

Nancy Feagin, MTHOA Secretary