

**Mission Trace HOA
Executive Session/ Board of Directors Meeting Minutes
March 19, 2024, 6:30 pm
11333 Mission Trace Clubhouse**

Executive Session:

Members Present:

President Bob Ray; Secretary – Thomas Crosier; Amenities – Betty Harper; Community Relations – Janet Riley; Grounds – Nancy Feagin

Member(s) Absent: VP/Engineer Suzanne Elliott; Treasurer Barrett Schultz; Architectural Compliance/Home Maintenance Mauricio Tafoya

Executive Session was called to order at 6:39 pm. Quorum was established. President Ray informed the board of the lawsuit involving a fallen tree in 2021. A vote was taken and passed to bring office manager, Christy Mason into town twice a month to handle paperwork and deposits. This will begin in April and will be the 2nd and 4th Monday of each month. A traffic issue involving a homeowner was also discussed.

The executive session was adjourned at 7:07 p.m.

Open Session:

Members Present:

President Bob Ray; Secretary – Thomas Crosier; Amenities – Betty Harper; Community Relations – Janet Riley; Grounds – Nancy Feagin

Member(s) Absent: VP/Engineer Suzanne Elliott; Treasurer Barrett Schultz; Architectural Compliance/Home Maintenance Mauricio Tafoya

Open Session was called to order at 7:12 p.m. President Ray established a quorum and discussed the ground rules for the meeting. The minutes from February were approved as written with a motion made by Betty Harper and seconded by Janet Riley.

There were no decisions made between meetings.

Officer and Committee Reports

President: Bob Ray – President Ray attended the meeting on March 5 regarding the widening of Vance Jackson Rd. The road will become 3 lanes, which includes a left turn lane. No start date was given.

President Ray, along with Minton Newman attended the hearing on March 14th regarding the possible demolition of 11715 Pepper Tree. It was determined that the house is to be demolished. If no appeals, the house will be 2 weeks after the 30-day time frame for any appeals.

Mission Trace HOA has been served with a lawsuit for damage to a home that occurred when a tree fell on a home in Spring of 2021.

President Ray is now the official Registered Agent for Mission Trace.

During Executive Session, the board voted to have the office manager, Christy Mason come to San Antonio and work in the office twice a month beginning in April.

Vice President/Engineering: Suzanne Elliott – Report given by Christy Mason: There is no installation date yet for the handrails on Hollow Tree. Ms. Elliott plans to meet with the same company next week to get a bid on replacing the decking and rails for the home at 11421 Mission Trace. Ms. Elliott also plans to begin meetings with contractors to replace the flooring in the clubhouse and install a ramp inside the front entrance.

Secretary: Thomas Crosier – No Report

Treasurer: – Barrett Schultz. Mr. Schultz was absent, so no report was given at the meeting. The following is the report that was emailed to Christy Mason, office manager,

- Current Balances as of Today:
 - Frost Bank MMR - \$118,783.95
 - Frost Bank CD – 4.91% maturing 5/13/2024 - \$202,421.37
 - We earned approximately \$2,421.37 this past 90 day period.
 - This was renewed since the last meeting.
 - Broadway Bank - \$58,484.14
 - Broadway Bank CD – 5.03% maturing 4/26/2024 - \$90,000.00
 - Frost Bank Pond and Waterfowl Fund - \$6,908.36
 - Frost Bank Pond and Waterfowl CD – 4.91% maturing 5/13/2024 - \$100,000
 - This was opened since the last meeting

All of these accounts are reconciled in Buildium.

- Buildium – Everything has been going smoothly this month thus far. No open items at the moment other than finalizing a budget proposal.
- Income Statement – Balance Sheet – these were all sent out as of February 29, 2024. The budget has been updated as of February 29, 2024 to reflect all corrected entries.

- Budget – I am working on the budget for the next fiscal year. I 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 going back five years. I am also updating my chart to reflect current CPI numbers for 2023 in relation to our HOA quarterly assessment.

Thomas Crosier made a motion to adopt the current budget (FY 2023-2024) as a temporary budget until the new budget can be presented and passed. Nancy Feagin seconded the motion and it passed unanimously.

Amenities: Betty Harper/ Janet Riley – Janet Riley made a motion to resurface the pools, using Blue Haven Pools at a cost of \$41,953.00. Mrs. Riley offered to let everyone review the bids. The motion was seconded by Betty Harper and passed unanimously after a short discussion as to where the water drained from the pool would go.

A motion was made to paint permanent lines on one of the Tennis Courts for Pickle Ball at a cost of \$500, using Coastal Plains. With discussion from Thomas Crosier as to the cost for both courts being \$900. Nancy Feagin 2nd the motion for one court and it passed unanimously.

Community Relations: Janet Riley – Mrs. Riley is working on Meet and Greet for the next board nominations. Ms. Riley would like to increase the budget for Community Relations by \$1,000 so that a welcome community can be established for new homeowners/residents with the next elected board to welcome new residents to the neighborhood with a plant or some sort of gift.

Controlled Access: Betty Harper – Parking is becoming an issue in the neighborhood. We do not have sufficient parking spaces for every homeowner to have additional vehicles. We will be following the governing documents regarding permanent Outside Parking Permits and will be issuing those very soon.

The security patrols missed several days and that is being addressed with TAPS, the security company.

Speeding and reckless driving will be addressed with the board. The first step will be to disable the FR-Decals. The security and safety of our residence is our responsibility and priority.

A contract with a towing company is being reviewed.

Mrs. Harper made a motion to use Quality Access Control to install security cameras at the entrance with 2 additional cameras in the pool area. The bid was tabled so that the cost of the bid that was obtained can be adjusted to add the extra cameras and other bids can be obtained.

President Ray asked Mrs. Harper to investigate installing lights along the wall on Shadow Path.

Replacement of the tire spikes at the exit has been tabled until the next board.

Grounds: Nancy Feagin – Mrs. Feagin is working on revising the RFP to include the recommendations from Suzanne Elliott so that bids can be sent out. Comments can be sent to Mrs. Feagin via email.

Mrs. Feagin reminded the homeowners present that it is the season for oak leaves to be falling. This is a huge task for the landscaping crew. Mrs. Feagin asked that homeowners/residents not to blow leaves off their patio and onto common ground and instead to pick up those leaves and place them in their trash bins.

Mrs. Feagin made a motion to send an email to all Mission Trace residents asking to replant empty pots and clean up dead plants with a deadline of April 30. Motion passed unanimously.

A motion from Mrs. Feagin was made to move the bench at the 4-way stop of Big Meadows and Mission Trace to the pond area. Then cover the bare spot at the 4-way stop with a grass blanket so that grass can be regrown. The total cost of the project would be \$900. After discussion, there was no second, so the motion died.

The Letter “M” should arrive by April 1, 2024

10 Minute Break

Architectural Compliance/ Home Maintenance: No Report due to absence of Mauricio Tafoya

President Ray call for a 10-minute break at 8:03 p.m.

Architectural Committee: Minton Newman – There were 4 work requests approved.

Pond Committee: No report

Unfinished Business: Nomination Committee: President Ray announced that he is running for the 2024-2025 board and asked homeowners present in the meeting to consider running as well. Mrs. Feagin and Mrs. Harper have each served 3 consecutive years and are not eligible to run for the next year.

Bylaws: Brady Ortego, the attorney for MTHOA reviewed our current Bylaws and has drafted a suggested version to comply with the current Texas Property Codes, as well as Ch 6 & 22 of the Business organization codes. The BOD was emailed this draft to review prior to the meeting. President Ray provided copies to homeowners. The board was asked to review the draft and submit comments for further review. President Ray invoked the Texas Business Organization Code and have the Bylaws approved by the Board of Directors at the next meeting. After discussion regarding a couples of items, President Ray asked that suggestions be submitted to him in writing.

Playground: This was tabled from the February BOD meeting. Christy Mason and Suzanne Elliott have consulted with the insurance company regarding the liability coverage the HOA currently has, as well as the cost to add a rider for the playground. Ms. Elliott and Mrs. Mason are continuing to explore this option. Janet Riley opposes adding a playground to the subdivision.

Pondwater: There was recent rain that added water to the pond. President Ray stated that he does not believe that we should be adding water to the pond except in times of drought but opened the topic to discussion. There was no discussion from the homeowners in attendance.

New Business: President Ray informed the homeowners present that on March 7, 2024, the HOA received via Certified Mail; Return Receipt Requested, a petition of lawsuit involving 11768 Mission Trace. In March 2021, a windstorm blew a tree down behind the house. The tree hit the house causing damage. CIA was the management company at the time. The homeowner claims that attempts were made to contact MTHOA to have the tree removed. It wasn't until September of 2021 that the damage was discovered because no one was living in the home, or homes on either side of the home at the time the tree fell. President Ray has been working with Nancy Feagin and Betty Harper investing all communications. The trees are impossible to see behind the house unless you walk outside the property. The homeowner filed a claim with his homeowner's insurance that was denied, and a suit has been filed in district court. Our current insurance company has been notified of the situation. President Ray did disclose that some aspects of this suit might only be discussed in executive session, but he will be as open as possible. A homeowner asked if our current insurance covers downed trees on people's houses. President Ray stated that it does, but on from the date of inception of our current insurance. The concern is that there are lots of trees that need to be removed. Other questions concerning trees were asked and they were instructed to call or email the office.

Vandalism: There was a report of a person possibly disturbing plants on common ground. It is being discussed with the board and action will be taken if it happens again. If you see something, please report it to the office. If you see something, call the office. If it is not reported, it cannot be addressed.

Homeowner's Forum:

Nancy Feagin provided minutes from 2010 refuting the claim at the previous meeting that she circulated a petition in the neighborhood to block a playground.

Karen Vaught addressed the concern of rumors of break ins and requested to know if there have been any break-ins. President Ray let the attendees know that here are standing orders with the guards that anytime the police come in, he is notified. He investigates each notification. To his knowledge, there have been no break-ins. The police have been in the community several times but not for break-ins, according to his knowledge.

Diqui LaPenta expressed concern over the lack of maintenance on the pool based on the leaves in the pool that have been there since November. President Ray referred Ms LaPenta to Betty Harper and Janet Riley. Discussion was had regarding the cost we are paying vs the fact that the leaves don't seem to have been removed. Ms. LaPenta thinks that the cameras at the pool will be great so that we can verify that the cleaning company is coming and doing their job.

Adjournment: At 8:50, a motion for adjournment was made by Nancy Feagin and seconded by Betty Harper.

Approved as written corrected

Date: April 16, 2024