

**Mission Trace Homeowners Association
11333 Mission Trace Clubhouse**

**Executive Session / Board of Directors Meeting Minutes
May 14, 2024**

Executive Session:

Position	Present	Absent
President	Bob Ray	
Vice President	Suzanne Elliott	
Secretary		Thomas Crosier
Treasurer	Barrett Schultz	
Amenities	Janet Riley / Betty Harper	
Architecture Compliance & Home Maintenance	Mauricio Tafoya	
Community Relations	Janet Riley	
Controlled Access	Betty Harper	
Engineering	Suzanne Elliott	
Grounds	Nancy Feagin	
<i>Office Manager</i>	<i>Christy Mason</i>	

Bob Ray called the meeting to order at 6:37. A quorum was established.

Discussion involved reckless driving incidents and parking issues.

Executive session adjourned at 6:57 p.m.

Open Session:

Bob Ray called the meeting to order at 7:02 p.m. A quorum was established, and Ray read the meeting ground rules aloud.

The minutes from April's board meeting were approved as written with a motion from Janet Riley and a second from Nancy Feagin. There was no discussion.

The board made no decisions since the last meeting.

Officer and Committee Reports:

Grounds – Nancy Feagin: Travis Burluson started as the new landscaper and continues as the tree contractor. Approximately three tons of leaves have already been picked up. There are still leaves at the Overlake shed. Feagin has bids to remove the leaves from two individual contractors, one is \$950, and the other is \$1,000. She is getting one additional bid this week. According to Feagin, having Burluson remove and dispose of the leaves will take additional labor and attention away from the landscaping. Shultz moved to remove the leaves for \$950. Riley seconded. No discussion. Motion approved.

The contractor working on the replacement “M” letters for the front wall responded to the notice we sent to cancel the contract, contacted Feagin to tell her the letters were already cut out and being painted, and should be ready for installation by the end of May. Ray asked how much MT agreed to pay. We agreed to pay \$2,264 for both letters. The plan was to also reposition the “I” and “S” on both sides. It was voted on and approved in a previous board meeting. Riley asked about the \$1,000 that was part of the motion to be used for planting. She requested that we go back and look at the proposal. Mason, office manager, will research the motion.

Ray informed the board of an invoice sent to us by Green Landscaping charging us for excessive leaf pickup. Feagin did not approve payment of the invoice since leaf pickup was part of their contract. Green Landscaping has engaged a collection agency. Feagin explained excessive leaves were not taken away and that Burleson is now removing the excess leaves. After discussion, Schultz offered to talk to Green Landscaping to resolve the matter. The board agreed to let Schultz take over the matter.

Amenities/Controlled Access – Betty Harper: Harper thanked Bob Ray for his assistance while she was recuperating. The pool is almost finished. Harper received a bid to raise the fence along Vance Jackson to eight feet. Pecos Fence suggested a chain-link fence behind a wooden fence at a price of roughly \$7,000. She is working to get other bids.

The painting of the Pickleball has been put on hold. According to experts, the tennis courts must be properly cleaned before they can be painted. As far as Harper is aware, the tennis courts have not been cleaned in years. Ray asked Harper to forward the information she has on this project to whomever takes over the Amenities Chair position on the new board.

Harper thanked all her committee members for their hard work this past HOA year.

Ray said that as of May 14, both pools have been re-plastered, re-tiled, and filled with water. He worked with Blue Haven. Blue Haven added chemicals to lower alkaline levels. The pumps were turned back on but there is a broken part to the pump for the larger pool. The replacement will cost \$600 brand new or \$400 for a used one from Blue Haven. Ray asked he be authorized to spend the \$400 to replace the pump and open the pool. After discussion from board members and homeowners, Schultz made the motion to spend \$600 for the new pump with a second from Riley. Elliott asked that we make sure there is a warranty. Motion passed.

VP/Engineering – Suzanne Elliott: Elliott reported for Engineering that the handrails on Hollow Tree were completed and the homeowner is happy with the results. The same company provided bids for decking on 11421 Mission Trace and the handicap access for the clubhouse. The decking work at 11421 Mission Trace is more expensive because it involves decking and metal. The bid is \$14,500. She is working to get additional bids. The handrails from the home on Hollow Tree are in the shed with hopes of being able to reuse them in another area. Bids are being obtained for the clubhouse flooring repairs. Ray asked for it to be left for the next board. There are concerns of tripping on the floor with people renting the clubhouse and recommends putting an outdoor rug on that area of the flooring.

Elliott is working with Schultz on the 2024-2025 budget. The cost of the pool resurfacing took out the payment to the reserve funds for the year. Money has been added to resurface the tennis courts Elliott would like feedback from the homeowners that use the tennis courts regarding the resurfacing.

Secretary – Thomas Crosier: No report.

Treasurer – Barrett Schultz: Current balances as of 14 May 2024:

Frost Bank MMR: \$119,113.27

Frost Bank CD: \$204,865.36 @ 4.91% (maturing 8/11/2024), was renewed May 13, 2024. Interest earned: \$2,443.99

Broadway Bank: \$94,607.30

Broadway Bank CD: \$92,269.70 @ 5.04% (maturing 10/26/2024); was renewed April 26, 2024. Interest earned: \$2,269.70

Frost Bank Pond and Waterfowl Fund: \$16,974.41

Frost Bank Pond and Waterfowl CD: \$91,207.38 @ 4.91% (maturing 8/11/2024); was renewed May 13, 2024. \$10k was rolled out. Interest earned: \$1,207.38 and was reinvested.

All accounts have been reconciled in Buildium. We had several errors in April that have taken time to correct.

Budget – Schultz is working on the budget for the next fiscal year. He said he went back to 2018 and created a document to look at all expenses to include expenses categories that are no longer in use to allow insight into the expenses. He said he is also updating the chart to reflect current CPI numbers for 2023 in relation to HOA quarterly assessment. There will be a budget at the annual meeting to present to the new board.

Schultz made a motion to increase the HOA dues to \$583.50 quarterly, effective July 1, 2024. The motion was seconded by Feagin. Riley noted that the dues keep increasing but nothing seems to be getting done. Ray said there have been few times that the assessments have increased, and the HOA has not kept up with inflation. With no further discussion, the motion passed.

Schultz informed the board the annual budget of the HOA is currently \$589,000 in revenue. The two biggest expenses are the security and landscaping contracts.

Architectural Compliance/Home Maintenance – Mauricio Tafoya: Tafoya said he was finalizing the compiled list to do final letters.

Community Relations – Janet Riley: The Meet & Greet was held May 5 and went well.

Architecture Committee Report – Minton Newman: The committee received requests from homeowners that were sent letters regarding maintenance issues, along with requests to paint and replace windows. Ray asked Newman to continue as Architecture Chair in the next HOA board year.

Pond Committee – Peter Pickup: No report.

President – Bob Ray: Ray reiterated his oversight of the swimming pool resurfacing project. He also said he directed the security guards to contact him anytime police, fire, or EMS come into the neighborhood in case there is something that is external happening that needs to be addressed. Ray said he is checking the mail and the clubhouse drop box daily.

Ray said there is a final order of destruction from the city for the 11715 Pepper Tree, but a permit must be obtained to destroy the home. The hope is that will be done this week. He requested the contractor contact him before they begin tearing the home down. He would like to keep some of the tiles from the roof that could be used in the future.

Work is being done to update the Enforcement and Fine Policy and the Collections and Payment plan Policy.

Shultz asked what is being done to save the oak trees on the back side of the home at 11715 Pepper Tree. Ray stated that we want to save as many trees as possible and that is another reason he is trying to get together with the contractor.

Elliott asked about feedback on the By-Laws. Ray stated the feedback on the By-Laws has been sparse. One homeowner said she gave feedback at the last meeting but according to Ray, nothing has been submitted in writing.

Ray called for a 10-minute break at 7:50 p.m.

After reconvening, due to the number of board members that left early, there was no quorum to discuss any further business.

The Annual Meeting will be held May 28.

No homeowners spoke during the Homeowners Session.

Schultz moved to adjourn at 8:00 p.m. Elliott seconded. The meeting adjourned.

Minutes approved as written / corrected

Date: June 18, 2024