

Mission Trace HOA
Agenda Board of Directors Meeting/Executive Session
June 13, 2023 6:30 pm
Clubhouse 11333 Mission Trace

Call to Order 6:30 pm

Welcome

Ground Rules for Board Meetings

Minutes approved from May 31, 2023 (special session handled via email for Bank signatures)

Minutes to approve May 16, 2023 regular monthly meeting

Ratify decisions made between meetings (if any)

Officers Reports

President – Bob Ray

Vice President – Scott Pope

Secretary – Suzanne Elliott

Treasurer – Barrett Schultz

Board of Directors Agenda Items/Reports

Administrative Committee – President Bob Ray, VP Scott Pope, Secretary Suzanne Elliott, Treasurer Barrett Schultz

Amenities – Betty Harper: Pool locks

Community Relations – Janet Riley:

Controlled Access – Thomas Crosier: Securing perimeter

Engineering – Scott Pope: handrails on Hollow Tree; Pond fountain

Grounds – Nancy Feagin

Architectural Compliance/Home Maintenance - Chris Conkle

Unfinished Business: Updating HOA By Laws, PWF/PWC operating procedures and guidelines, Gate damage regarding David Clark and Aspen, burn house on Pepper Tree,

New Business: grounds contract, landscaping concerns and removal of items on common grounds, prioritization of maintenance issues, quarter proposal from Vollmar Pond, letters on the front wall entrance & removal of the shadow of old letters, and cameras at the guard house and on fence line

Architectural Committee Report – Minton Newman

Pond Committee Report – Peter Pickup

Announcements: Request for committee volunteers

Homeowners Forum

Adjourn

7:30 Executive Session

209 letters, Office Manager report, Email protocol,
Adjourn

BOD MINUTES

Meeting called to order with a quorum in attendance

(all but Scott Pope and Chris Conkle with Scott arriving during the meeting)

Bob welcomed homeowners and asked them to sign in if they would like to speak during the open session

Bob covered ground rules regarding courteous behavior and avoiding interruptions while others are speaking

Minutes from the special session on May 31st were ratified in order to update bank signatures in a timely matter in order to continue to process HOA normal invoices/payments.

The minutes from the last meeting before the board changed – May 16th meeting need to be approved by former board meetings – Approved by Nancy and seconded by Betty – Barrett was not in attendance at that meeting and abstained.

There were no interim BOD decisions to be ratified.

Officer reports:

President – has gone thru existing contracts and upcoming contracts that are due. Security contract approved by last Board is now signed. Grounds contract is month to month currently. Security and Grounds are the largest budget items for HOA.

Board Sec – reviewed past emails and reports to come up to speed on HOA activity

Barrett – Treasurer report – update on Frost bank balance 354,495.48 is reconciled and current. This is the reserve account. Pond Account. Broadway bank account is currently 97k, few checks to clear from this amount. Assessment month – goal to get notices out by July 1st. He will cover budget formatting in the executive session using allocation guide. Balance sheet – one thing is misleading – the transition from CIA Property Management company – not all transactions are in Building from CIA yet – they used account numbers vs addresses so it's not completed yet, that's the goal over the next couple months to finish. Did HOA tax filing but still in queue for annual audit – required annually. Supporting documentation is included – scanned and updated by Christy. Armstrong, Bond, Vaughan & Associates are the auditors we are in the queue and Barrett will try to find out schedule for next meeting. Bob asked if cost update will be in the assessment notice. Private roads as well as pond dam/motor/drainage in the HOA are some of the larger reserve budget needs and the reason for the slight increase in dues. Three road studies have already been performed over the past several years.

Controlled Access – Thomas reviewed issues that occurred recently and made suggestions for updating or replacing the camera system at the gate. Bob wants the Guard house to have all of the BOD contact information in order to improve communications related to access issues. Bob also mentioned the possibility of kids climbing the trees outside our fencing in order to climb over and enter the neighborhood.

Amenities - Betty provided suggestions regarding pool rules issue that occurred and how to handle. Bob indicated this discussion would be on the agenda for July.

Community Relations - Janet mentioned the upcoming July 4th party at the community center/pool and reservations required prior to June 28th.

VP/Engr – Scott provided the engineering report including new stair rails on Hollow Tree as well as the need to prime and paint rusting handrails where quality work already exists. Bob asked for a motion on the floor to get bids in order to budget for these items. Nancy made the motion and Janet seconded with no opposition. Scott also reviewed the erosion/drainage areas downstream from the dam and provided verbal estimates on moving rock as well as providing detailed reports on both topics to the BOD. Scott and Nancy brought up a ‘prioritization’ discussion regarding drainage work only to be considered when it impacts property values. Barrett asked about the City of San Antonio responsibility given the new drainage flow into the HOA and out to the railroad track. Scott did not feel that drainage was impacted beyond the pond. Barrett indicated the sediment growth is behind Mission Trace on the southeast side of the neighborhood. Bob pointed out the 3 places where water flows out of Mission Trace and where silt forms and water tends to stand which led into mosquito discussion. There is no mosquito service (paid or City) currently although Nancy thinks that some individual homes have treated. She indicated the City only handles identified places. Tom motioned that the HOA gets bids to treat for breeding mosquitos on standing water. Nancy seconded with no one opposed.

Bob – contract for the fountain and aeration equipment = \$575/quarter to clean out the filters and service the equipment – motor, compressors, aerators, diffusers, etc. Decision related to approving this contract discussed. Barrett indicated these items did not come to the Budget committee in advance of creating the new budget. Maggie recognized from the floor as member of the Pond Committee – indicated that this service should only be twice per year. Nancy said Solitude previously maintaining equipment. Nancy indicated there should be an old invoice. Office Manager will locate and issue tabled.

Grounds – Nancy indicated the grounds contractors are removing a lot of leaves that have built up in certain areas due to recent storms. There have been a number of tree limbs on roofs from the weather have been removed. She indicated addition tree limbs need to be removed at the Club House. The Planter and the signs at the fourway stop were damaged in a recent accident. The creep myrtles in the planter cannot be topped and likely needed to be removed now that they are tall enough to hit the oak trees – easier to remove now that the planter is broken. Barrett indicated this is an insurance issue due to the car accident. Tom motioned to wait until the insurance claim is resolved prior to requesting approval. Motion carried. Nancy motioned for the \$700 that needs to be handled Big Meadows/Mission Trace and the Clubhouse tree trimming. Motion carried. Fountain on Mission Trace then discussed – it was put on common ground prior to the request being made to the HOA grounds committee. Bob requested that the rest of the BOD go by and look at the fountain and provide feedback to Nancy. Lastly there was a discussion about encroachment by homeowners on common ground. The cost of landscaping goes up when the landscapers have to work around new bedding. Although it’s stated in the covenants that any installation on common ground needs to be removed/restored to original condition when the property is sold. Bob suggested that the cost to remove homeowner bedding installations be added to the resale certificate when the home sales since there has been little success in removals. Maintenance of common grounds and precedents were discussed in detail.

Chris Conkle – Architectural Compliance & Maintenance Chair - not in attendance – so Bob recognized Minton for the Architecture Committee report – two requests – one for flat roof replacement and one for tile roof repair. Mr. Conkle has been reviewing maintenance requests and we will get a report from him per Bob. Nancy brought up several existing architectural maintenance issues that she wanted to make sure are still under review or already handled.

10 minute coffee break

Bob addressed agenda item regarding updating the HOA ByLaws – everyone received a copy of the last BODs final draft – Sec 2. Bob suggested tabling until next month. Motion made by Betty and Janet seconded and motion to table to July approved.

Mission Trace Pond & Waterfall Procedures and Guidelines – proposals made May 2023, not yet adopted and a suggested change was made recently. Bob would like to table until the BOD has a chance to review the document and suggested updates. Nancy motioned to table and Tom seconded taking the opportunity to review doc/suggested changes. Motion passed.

Pepper Tree burned house – Bob showed the stack of legal docs associated with the legal case. No decision has been made by the Court of Appeals. Bob has not had a chance to review the docs passed to him from former Board President Margaret. Nancy found clause in the HOA Covenants about HOA handling foreclosure. Fire was more than three years ago. Demand has to be made on the owner but the owner has not been determined by the court yet. HOA has the right to foreclose on the property, but HOA lien is second to the Mortgage lien. Barrett asked who had paid the taxes thus far. \$250k resides with the property from the insurance company settlement for the fire. Former president indicated what is unknown is who is responsible for the mortgage. There are several owners with majority owner only holding one half of the interest. Owners did catch up the HOA payments until recently. Barrett suggested we use code compliance to foreclose on it. Bob indicated the owner of the property will have to fight the bank who owns it. Tom suggested if taxes are not being paid then a tax foreclosure. City Code compliance will not come with property is under lawsuit per former BOD president.

New Business – a copy of the current grounds contract provided to the BOD and Bob pointed out it is now month to month. Maintenance schedule is a table provided in the contract and it appears to have not been fulfilled. The Grounds committee secured several new bids but was waiting to provide to the new BOD. The maintenance table was removed in the new bids per Nancy due to the weather dictating priorities. She also indicated the current provider has hired a new supervisor who is learning the property but she is happy with performance thus far. Goal for the Mission Trace community is natural versus manicured. Tom motioned to table in order to give the new grounds supervisor a thirty day window for review and new bids will be considered. Seconded by Janet. Motion passed.

Maintenance issues for the HOA – streets, clubhouse, other infrastructure – prioritization needs to occur by the BOD. Over the next 30 days, consider the most important items for long term maintenance and budgeting – submit for discussion at the next board meeting.

Pond Contract quarterly – already discussed – need two more bids for semi- annual work.

HOA wall and letters at the front entrance – already pressure washed – Nancy would like the M's redone as they do not match the other letters. The bids were \$3,000 for both sides/all letters up to \$7,000 for one side. This should have been covered by insurance. Bob asked everyone to take a look and Nancy motioned to defer to next month.

Security/Camera discussion occurred under Controlled Access Report but the question of repairing the old equipment or consider a new replacement system. Also discussed logging procedures by guards.

Pond Report deferred to when Peter Pickup is available.

Committees are looking for volunteers – Amenities, Community Relations, Grounds, CAC, etc.

Open to the floor for homeowners:

Maria Carlos – issue – prospects for additional landscaping at the entrance. Nancy took under advisement. Drought tolerant plants installed as there is no working irrigation system.

Someone asked about the covered car in the tennis court parking– special circumstance as the homeowner had a pipe burst that flooded her house and she had to remove the car for the work to be performed while she is out of town. Unfortunately, some of the materials for the repair have been delayed. It was requested that homeowners be more informed about things happening in the subdivision through emails.

Pump likely burned up due to surge from storm. Lighting repaired does not meet required electrical code. Apparently a resident of Mission Trace was contracted to repair and a motion was made by Tom that any repairs cannot be done by a resident/owner or a resident/homeowner's company. Motion carries.

Karen Vaught – Reserve Study from 2017 is available for review for prioritization work. Inquired about office lock being changed, number of homeowners more than 90 days delinquent and number of homeowners on a payment plan. Also commented discussion of email protocol is not allowed in executive session.

At 8:45pm BOD homeowner meeting adjourned.

Summary of Executive Session

Met via Zoom with homeowners regarding damage to the entry gate arm. The meeting was adjourned at 9:25.

Suzanne Elliot,
Mission Trace Board of Directors

Adopted as written/corrected

Date: 7/31/23