

Mission Trace HOA Board Meeting
Minutes
August 8, 2023

Directors Present: Bob Ray / President /Admin
Suzanne Elliott / Secretary / Admin
Barrett Schultz / Treasurer / Admin
Nancy Feagin, Grounds
Betty Harper, Amenities
Thomas Crosier, Controlled Access
Janet Riley, Community Relations

Directors Absent: Chris Conkle, Architectural Compliance/Home Maintenance

President Ray called the meeting to order at 6:34p.m.

Minutes

President Ray established a quorum and read the Guidelines for a Board Meeting.

The minutes of the July 11, 2023, were approved unanimously as written with a motion made by Betty Harper and a second from Thomas Crosier.

Nancy Feagin reported that USAA settled the claim for the damage done at the intersection of Big Meadow and Mission Trace and an email vote was taken between the July and August board meetings for Green Landscaping to do the repair work. The vote passed with 5 yes votes.

President Ray recognized Mr. Mark Kroeze the San Antonio regional forester with the Texas A&M Forestry Service. Mr. Kroeze is a certified arborist and discussed the benefits of trees, various types of native and invasive trees and their interactions with our pond environment. Soil stabilization and the noise cancellation/sound barrier created by trees should be considered. Questions were asked from board members and pond committee members for the best recommendations regarding the trees around the pond.

President Ray announced that VP/Engineer Chair Scott Pope resigned after the July Board Meeting. Citing the MTHOA Bylaws, President Ray also recommended replacing Chris Conkle since he has now missed 3 consecutive Board meetings. He proposed a Special Meeting on August 22 to appoint new board members for Engineering and the Architectural Compliance Chair.

President Ray also announced that our office manager, Christy Mason, has turned in her notice due to her family moving.

Secretary's report – Suzanne Elliott made a motion to approve Mrs. Mason to continue to work remote while the HOA takes time to find the right candidate to replace her since there has been frequent turnover in this position. Motion was seconded by Betty Harper. Nancy Feagin requested that we table the motion and add it to the Special Meeting on Aug 22 with discussion in Executive Session so that more details can be provided, as to cost and specifics as to what Mrs Mason would be doing. Ms. Elliott agreed to table for two weeks with a vote of 3-2 in agreement.

Ms Elliott is looking into the 2017 HOA Reserve Study in order to update all major categories for cost inflation since the date of the original report.

Ms. Elliott is putting together a committee to continue with the By-Law updates. There are new bills that passed in this year's Texas legislative session that will need to be included in the revision. Committee members are Karen Vaught, Maggie Priesmeyer, and Mike Fellows. Ms. Elliott asked if anyone else would like to volunteer for this committee or any others. The expectations regarding a Legal review of proposed revisions was mentioned and further discussion will continue in Executive Session.

Audit – a few months of BOD minutes are still needed. Nancy, Betty, Barrett indicated they may have the missing minutes and to send an email request with the missing months.

Treasurer's report –Barrett Schultz provided the income statement and balance sheet for the month of July to the board. As of today, Frost Bank reserve account is at \$355,497 earning \$500 interest per month. Highest amount in HOA to date. Reserve study performed in 2017 will be updated to plan for Reserve budget needs. Pond fund = \$100,000. Interest = 615. Both Frost Bank Accounts are reconciled. Broadway Bank account, still working on reconciliation, but sitting at \$156,223. Bank numbers do not reflect payments that have not cleared the bank yet or deposits on the way to the bank. Income statement = money in and money out. Balance Statement is out of date due to the property mgmt reconciliation still outstanding. Balance statement includes all assets. HOA dues are still coming in. Mr. Schultz took care of posting homeowners payments while Christy was on vacation. Some payments did not reflect the increase in dues. Mr. Schultz also emphasized to the homeowners that the bank goes off of the spelled-out amount vs the number portion of the check if they don't match, as this was also an issue on numerous checks this quarter.

The annual audit is underway and is being done for the last two fiscal years since no audit was done last year– everything is in Buildium for remote access (checks/invoices) minutes will be available on DropBox. Auditors have access now. Expect 6-8 weeks for a draft of the audit report for Board and there will be a round of questions/corrections as needed. Mr. Schultz mentioned it was nice to see all the homeowners in attendance.

Ms. Elliott asked about the possibility of T-Bills, or CD purchase option for the MR&R account in order to grow funds at a higher interest rate. Mr. Schultz stated that he cannot make the recommendation since he is in the industry and would risk his license however, he suggested a committee to make the recommendation. He also cannot make a motion or be involved in the vote. Cash money market funds – 5.26% interest easy to liquidate and is also insured – not a bank but investment product. President Ray asked if there were anyone here with a financial background that can help Suzanne form a committee.

Ms. Elliott recommended putting an announcement board on the clubhouse door with dates for committee meetings.

President Ray asked Christy to put together water bill amounts for the past two years which he read. Watering can only be done once a week on Wednesday and we only have \$20,000/year in the budget for pond water. There was discussion about SAWs estimating water use and then performs a “true up” with actual meter readings. According to Mr. Schultz, there was a six-month period when the HOA did not pay so some could be old invoices rolled into the months with larger pond water invoices.

Mrs. Feagin stated that the one meter on Overlake is strictly for the pond. She pulled old budgets from 2008-2022 (she is missing 3 years) but the approx. amount spent on just water for the pond is \$130,000. She expressed her concern on how we are going to sustain the pond if current weather trends continue.

Controlled Access: Thomas Crosier had to leave but Bob passed along he is working on the security at the gate – cameras/videos being considered.

Amenities: Betty Harper– Tennis courts – Coastal Plains to install new windscreens in the area of the gate but do not have the date yet. Estimates have been requested from electricians to repair and/or replace bulbs. New pool signs are being made – one for each gate and one on the wall. A toilet in men’s room has pinhole leak and she has obtained bids to replace from two contractors, but she will have Andy attempt to fix prior since the replacement cost = \$1k - \$1.3k. The lady’s room at the pool has a constant flow that Andy is attempting to fix, if not she will get a plumber.

New pool keys – every homeowner gets one free key. The cost for replacement keys is \$5 each. An estimate has been requested from TAPS for a drop by on Friday and Saturday evening at pool, in response to an incident that occurred the weekend of June 10. Betty drafted a personal letter to the homeowner who reported the incident to the board, so that they know their complaint was not ignored.

The exterior wall with the chimney is pulling away from the clubhouse. A structural engineer bid 975\$ to do an analysis, and the information will be passed along to new Engineering chair. Storage shed 14x21 repair bid is \$1700, brand new one is not cheaper. Handyman bid \$600 plus materials. There are rocks in the middle of the shed

that will need to be moved. Mrs. Feagin indicated rocks were stored there to use as needed for erosion. This will be delayed until the weather is cooler. Concern was addressed about the roof tiles that are still being stored at the shed.

The fence in that area is only 6' but Betty will talk to Thomas Crosier about that. No motions made. There is little storage space without cleaning out the shed however inside items should likely not be stored in the shed due to the varmints. Mr. Schultz recommended renting a storage shed as a temporary solution. Betty will investigate storage pricing.

Community Relations: Janet Riley proposed an idea to add cabinetry inside the clubhouse for additional storage for items that won't survive in the shed. She showed a proposal drawing to add 36" cabinets above the soffit in the kitchen area of the clubhouse. The approx materials cost would be \$627 using Home Depot but does not include installation. Bob thought the weight could not be supported but only lighter decorations will be stored since they are not needed but once a year. Will need to purchase a step ladder in order to access the area. Andy can do the installation. Ms. Riley made a motion, with a second from Mrs. Feagin. Motion passed with only 1 nay vote. President Ray thanked Ms Riley for the July 4th party. Decorations for the Christmas party are now being purchased due to discounted pricing.

Grounds: Nancy – made the recommendation to renew the landscape contract with Green Landscaping after RFP sent to 8 companies – 2 declined to bid after surveying the size of the property. Terms of contract need to be filled in and her recommendation is the contract should be off-cycle from Board elections – Sep to August. Bob asked the Office Manager to scan and email the grounds contract proposal to the Board for review. President Ray asked that vote be tabled and added to Special Meeting in two weeks, no objections.

Ms Riley expressed concern that plants are not being watered and are dying. Nancy stated that they are being hand watered by committee members and sprinklers are used on Wednesday, per SAWS restrictions.

Mrs. Feagin also brought up that some residents are still leaving their trash/recycling bins, which are now called toters, out all week even though they need to be out of sight except on trash day. Post cards were mailed to neighbors who have not complied, that their toter will be removed if left out again and they will have to pick them up at the shed. Ms Riley agreed that something needs to be done. Mrs. Feagin made a motion to institute the policy with a second from Ms Riley. No discussion and motion passed unanimously.

Mrs. Feagin presented estimates from Burleson Tree to remove a tree on Big Meadow that is hanging over a roof and another on Morning Mist, which is dying and leaning on a transformer. The total of the 2 bids was \$1,150. Mrs. Feagin made a motion to

approve the cost of removing the trees with a second from Mr. Schultz. Motion passed unanimously.

Mrs Feagin addressed the trees at the tennis courts. She suggested cleaning up the area and leaving a good portion for coverage, as a sound barrier and for erosion control, but remove the Ligustrum that are encroaching Oak trees. Mrs. Feagin received a bid for \$2500 for the removal which includes removing the dead branches on the oaks as well. Mrs. Feagin stated that all the Ligustrum trees around the pond have been marked by Mr. Burleson for removal.

Mr. Pickup objected to the reasons given to keep the Ligustrums and stated that the removal of these "trees" are part of the master plan of the Pond Committee. President Ray requested that they unmark the trees that will stay, according to her bid and asked board members to go view the area so that a vote can be taken in 2 weeks. Trees that are to stay should be unmarked in approx. 7 days. Mrs. Priesmeyer asked for clarification as to who the "he" is that Mrs. Feagin keeps referring to, Travis Burleson.

President Ray inquired about what is being done about all the voluntary growth that is obscuring the view of the pond. Mrs. Feagin stated that is not Ground's or Landscaping responsibility. Mrs. Priesmeyer asked for clarification as to what President Ray was referring to. For clarification, President Ray is referring to the scrub brush. A homeowner expressed her concern about the ducks – because they need shade from the heat and she doesn't want to see a lot of trees removed. Mr. Schultz expressed concern about not having a long-term goal, regarding trees for the entire neighborhood and not just the pond. He feels Oak trees are being choked out all around the neighborhood and need to be addressed as well. Mrs. Feagin said the Forestry speaker did not think the Ligustrums will kill the Oak trees that are well established.

Unfinished business – HOA ByLaws – Suzanne chairs – Karen & Maggie volunteered President Ray again recommended a Special Meeting in two weeks to discuss the Pond Operating Procedures, Landscaping Contract, appointment of new board members and Christy Mason continuing remotely for a period of time until replacement can be found and properly trained. Mr. Schultz stated that as long as there is an agenda, they will stick to the agenda for the special meeting. Betty Harper made a motion, with a second from Janet Riley. The motion was approved unanimously.

Architecture Review Committee: Minton Newman reported that there were no architectural requests all month.

Pond Committee: Peter will not be available for the Special Meeting in two weeks but wants the motion to approve the guidelines that the committee has been working on for the past several months. He thinks adding water to the lake is a waste of money. The last bill for July water was \$5,021. He thinks the Ligustrums are doing harm to the lake. Once they are removed the area needs to be maintained with herbicide.

Ms. Elliott asked if there was any feedback from the Pond letter? Only one email was received in feedback to date and was provided to the board members for the meeting. Peter discussed the bids the committee has obtained to date for pond work (3 options are being considered) that will be considered in the Pond master plan, which also includes fixing the leak. Mr. Pickup also obtains bids to repair and/or replace the fountain. President Ray stated that he thought that part of the donation was for things like repairing the fountain said they have authority to spend up to \$5k without board approval. Mr. Pickup stated that the Pond Committee is not authorized to do anything until the Procedures and Guidelines are approved. Betty Harper made a motion to approve Pond guidelines, with a second from Janet Riley.

Mrs. Feagin indicated it is not written to ensure expenditures come from the pond fund and feels that it leaves a lot for interpretation. She sent suggestions for corrections a month ago which are not incorporated. Even though they are revised they do not address Mrs. Feagin's issues. Her major concern is that it does not say money from donated funds can be spent up to \$5,000 without board approval and asked to add "from donated funds only". Discussion was had regarding that "the Fund" means from the donated money.

Mrs. Elliott asked for a better understanding of the Master Plan of the Pond Committee and how the Committee integrates with the various Board Chairs such as Grounds and Engineering. Margaret Priesmeyer explained the development of The Pond procedures and guidelines and how the donor was involved in the development of the document.

Mr. Schultz asked if there is a separate TAX ID for the Fund and recommended that they do so. The accounts are separate, but the Tax ID is the same. He also stated that he is ok with approvals – the original bank account was set up by Mrs. Priesmeyer and Kathleen Carter. Discussion among President Ray, Barrett Schultz and Nancy Feagin continued as to if the Pond Fund needs a separate TAX ID number. Mrs. Harper volunteered to get a TAX ID so that we can move forward. Her motion on the floor is to approve the Pond & Wildlife Fund Guidelines. The vote was 3 to 2 – motion passes to approve. Amendments can be made if missing items are found in the guidelines.

More discussion was held regarding removing the Ligustrums. Mr. Pickup was asked to send bids to the board again, since it appears that no one on the board received them. Mr. Pickup asked for a decision on to repair or replace the fountain. President Ray asked that we defer that vote.

Homeowner Forum:

Karen Vaught suggested that the Board consider that the Office manager should be replaced with a property manager. Ms. Vaught discussed more about the tree removal and suggestions from the earlier forestry guest. Ms. Vaught mentioned that there are very strict rules regarding using herbicide around water that are required to be followed.

Barrett Schultz asked if the HOA would be willing to install trees in the area around his house, he is willing to pay for them and water them. He lost two trees recently and has a place to plant that will avoid sewage lines.

Ms. Elliott asked if Buildium has the ability to submit requests into the software. The Treasurer thought is that it does exist but is not currently in use.

Mrs. Mason passed along that Tom Crosier is looking for volunteers for the controlled access committee. President Ray asked that homeowners get involved by serving on committees.

Adjourned at approximately 8:35

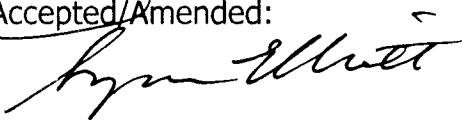
Executive Session:

Updates were given for outstanding balances, 209 letters sent, and payment plans. An update on the renewal of the Insurance Policy was also given.

The items discussed included 209 letters that have been sent for violation of the HOA architectural rules and how to proceed; items being left on common ground; and consideration of new legal representation.

A suggestion was made to split out Pond meeting to its own special meeting.

Accepted/Amended:



Date: 8/23/23