

Mission Trace Homeowners Association

11333 Mission Trace Clubhouse

Board of Directors Monthly Meeting Minutes

December 17, 2024

Position	Present	Absent
President	Bob Ray	
Vice President	Suzanne Elliott	
Secretary	Sonja Coderre	
Treasurer	Barrett Schultz	
Amenities		Vacant
Community Relations	Janet Riley	
Controlled Access	Dan Johnson	
Engineering/ Architecture Compliance & Home Maintenance	Victor Gonzalez	
Grounds	Maria Karlis	
Office Manager	Ernest Ulibarri	

Executive Session

President Bob Ray called the meeting to order at 6:30 p.m. A quorum was established.

Ray began by describing a recent incident of reckless driving in Mission Trace, late in the evening that threatened walkers and property. The vehicle was described as a white Lexus and may have sustained some damage; however, it was not possible to determine who the driver was.

Treasurer Barrett Schultz suggested the HOA give holiday gifts to the office manager and the handyman, Andy Filoteo, proposing \$100 to the handyman and \$200 to the office manager. He suggested owners/residents could give gifts to the guards and landscape crew, if they wish. Also, the HOA could consolidate donations from owners. Vice President Suzanne Elliot said last year the HOA gave both the handyman and the office manager \$200. Grounds Chair Maria Karlis suggested we collect contributions in the office for distribution for those that wish to give, and the office manager should send out an email message to all owners who may wish to contribute to the guards and landscape crew with specific instructions on who to give it to. Secretary Sonja Coderre mentioned the gate guards have an internal agreement that they all share gifts provided to them. It was agreed to discuss this further in the Open Session.

Ray asked if anyone other than Kimberly Lewis had shown interest in the vacant Amenities Chair position since the last meeting. No one was aware of anyone else who showed interest.

Coderre said she and Barrett discussed the CTA compliance act with the attorney. Schultz said an injunction had recently been filed on this act and the act was now temporarily halted. However, he said he will continue to collect information in a binder for the future to show openness for the HOA.

Schultz said he wishes to move forward with collection of past due accounts and issue 209 collection letters. The 209 letter goes to collections which leads to a lien on the property making it more difficult to sell the home until the debt is paid off. He suggested the HOA has the right to stop all amenities provided to the owners who are not responding. This would include the convenience of the gate entry RFID tag. However, the guards need to be made aware of this action before taken to inform them of potential

conflicts at the entry gate. Schultz said we should issue notice of shutting down amenities and that the owner has 45 days to remedy the past due fees, which can be a payment plan, or this will take effect. In addition, the HOA should begin assessing the \$25.00 late fee on a monthly basis as is allowed, and not a simple one-time charge per quarter, for past due amounts as we have been doing. Coderre said we need a clear policy on late fees and this policy needs to be posted for all to be made aware of the procedure. She said Buildium should be setup to automatically charge these late fees and notify owners of their obligation. Schultz said that while assessing interest is possible, such a process is complicated to manage and perhaps not well suited for the HOA. He said he was reviewing two different collection letters to decide which may be best for Mission Trace. Schultz reiterated we stop all amenities including use of all facilities, including the pools, tennis courts, clubhouse, etc. Karlis said there are too many pool keys floating out there and management of this has become difficult. She suggested it may be wise to change the locks and begin reissuing new keys to the owners to regain control of the process.

Ray said the “burn house” is now in foreclosure and can be sold on the courthouse steps. It is typically the first Tuesday of the month, which is January 7. Schultz requested a lien be placed on the property as soon as possible to collect on the past due amount. Time is short and the attorney needs to file the lien to try to get it in before the sale. If not, this lien will, at a minimum, alert the new owner to this debt due on the property. It was agreed the lien should be pursued.

Coderre said she was reviewing possible 501(c) status for the HOA. She said the HOA is a non-profit entity but not tax exempt. She said trying to get that designation could cost between \$3,000 to \$5,000. The 501(c) status may also help with potential donor contributions for the Pond Repairs. Coderre suggested the HOA could get SAWS, National Wildlife, etc., to possibly share in the expense of the pond rehabilitation. Schultz suggested this be an issue for the Pond Committee to review and discuss, rather than the board.

Ray said the Open Session time is here.

Executive session adjourned at 7:00 p.m.

Open Session:

President Bob Ray called the meeting to order at 7:04 p.m. Ray introduced board members in attendance and established a quorum.

Coderre made a motion to approve the November meeting minutes with a second from Riley. The minutes were approved as written.

Ray said no decisions had been made since the last board meeting to the best of his knowledge.

Officer and Committee Reports

President – Bob Ray: Ray congratulated each of the board members for their work in 2024 and specifically mentioned each member. He said Barrett Schultz will be leaving the board in May 2025, as he will conclude his third consecutive term.

Ray announced the temporary above grade CPS Energy cable on Open Meadow was reinstalled below grade. The work has been completed and the driveways repaired to a satisfactory condition.

Ray thanked Janet Riley and her committee for the wonderful Christmas party held December 7.

Vice President – Suzanne Elliott: Elliott reported she had been reviewing alternate strategies for sediment removal for the pond. She is in the process of collecting several bids for these varied strategies and will hopefully complete her review soon. Karlis said she should coordinate this information with the Pond Committee so they may absorb this new information into their overall cost analysis. Elliott responded she will make time to coordinate with the committee.

Secretary – Sonja Coderre: Coderre said the proposed transition to a Microsoft platform for administration has not yet begun. She said this will take time and will require training for each board member to allow for a smooth transition. Gonzalez asked if the Microsoft Suite will include Teams which could be used for HOA meetings. Coderre said it would; however, Teams requires more bandwidth than other apps such as Zoom, so we will have to troubleshoot to make it work effectively. Elliott said we have recently purchased Zoom subscription for this purpose to allow access for the whole neighborhood, however we are not using it at present. Coderre said she wishes to purchase a new laptop to allow the HOA to use the Zoom app and to help with other administrative functions. At present, the HOA does not own a laptop.

Coderre mentioned she was having a discussion with the attorney on a 501(c) tax exempt designation, or possibly other similar status, for the HOA. The intended purpose of this is possible help with pond donors willing to give, as well as potential benefits for the HOA in other areas. She said this could cost as much as \$3,000 to \$7,000 to obtain.

Coderre raised the possibility of getting assistance for the pond renovation from other agencies such as the National Wildlife Habitat, SAWS, and/or Bexar County to help with getting the pond healthy again. She said she spoke with the USDA's Natural Resources Conservation Service – the only federal entity permitted to work on private lands – and they are willing to explore this possibility and provide free information and advice for the pond restoration after the new year.

Lastly, Coderre mentioned she has been working on updating the missiontracehoa.org website. All minutes to-date have been posted.

Treasurer – Barrett Schultz: Schultz presented the financial outlook for the HOA as outlined below. He said that due to the short time since the last meeting, there are few changes.

Current Balances as of the date I wrote this report – December 17, 2024:

- Frost Bank MMR - \$110,179.92
- Frost Bank CD – 4.09% maturing 02.07.2025 - \$209,733.23
- Broadway Bank - \$58,156.04
- Broadway Bank CD – 3.20% maturing 04.26.2025 - \$94,601.27
- Frost Bank Pond and Waterfowl Fund - \$8,266.59
- Frost Bank Pond and Waterfowl CD – 3.65% maturing 02.07.2025 - \$93,178.03

All the accounts have been reconciled in Buildium for November 2024.

Schultz asked the office manager to email the Balance and Income sheet to the residents for their review.

Schultz presented his discussions with the attorney regarding past due accounts which are approximately \$31,000. He said he wishes to pursue the more delinquent past due accounts by going to collections, liens, and followed by foreclosures if owners continue to be non-responsive. He said he has drafted the 209 Property Code letters which allow owners 45 days to resolve (pay or negotiate a payment plan). All costs incurred for pursuing these past due funds will be charged to the individual owners. In addition, he wishes to start assessing the \$25.00 late fee on a monthly basis for these accounts, and remove all amenities – since they are not paying for them. This would include removal of the RFID entry gate usage. He clarified that this does not mean they have no access to the neighborhood, only the convenience of the automated gate. The guards would have to be made aware of this procedural change, so they are prepared to deal with owners who lose their privileges. He suggested we notify all residents the HOA has the authority to put a lien on their homes for nonpayment of assessments and other fees.

Schultz said he is still awaiting completion of the audit and hopes to have that before the next meeting.

Amenities: No report.

Community Relations – Janet Riley: Riley was happy to report the Christmas party was a big success and very well attended. She thanked her entire team and mentioned them each individually.

Controlled Access – Dan Johnson: Johnson said he had been made aware that some in the neighborhood did not think neighborhood security was a part of the Controlled Access Committee’s responsibility. Ray assured Johnson it was. Ray said his committee answers to the board and not individual opinions. Coderre suggested renaming the committee to make it clearer to the residents what their role is. She said the HOA needs a quality modern security system, but that requires a good fiber infrastructure. She said the HOA needs an overall plan to know where we are going and the costs associated with that goal. Johnson added the system will require a data plan to facilitate its operation. Gonzalez said that we need to develop a phased development plan over time to know where we are headed.

An owner asked if the gate guards were checking all the credentials before letting deliveries into the neighborhood, saying it seems everyone has access and protocols are not being followed. Ray asked Johnson to check with the guards and ask them what their protocol is for entry authorization. Others added that each non-resident must be checked and verified for entry. This should include the quick delivery vehicles like DoorDash and others. An owner suggested the HOA needs to communicate this information to TAP, not the guards, to verify and update the protocols for entry.

Coderre said the security code (four-digit code) on the Guest Roster form should be re-implemented. This was designed as a way to validate the homeowner authorizes entry but has not been used in years. The system requires the owner designate a four-digit code on the Guest Roster form. When the owner calls to admit a visitor is called to admit a visitor, the owner provides the code to validate his/her identity before the guard admits the visitor.

Grounds – Maria Karlis: Karlis said her main concern is the dirt areas and she is awaiting spring for grass seeding. Ray suggested the HOA should allow owners to water seed adjacent to their homes and ask owners to assist with this effort. Gonzalez added the City of San Antonio will assist homeowners financially with the installation of xeriscape for those who may be interested.

Engineering / Architectural Compliance / Home Maintenance – Victor Gonzalez: Gonzalez said the stairway and railing repairs at 11421 Mission Trace are close to being completed.

Gonzalez said the tennis court resurfacing will cost approximately \$4,500. He suggested this requires further review.

He reported AT&T has a six-month backlog for the fiber installation and Google may be the same. He is awaiting a proposal for this installation.

The shed repairs are ongoing and getting closer to completion.

Gonzalez said water breaks are an ongoing issue. The handyman is currently attending to these.

Architectural Compliance – Minton Newman: Newman was not available for the meeting but provided a Monthly Architectural Report that listed new window replacements by an owner. Schultz said there were new windows being installed with white frames which is not in compliance with the guidelines. Ray said this is temporary and the exterior window frames are to be painted with an approved color.

New Business

Ray said there will be a brush pickup by the city the week of January 21. He requested the office manager send out a notice to residents. Ray requested Karlis coordinate with the landscape crew for this pickup date.

Coderre requested the office manager send out a notice to residents regarding voluntary end of year donations for the guards and landscape crew. She said the HOA encourages independent giving at this

time of year. For those residents who wish to have the HOA distribute for them, they should have their gifts into the HOA office no later than Monday so the HOA has time to distribute the funds to them.

Schultz made a motion to give a year end gift of \$200 to Any Filoteo, the handyman, and Ernest Ulibarri, the office manager with a second by Elliott. The motion passed.

Ray said Kimberly Lewis was interested in fulfilling the vacant Amenities Chair position. Ray asked if there were any others who would like to be nominated. There was no response. Riley made a motion to approve Lewis as the new Amenities Chair with a second from Gonzalez. The motion passed and Kimberly Lewis joined the board as the Amenities Chair.

Ray suggested the pool gates be re-keyed in February due to traffic in and out of the pool area and should be closed until March. He said the pool is still not currently closed. Coderre said the decision to not close the pool was made at a previous board meeting. The reasoning being, that the pool required monthly cleaning and chemical monitoring whether it was being used or not, so the board decided to not close the pool. During months of higher use, the previous amenities chair arranged for more frequent cleaning and maintenance.

Karlis suggested the handyman be asked if he would be willing to clean the pool restrooms on a weekly basis as a part of his schedule. She said the cleaning crew used is rather expensive and not routine. Coderre said OCD Cleaning is not under contract to clean on a schedule. They are currently on-call as needed for clubhouse events. The office manger was asked to speak to the handyman about this possibility.

Ray said Minton Newman was not available for the meeting but submitted a written report on the Pond Committee work over the past month which was read aloud by Ray. He included a Workflow and Cost Estimates chart attachment which was distributed to the board for review. Ray asked Elliott if she would work with the Pond Committee on this given her engineering background. Elliot said she will work with them, but it is sometimes difficult to convey engineering practices to those who are not in this specific area. Elliott is concerned that the HOA is not seeing the entire Pond picture – that there are more issues contributing to the pond deterioration including the adjacent sinking road.

Homeowners Forum

An owner asked if there was internet service in the guard shack at the entry which would allow a simpler security system to be installed for the initial phase. It was suggested that perhaps a Ring™-type solution, which would cost much less than what was being discussed for the first step. The response was yes, there is internet service at the guard shack; however, the Ring™ system would then be discarded as it would not be robust enough to blend into the overall security system currently being planned.

An owner said with staggered board terms being contemplated, this would require individual nominations for each position and therefore the residents would need to vote on each position individually.

An owner suggested the HOA send out quarterly assessment notices prior to the month they are due. This would help with collections and possibly late fees for residents. Schultz said this is difficult to do in Buildium; however, he would look into it.

An owner said the guardhouse is in very poor condition and an eyesore. It should be replaced. Ray said this would be very expensive to replace or repair. He requested Gonzales take a look at a solution for the guardhouse and add it to his list of projects to consider.

There were no further comments from the floor.

A motion to adjourn was made by Riley, with a second by Johnson. The meeting was adjourned at 8:25 p.m.

Meeting minutes were approved January 28, 2025.

