

**Mission Trace HOA
Board of Directors Meeting
August 16, 2022, 6:30 pm
Clubhouse 11333 Mission Trace**

The regular monthly meeting of the Board of Directors of the Mission Trace HOA was called to order at 6:32 pm by President Margaret Priesmeyer. Secretary Kathleen Carter was present. Also present were VP Owen Seidenberger, Treasurer Barrett Schultz, Amenities Chair Betty Harper, Community Relations Chair Cristina Gamboa, Controlled Access Chair Mike Fellows, Engineering Chair Josue Gomez and Grounds Chair Nancy Feagin.

The president welcomed everyone and read a code of conduct for meetings

The minutes of June 23, 2022, and July 19, 2022, were approved as presented.

The president asked if there were any decisions made since the last meeting that needed to be ratified?

Motion #1 Grounds Chair Nancy Feagin moved to ratify a motion made, seconded and approved between meetings that allocated up to \$5,000 for removal of trees. **Adopted**

Homeowners Forum- 17 residents signed in and 2 requested time to address the Board.

The president gave a review of her activities carried out on behalf of the HOA which in brief included attending a meeting put on by the city of San Antonio concerning short term rentals, approved an ad and interviewed a candidate for administrative assistant, researched issues, consulted attorneys, Code Compliance Specialist and wrote letters on behalf of the HOA. The president reviewed the Confidentiality and Code of Conduct Document sent by Mike Thurman and recommended that K on page 2 be removed as it conflicts with HOA bylaws.

VP Owen Seideberger asked the BOD to review and sign the Confidentiality and Code of Conduct Policy sent by attorney Mike Thurman.

The secretary gave a review of the duties the HOA Administrative Assistant will be asked to perform. An ad was placed in Zip-Recruiter and ran for five days. 109 responses to the ad were received immediately after the ad was placed. A resume attached to an application was received and a personal interview conducted by the president, vice president and secretary. This candidate had a solid work history and the skills necessary to perform the duties required for this position.

Motion #2 Secretary Kathleen Carter moved to hire Christy Mason to work part-time 15-20 hours a week for \$20.00 an hour Monday-Friday as an Administrative Assistant. Seconded and **Adopted**

Treasurer Barrett Schultz added a stipulation to the hiring of the Administrative Assistant. The treasurer reported he was working with OJO to reconcile the accounts from 2021. 85% of homeowners have paid their 3rd quarter fees.

Amenities Chair Betty Harper is completing the RFPs for a pool cleaning company. Until all the RFPs have been sent and a permanent pool company selected Mrs. Harper would like to continue monthly pool services with Community Pools. Mrs. Harper interviewed several cleaning companies and would like to hire OCD to clean the Clubhouse, Pool and Guardhouse Bathrooms. There was a leak in the women's bathroom in the pool house. The leak was repaired at a cost of \$225.00 for parts and labor. Mrs. Harper continues her talks with the contractor concerning the repair of the tennis courts damaged during the construction work being done on Vance Jackson Road.

Motion #3 Amenities Chair Betty Harper moved to continue with Community Pools on a month-to-month basis. Seconded and **Adopted**

Motion #4 Amenities Chair Betty Harper moved to approve hiring OCD cleaners. Seconded and **Adopted**

Community Relations Chair Cristina Gamboa reported that she has plans for a movie night in September, a Halloween event in October and a Christmas event in December.

Controlled Access Chair Mike Fellows reported a resident attempted to follow another car into the gate and the gate arm came down and was broken. Fortunately, a spare arm was in storage and Tony Fioleto and Louie replaced the arm and had the gate operational almost immediately. The resident will be sent the bill for parts and repair. More than a dozen RF decal requests have been filled and several requests for Outdoor Parking decals reviewed and filled. RFPs were sent to 17 security companies; 5 responses have been received. The process should take about a month with a projected start date of November 1st for the start of the next contract.

Grounds Chair Nancy Feagin gave a report on the Heffner Landscape plan. Thanks to Mike Fellows the plan was projected on a big screen tv for homeowners to see.

Unfinished Business- The Grounds Chair restated her concerns about Board members using their personal emails to conduct HOA business and wants HOA business to be conducted using the HOA gmail accounts.

Architectural Chairman Minton Newman reported that from July 16th thru August 10th 5 requests were reviewed; 2 approved for flat roof replacement, 1 approved for a utility equipment gate, 1 approved for window replacement and 1 remains under investigation for installation of Pergola at Patio.

The next meeting is Tuesday, September 20, 2022, at 6:30 pm

The meeting was adjourned at 8:04 pm.

Summary of Executive Committee Meeting

The Executive Committee meeting of the Board of Directors of the Mission Trace HOA was called to order at 8:10 pm by President Margaret Priesmeyer. Secretary Kathleen Carter was present. Also present were VP Owen Seidenberger, Treasurer Barrett Schultz, Amenities Chair Betty Harper, Community Relations Chair Cristina Gamboa, Controlled Access Chair Mike Fellows, Engineering Chair Josue Gomez and Grounds Chair Nancy Feagin.

President Priesmeyer was authorized to get a second opinion from an attorney and an opinion from a Building Code Specialist. The BOD will revisit what actions if any can be taken on hazardous property.

The meeting was adjourned at 8:50pm



Kathleen Carter
Mission Trace Board Secretary

Minutes approved as written/corrected

Date September 22, 2022

209

**Mission Trace HOA
Board of Directors Secretary
August 16, 2022 Report**

The Board of Directors Secretary was kept busy minding the HOA business office with the following duties:

- *The office has been kept open from 9am-1200pm M-F to conduct business and meet with residents.
- *Working with the treasurer sending out statements with help from Karen Vaught and Darla Carter, DVM in stuffing and stamping the 260-piece mailout. The 3rd quarter HOA payments have been received, recorded and deposited.
- *Working with controlled access in providing forms, RF decals and stickers to new homeowners, tenants and those residents who have purchased new cars.
- *Committee member Darla Carter, DVM designed a job application to be used for applicants. An excellent applicant has applied for the job as HOA Secretary and was interviewed by the President, VP and HOA Board Secretary.
- *Troubleshooting weekend phone outages in the Guard House, tracking down Backflow forms for SAWS and with the help of long-time employee Andy Fioleto accessing the Pool Equipment Room, which was locked, and the only key thrown away.
- *A big thank you goes to Brenda Weil for her continued assistance with office procedures and resident concerns.
- *The bench out front was refinished and donated to the Clubhouse by Darla Carter, DVM
- *The business office receives numerous calls from residents and tenants voicing their concerns and asking for information and residents wanting to rent the clubhouse.
- *Eleven homes have been put on the market in the 2 ½ months the secretary has been working in the HOA office. The houses generally sale immediately, one house sold twice in one day.
- *Along with the president attended a meeting put on by the city concerning short-term rentals.
- *A homeowner drove through the gate breaking it. Fortunately, there was an extra arm in storage and Andy Fioleto was here and with the assistance of Louie the guard removed the old gate and hung the new one.
- *An add was placed online for Administrative Assistant. Immediately received numerous potential candidates for the position. Awaiting a review of the candidates by the other officers.

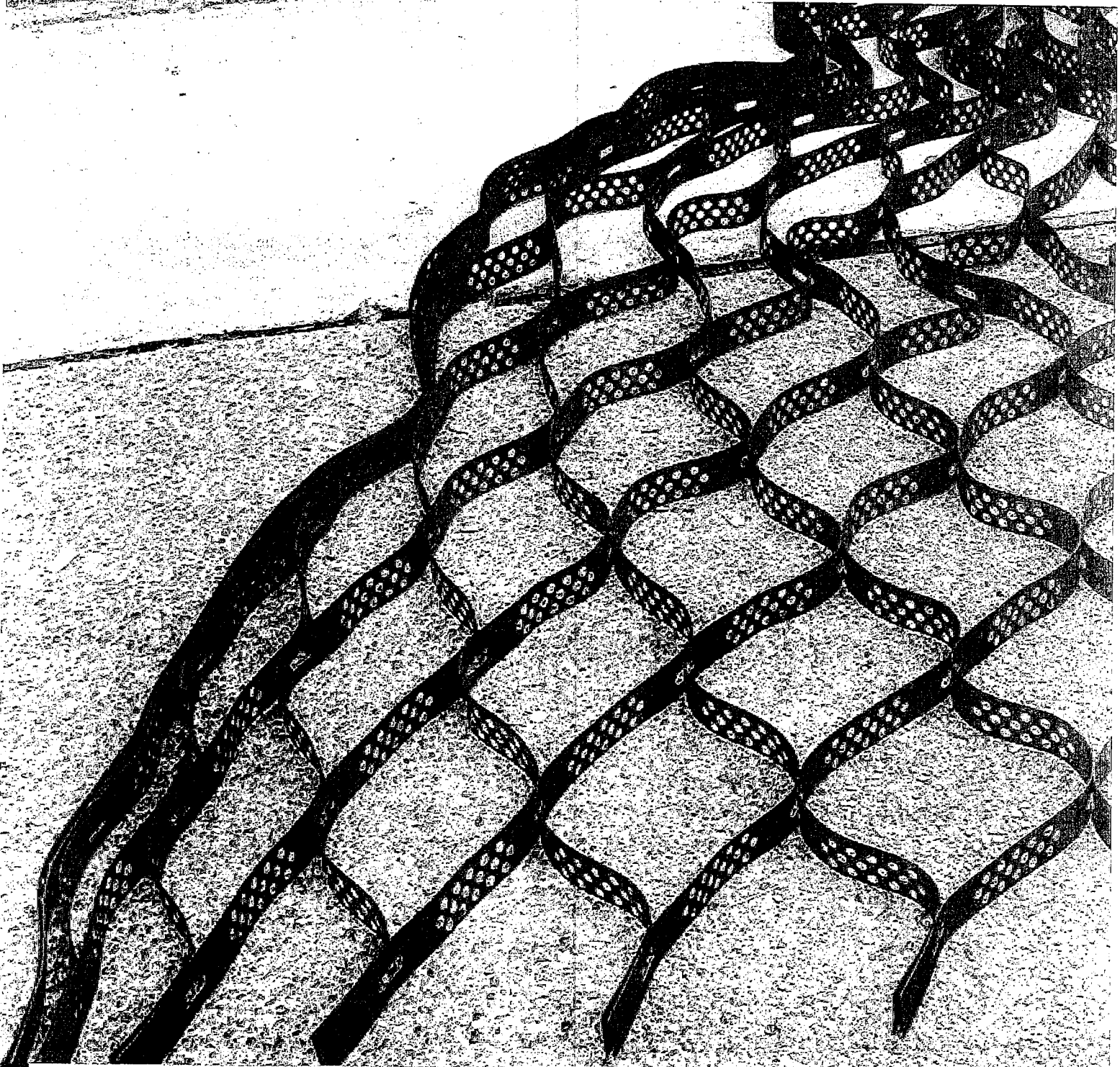
Controlled Access – Board Update (2022-08)

1. Entry Gate Arm: A neighbor had the gate arm come down on their car and the gate arm broke. We had a spare gate arm in the Clubhouse so Andy and Louie were able to repair it within a day.
 - a. Should we purchase another spare gate arm?
 - b. Need to send a letter to the neighbor?
2. Flagpole pulley: This was fixed by a neighbor.
3. Guard Gate Phone System: This went out several times this past month. Fortunately, Kathleen had the phone number to call and worked with the Guards to get it resolved both times. We may need to purchase new hardware, but we are looking into it.
4. Gate Entry Decals:
 - a. We have completed more than a dozen new decal requests.
 - b. These take most of our time right now.
5. Outdoor Parking Decals:
 - a. We have provided several Outdoor Parking Decals. Still trying to determine all of the neighbors with Outdoor Parking Decals.
6. Security Company: We sent out the RFP yesterday to 17 companies. We already have 5 responses indicating they will submit a proposal. We expect the process to take about a month (mid Sep) with a projected start date for the next contract of Nov 1st.

(no subject)



Nancy <nancy4117@swbell.net>
To Nancy Feagin



🔍 Type here to search



LIMITS OF GEO-GRAD SYSTEM

LAWN

DECK

DIG

COVER ALL EXPOSED DIRT WITH SLOPE GRAD SLOPE STABILIZATION GRAD MANUFACTURED BY PRIMO UNIT MATERIALS PLACE GEOGRID ON A LAYER OF NON ADHESIVE GEOTEXTILE FIBER & FILL WITH 1/4" 1/2" CRUSHED LIMESTONE

PART LIMESTONE

BOULDERS TO DIRECT WATER TOWARDS SWALE

2-12" NOS SWALE

DRAIN'S FREIGHT DRAIN'S & SWALE

EXISTING OAK TREE

DRAINAGE

25'

CONTINUED TO CONCRETE AREA

ALL UTILITIES IN THE AREA

REGRASS ENTIRE AREA TO CREATE A SWALE THAT DIRECTS THE WATER FROM THE SWALE

BOULDERS TO DIRECT WATER TO SWALE

POOL HOUSE

3-4" over rock

REMOVE AND REGRADE SW TO ALLOW WATER TO PASS UNDER SW INCLUDE 3 TO 4" PVC PIPES UNDER SW

UTILITIES & POOL DIRT WERE REMEDIATION STUDY

N

CONCRETE DRAINAGE CHANNEL

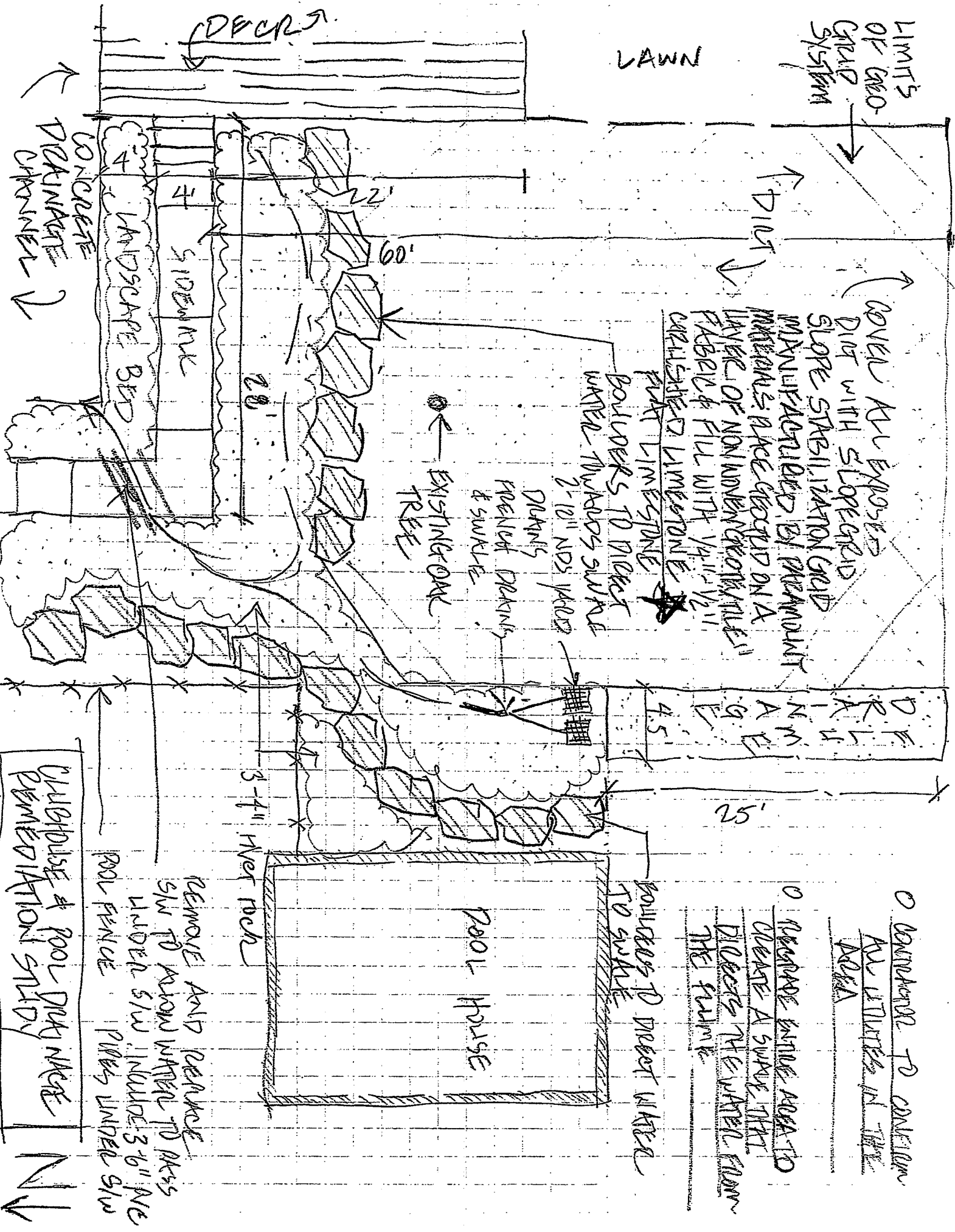
SIDEWALK

LANDSCAPE BED

28'

60'

22'



Amenities Committee Report August 16, 2022

Thank you again to Kathleen Carter, Darla Carter, and to my committee members Mary Shearer and Brenda Weil for their able and professional assistance.

Tennis courts – The damaged windscreen from a quote some months ago is \$950. This includes installation. Rick Guenther from Coastal Plains provided the bid. Rick also provided a bid to replace the fence along the same side of over \$3100 which I forwarded to Maggie.

Stability of the side of the tennis courts facing the draining ditch – Board approved up to \$700 for an engineer however Rocktesting has not responded even after several emails requesting more information. We have not yet had a meeting to discuss the tennis court itself but Maggie has requested a time and I hope to attend as well.

We are exploring purchase of pickleball court templates and, with board approval and after the repairs have been made to the court closest to the drainage area, we hope to have pickleball one week a month to see how our homeowners enjoy it or not.

Pools Community Pools has been doing a great job on our pools. Our RFP is being reviewed by our very busy President but each board member will receive a copy for their comments hopefully this week. We plan to have our recommendation to the board for their approval of a contract by the September board meeting. **MOVE: Continue with Community Pools through the month of September with the maximum cost of \$1800.00.**

Ladies bathroom at the pool .. one toilet needed repair, Bluebonnet Plumbing ordered the necessary parts and returned to repair it on August 12. I paid the \$225.00 for the repair as Blue Bonnet was willing and able to come out quickly when other companies had at least several days and in some cases a week before they could come out.

Clubhouse –

1. Met with two companies and discussed our needs with a third. One of the companies had a \$1,000 per month minimum and the other presented us with a quote for a minimum of cleaning twice a month for \$500. Our committee unanimously chose OCD cleaners, a locally owned company that cleaned for the first time last Friday. **MOVE: Continue with OCD cleaners at the rate of \$150 for cleaning the clubhouse, the bathrooms at the pools and the guard house once a month and \$75.00 for cleaning after a party at the clubhouse. We can increase the frequency as needed**
2. Deck needs attention so will get bids on resealing/painting.
3. Several places in flooring need repair ... will get estimates.