

Mission Trace HOA
Board of Directors Meeting
January 17, 2023
Clubhouse 11333 Mission Trace

The regular monthly meeting of the Board of Directors of the Mission Trace Homeowners Association was called to order at 6:30 pm by President Margaret Priesmeyer. Secretary Kathleen Carter was present. Also present were VP and Engineering Chair Owen Seidenberger, Treasurer Barrett Schultz, Amenities Chair Betty Harper, Community Relations Chair Cristina Gamboa, Controlled Access Chair Mike Fellows and Grounds Chair Nancy Feagin.

The president welcomed everyone and read the Code of Conduct for meetings.

The minutes of the December 20, 2022, Board of Directors meeting were approved as written.

The president reported that the burned-out house located at 11715 Pepper Tree is still awaiting a ruling from the court. The flower bed to the right of the front gate has been repaired. Troy the contractor reports the grate for the new gate accessing the drainage canal should be placed this week. The engineering chair has placed new locks on the Overlake and Railroad Track gates.

The president announced that a generous donor who wishes to remain anonymous contacted her and wants to donate \$100,000 designated for the care and maintenance of the pond, pond equipment, the banks of the pond and the waterfowl that live there. The goal is to improve water quality to better support waterfowl and prevent erosion. The donor specifically wants to include the regular maintenance of the fountain and aerators. Said funds to be maintained in a separate checking money market account to be designated solely for the pond and waterfowl and not co-mingled with other accounts or budget items for Mission Trace. The donor would like the Board to make efforts to encourage future donations to the Mission Trace Pond and Waterfowl Fund by advising neighbors of the establishment of this account and fund through the newsletter and to report back to him concerning the establishment of this account.

Motion #1 Secretary Kathleen Carter moved that the Pond donation of \$100,000 be accepted and a separate checking and money market account be opened and designated as the Mission Trace Pond and Waterfowl Fund. The motion was seconded and **Adopted**

Motion #2 Controlled Access Chair Mike Fellows moved that the president appoint a board member to open a separate Frost Bank Account to receive contributions that are designated for the care and maintenance of the pond, its banks and equipment in order to improve the pond and its surroundings providing a desirable habitat for wildlife and waterfowl. The motion was seconded and **Adopted**

The president appointed Owen Seidenberger to open a separate checking money market account at Frost Bank designated as "The Mission Trace Pond and Waterfowl Fund"

The president contacted Aqua Scape and talked with Sarah Wurzbach concerning ways to improve the water quality of the pond.

Motion #3 Vice President Owen Seidenberger moved that the management of the pond, including the erosion of its banks and all equipment, water and budget associated with the pond be moved to the engineering committee. The motion was seconded and **Adopted**

The secretary reported she had manned the office for three days when the office manager took time off to visit with family during the holidays. HOA fees notices were sent out by email and US mail. Only five of the 260 homeowners do not have an email address recorded in Buildium.

Motion #4 Secretary Kathleen Carter moved that only those homeowners without email addresses or those who request a hardcopy notification of HOA fees be sent notification by US mail. The motion was seconded but **Withdrawn** without objection by the maker for further research.

After being appointed by the president to research getting a variance from SAWS to operate the pond fountain the secretary applied for the variance on December 21, 2022. Mark Peterson Project Coordinator, Conservation Department from SAWS met with the grounds chair on January 9, 2023, to assess the pond and fountain. On December 10, 2023, Mr. Peterson sent his recommendations to the office and grounds chair. Mr. Peterson recommended the secretary send a revised variance application, which she did. He also wanted a photo of a sign showing authorization by SAWS for operation of the fountain. With approval from the president a sign was ordered per the specifications from SAWS which is to be displayed on HOA grounds. A photo of the sign was sent to Mr. Peterson. Neal Shaver of Techno Doctor was contracted to retrieve information off the old computer. He deemed the computer hard drive dead, and no additional information could be retrieved.

Motion #5 Secretary Kathleen Carter moved that the old computer which has been examined by a computer specialist whose findings show that the hard drive is dead, and no information can be retrieved be disposed of. The motion was seconded and **Adopted**.

Motion #6 Secretary Kathleen Carter moved that the two printers which are no longer being used be donated to Goodwill. The motion was seconded and **Adopted**

Amenities Chair Betty Harper reported that she has contacted the city and contractor to see what process is being used to pay for the damaged fence and windscreen totaling \$5,500. The basketball hoop is beyond repair, is being removed and research into purchase of a new hoop is being conducted. A process to clean the tennis courts without damaging them is being researched. The windows in the pool bathrooms were covered with heavy cardboard prior to the freezing weather and will remain until the danger of another freeze has passed. The pool contractor was instructed to prepare the pools and pumps for the freeze. Andy replaced the bricks behind the pool house and is working on the fascia of the bathhouse. The lights on the pathway from the clubhouse to the pool are being repaired or replaced. The deck is being cleaned and resealed. A bid of \$950.00 has been received to replace, seal and paint 12 feet of the damaged soffit and clean the gutters facing the Mission Trace side of the clubhouse. Bids for replacing the grid at the Overlake gate are being obtained. The amenities chair would like a Taskforce to be appointed to research inviting Google Fiber into Mission Trace Neighborhood.

Motion #7 Secretary Kathleen Carter moved that if the SAWS variance to operate the pond fountain is approved that the board approve the placement of the SAWS sign on the grounds. The motion was seconded and **Adopted**

Motion #8 Secretary Kathleen Carter moved that the president appoint a task force of three to develop a plan to improve the pond, its banks and equipment and implement recommendations that will provide an improved habitat for wildlife and waterfowl. The task force is to report to the board of directors at the monthly meeting. Seconded and **Adopted**

The president appointed Al Mosiek, Peter Pickup and Darla Carter, DVM to the Pond Task Force.

Community Chair Cristina Gamboa reported that she plans to do a Fiesta event in April that would include children. Date and time to be announced.

Controlled access chair Mike Fellows reported that an excel sheet showing violations of parking and outside parking requests has been developed and will be updated as needed. The road spikes are being repaired.

Engineering Chair Owen Seidenberger reported he obtained three bids for the sidewalk repair at 3704 Big Meadows, they range from \$2,700.00 to \$6,500. The chair will do more research on this issue and bring the findings to the board. The engineering chair is researching companies to repair potholes in the neighborhood. Andy Fioletto is repairing mailboxes in the neighborhood.

Grounds Chair Nancy Feagin is working on the RFP for Landscaping. The Grounds contract expired in July 2022 and since that time Green Landscaping Company has worked on a month-to-month basis.

Treasurer Barrett Schultz reported the balance in the Frost Bank account as of December 31, 2022, is \$277,011.70. This account has been reconciled. The Broadway Bank account as of January 17, 2022, has a balance of \$151,848.18 pending checks that have not been cleared. It continues to be challenging reconciling this account. The treasurer has been working with OJO to complete the 1099's for last year. The treasurer is working on the income statement and balance sheet and preparing the 2023-2024 budget. RFPs from the Grounds and Controlled Access Chairs are needed as they are the two biggest expenses. Ownership accounts are being updated in Buildium and the office manager is contacting owners to get warranty deeds and tenant information. Engaging the auditors and developing the budget are the goals for next month.

Motion #9 Treasurer Barrett Schultz moved that the Resale Certificate cost be increased to \$250.00. The motion was seconded and **Adopted**

Motion #10 Treasurer Barrett Schultz moved that \$25,200.00 be moved to the Frost account. The motion was seconded and **Adopted**

Unfinished business: The president distributed The Confidentiality and Code of Contact Policy for board members to sign. The president, secretary, treasurer and amenities chair returned their signed forms to the secretary.

The Architectural Committee report by Chair Minton Newman was filed as received.

Homeowners Forum: Karen Vaught signed up to speak. Ms. Vaught expressed concerns about repairs, liability, confidentiality.

The board received a letter from Homeowner Anita Hopps making the following recommendations: Before major rains with spillover water from Vance Jackson that the leaf-blowers blow out and remove all the dry leaves that have accumulated in the dry pond areas; remove all the branches, boards and debris that have accumulated there and remove all the weeds that are now growing on the lakebed, specifically in areas facing the McCann, Hopps and Trevino homes. In addition, soil that has washed down and raised the pond-bed be removed and put along the sides and upon the tree roots that are exposed. Effort and money should be allocated for this vital refurbishment.

The meeting was adjourned at 8:40 pm

No Executive Session

The next meeting of the Board of Directors of Mission Trace will be held February 21, 2023, at 6:30 pm in the Mission Trace Clubhouse.

Kathleen Carter, Secretary
Mission Trace Board of Directors



Adopted as written or Corrected

Date: 2/15/2023