

Mission Trace HOA
Board of Directors Meeting
February 28, 2023
Clubhouse 11333 Mission Trace

In the absence of the president the regular monthly meeting of the Board of Directors of the Mission Trace Homeowners Association was called to order at 6:32 pm by Secretary Kathleen Carter. Also present were Amenities Chair Betty Harper, Community Relations Chair Cristina Gamboa, Controlled Access Chair Mike Fellows and Grounds Chair Nancy Feagin. Treasurer Barrett Schultz was absent.

Without opposition the secretary asked Office Manager Christy Mason to take over the writing of the minutes. Attendees were welcomed and guidelines for conducting meetings presented.

Motion 1 Community Relations Chair Cristina Gamboa moved that, Mike Fellows; Controlled Access Chair be appointed Vice President. The motion was seconded and **Adopted**.

The Secretary relinquished the Chair to Vice President Mike Fellows and resumed writing the minutes.

Secretary Kathleen Carter gave her report. Mission Trace has received a variance from SAWS to operate the pond fountain according to Stage 2 water restrictions. She accompanied the president to Frost Bank to open a restricted account for the Pond and Waterfowl Fund and deposited the \$100,000 given by an anonymous donor for this purpose. On January 23, 2023, she attended the inaugural meeting of The Pond Restoration and Maintenance Task force and recorded the minutes. During the illness of Vice President and Engineering Chair Owen Seidenberger President Priesmeyer tasked the Administrative Committee with attending to the duties of the engineering chair.

President Priesmeyer arrived at 6:40 pm and the vice president relinquished the chair.

The president gave an update and tribute to Vice President and Engineering Chair Owen Seidenberger. She reported that the Contractor has added a barrier to the lower part of the gate that was placed by the City for entering the drainage ditch, so that only water and debris can pass under it. A restricted account at Frost Bank has been opened and the money which the donor designated to be used only for maintenance and restoration of the pond and waterfowl deposited. The president attended the January 23, 2023, Pond Restoration Maintenance and Task Force meeting. The president, controlled access chair and secretary met on Friday, February 3, 2023, to review Mission Trace Bylaws ensuring they are in keeping with state Law. The bylaws were sent to the attorney who can provide a template or make changes in the bylaws if needed. The president announced that due to increasing costs a raise in HOA fees was going to be needed. Article V Sec. 1 Nominations, A nominating committee needs to be appointed to provide a slate of candidates for the election that takes place in May.

Motion 2 Without objection the president appointed the following members to the nominating committee; three members from the Board of Directors: Amenities Chair Betty Harper will serve as chair, Margaret Priesmeyer, Kathleen Carter and Association members Bob Ray and Brenda Weil. The motion was seconded and **Adopted**.

The minutes of the January 17, 2023, Board of Directors meeting were approved as written.

Secretary Kathleen Carter made the following motion:

Motion 3 Kathleen Carter moved that the HOA Fees be increased by 3% which will increase the quarterly assessment from \$550.00 to \$566.50, an increase of \$16.50 per quarter. The increase is to go into effect on July 1, 2023, the second quarter. *(This is to ensure that there is sufficient time for homeowners to receive written notification at least 30 days prior to the effective date of change. Bylaws Article VII Sec. 2 (2) The motion was seconded and **Adopted**.*

Motion 4 Mike Fellows Controlled Access Chair moved that the Pond Restoration and Maintenance Task Force be appointed for a term of (3) three years. The motion was seconded and **Adopted**

The treasurer's report was filed.

Amenities Chair Betty Harper reported that the deck has been painted, gave an update on Google Fiber and reported plumbing leaks have been repaired.

Motion 5 Betty Harper moved that the bid for replacement of the damaged fence and windscreen nearest the drainage project for the estimated amount of \$5,590 (\$3,631.00 for the fence and \$1,959 for the windscreen) provided by Rick Guenther of Coastal Plains be approved. Invoices to be sent to Troy at Capitol Excavation. A second was made and the motion was **Adopted**.

Community Relations Chair Cristina Gamboa announced that she is organizing two events. One for March and a "Meet the Candidates". Details to follow.

Motion 6 Controlled Access Chair Mike Fellows nominated Secretary Kathleen Carter to serve as Chair of Engineering. The motion was seconded and **Adopted**.

Controlled Access Chair Mike Fellows reported that the Tire Spike Strip has been repaired and installed. Twelve residents applied for an Outside Parking Decal this year. Of those twelve, eight have been approved based on complying with the Parking Policy. Four will require a waiver from the Board. Those owners with vehicles with 2022 red decals will begin getting ticketed on March 1st

Motion 7 Mike Fellows moved to order 100 RF decals at a cost of \$1,515. The motion was seconded and **Adopted**

Engineering Chair Kathleen Carter reported a copy of the police report concerning the Hit and Run at the front exit was obtained from SAPD and given to the Office Manager to send to the Insurance Company along with photos of the damage and bids as they are received.

3704 Big Meadows additional bids for repair of the sidewalk and stairs were obtained. All America Inc. provided the most comprehensive bid which included improving drainage. Cost \$6,557.21 which included tax. Homeowner Sherry Houston explained the drainage problems. Amenities Chair Betty Harper recommended an engineer assess the drainage problems to ensure that recommendations made by All America Inc. are what is needed to correct the drainage problems. The Amenities Chair recommended engineer Curtis Wunderlich to do the assessment. The Office Manager will call and set up an appointment with Mr. Wunderlich.

Motion 8 Grounds Chair Nancy Feagin moved to approve the bid from All America Inc. pending the report of the Engineer. The motion was seconded and **Withdrawn**

Bids for repair of the front exit after the January hit and run have been received. The bid from Mirage Stone Concepts for \$10,937, which includes tax and materials is recommended.

Motion 9 Kathleen Carter moved to accept the bid from Mirage Stone Works for \$10,937 for repair of the front exit brick and retaining walls. The motion was seconded and **Adopted**.

The electrician reported that there was no damage done to the electrical wiring at the front exit and that the wiring on the dead tree at Overlake and Mission Trace was not connected to current.

A bid for replacing the lettering on the brick wall damaged by the hit and run was obtained from D&R Steelworks for \$6,875.00. Additional bids will be solicited.

Grounds Chair Nancy Feagin reported the RFPS for Landscaping are in progress and she would like to know how much money is left in her budget for removal of trees.

Architectural Chair Minton Newman reported that the following architectural requests 1) for replacing windows and to repaint the exterior at 11732 Caprock, 2) replace a flat roof at 11706 Mission Trace and 3) the request to replace windows and siding and repaint the exterior at 3705 Big Meadows (pending information regarding colors) have all been approved. The request for handrails to be installed on the stairs at 11311 Hollow Tree has been referred to the Board of Directors.

Pond Restoration and Maintenance Task Force- Peter Pickup Chairman reported that the Task Force has been tasked to explore ways and methods to improve and restore the pond environment, habitat and water quality. The Task force will evaluate proposals, options and cost estimates and project timelines for implementation. A lake maintenance contractor was contacted, and a proposal received. A lake sealing expert inspected the pond and will send a proposal. The City of San Antonio was approached for support in pond dredging. The next meeting of the Task Force is March 1, 2023, to review information gathered. Findings will be reported at the March MTHOA Board meeting.

Homeowners Forum

Nine homeowners signed in for the meeting. Karen Vaught signed up to address the board. She asked if there were complaints about access to parking, voiced concerns about the bylaws being referenced under executive session, the new MT car stickers, using water for the pond and read an article. Board members addressed her issues.

Meeting adjourned at 8:05 pm

Executive Session

President Margaret Priesmeyer, called the Executive meeting to order at 8:10 pm Secretary Kathleen Carter, Amenities Betty Harper, Controlled Access Mike Fellows and Grounds Nancy Feagin were present. Four homeowners addressed the Board and received waivers for outside parking decals for 2023. Update on Insurance claim for tree felled during a storm. Clarification of HOA responsibility for installation and repairs.

The meeting was adjourned at 8:55 pm.

Kathleen M. Carter
Kathleen Carter, Secretary
Mission Trace Board of Directors

Adopted as written or corrected.

Date: March 28, 2023