**Mission Trace HOA Board Meeting Minutes**

**August 19, 2020. 7:00 pm**

**Directors Present:** Natasha Tierney, President, Administration

Mike Fellows, Vice President, Engineering

Barrett Schultz, Treasurer  
 Elaine Andries Hartle, Secretary, Administration, Community Relations

Sonja Coderre, Architectural  
 Mary Anne Bryan, Controlled Access

Frank Ayala, Grounds

Kimberly Dill, Amenities, Community Relations

**Directors Absent:** Chris Conkle

*This meeting was a virtual meeting held via Zoom*

1. **Call to Order:** Meeting was called to order at 6:31 by President, Natasha Tierney and immediately adjourned into Executive Session. At 7:00, the Executive Session was adjourned into the Open Meeting.
2. **Summary of Executive Session,** August 19, 2020:
3. Status of the metal roof issue is unchanged but several board members would like to assess if it is worth it to continue with the lawsuit considering the ongoing legal fees and inconsistency over the years with metal roofs in the neighborhood. Barrett will be contacting our attorney regarding status and fees paid to date.
4. A home in the neighborhood was completely destroyed by fire but there has been no cleanup of the property to date. Barrett reported that the home was currently tied up in legal/property ownership issues and will attempt to get status on it.
5. Barrett said there were a few homeowner accounts in collections and believed it was time to turn them over to the attorneys. Barrett will review with the HOA attorney.
6. There is a residence, with tenants, that has received a great deal of controlled access and architectural violations. In addition, there is concern from neighbors that the tenants and their guests have been threatening and possibly involved in illegal activity. Mary Anne has contacted the security agency and asked that they report any threats made to them to the police. Several letters regarding architectural and parking issues have been sent to the owner with no response. The board noted there has been a lack of additional violations recently because of administrative changes and temporary lack of board members. It was agreed that the HOA will do everything in its power to pursue fines and towing. Barrett will try to contact the owner to see if he can facilitate action with the tenant. The board also agreed that any neighbor who is threatened or witnesses what they believe to be criminal activity should contact the police.
7. **Summary of Email Votes since July 15, 2020:**
8. A loan was taken from the reserve account last year for $24,000 to cover extensive, non-recoverable attorney fees of over $26,000. The loan was to be paid back monthly in increments of $2,000 per month, starting April 2020. Those payments were not made. Barrett Schultz made a motion to submit a check for $6,000 to cover April, May and June payments to the reserve account. The motion passed with a majority vote.
9. A motion was made by Frank Ayala to allocate up to $2,000 to remove a badly damaged tree on common grounds that was leaning up against a residence. The motion was passes unanimously. Actual cost was $1000.
10. **Approval of Minutes:** A motion was made by Sonja Coderre to approve the final version of the July minutes. Mike Fellows seconded the motion and it passed unanimously.
11. **Treasurer’s Report and Review of July (Unaudited) Financial Statements:**  Barrett Schultz reported there were items in the Accounts Payable account that had never actually been paid and there were some small accounting errors for which he needed to make correcting journal entries, but nothing serious. Barrett also noted that a late fee was enacted some time ago for any HOA payments received after the 10th of the month but it wasn’t applied until after 30 days. Barrett will begin enforcing late fees for payments received after the 10th of the month. Barrett completed a brief financial forecast of the next few months and believes we will be able to build back up the reserves this next quarter.
12. **Committee Reports:**
13. Administration – Natasha Tierney and Elaine Andries Hartle share the administrative duties and have been busy issuing car decals and pool keys as well as assisting new owners and tenants with the necessary paperwork and recording it in the property management system.
14. Controlled Access – Mary Anne Bryan noted she has spent a great deal of time going through the records and getting to know the duties of the security company. She doesn’t want to try and make any big changes as she is an interim board member at this time. Mary Anne reported the guards issue about 100 hang tags and about 20 tickets per month.
15. Engineering – Mike Fellows discussed the poor condition of the lake due to the intense heat and lack of rainfall. He said we were lucky in the weeks prior to receive enough rain so that we didn’t have to add water. However, he thinks we’re nearing the point where we will need to add more water soon.
16. Amenities – Kimberly Dill said the tennis courts need a new net need which is expected to cost $200. Luckily, she has a friend who will install it for free. Kimberly also reported that she had obtained two of the three bids necessary to make repairs to the family pool. She warned that it will be expensive (in the $5,000 range) but much of the equipment can no longer be repaired and must be replaced. The adult pool will also need a new pump. She is waiting on the final bid from the third vendor and should have it this week.
17. Architectural – Sonja Coderre noted it was difficult for her to retrieve the architectural requests as she had trouble changing over the gmail because the recovery code still went to Linda but it has now been completed. (Barrett clarified that the gmail account was not accessible by Linda, just that the recovery code was still going to her). The Architectural committee has reviewed several requests and they are current with them. Sonja is obtaining the templates for the various architectural letters for homeowners and said there are no pending requests at this time. She also noted that, as an interim board member, she believed she should only maintain the usual practices at this time.
18. Community Relations – Elaine acknowledged that the Cake-N-Que food truck had not been reliable lately and was in touch with a representative to find a replacement for this Friday. She will send out an email to all residents when she has confirmation of a new food truck. She did note that the La Gloria margarita truck has agreed to come out but it will be Monday the 24th. She will follow up with an email notice to all residents this weekend.
19. Grounds – Frank Ayala said he will be making a motion under New Business regarding the grounds contract. He encouraged homeowners to continue to submit requests. He said the tree trimming has halted but could see that this will need to continue at a later date because the older trees are becoming dry and may pose a risk to residences near them. He said that the purchase of rocks had also been stopped for the time being. Frank commended the Grounds Committee on their experience and knowledge.
20. **Old Business**:
21. Elaine reminded everyone that the Annual Homeowners Meeting is August 26, 2020 and she will be sending out a zoom invitation to all homeowners along with minutes and financials. She also noted that every eligible homeowner received an electronic ballot via email from Election Runner on August 16, 2020. Elaine said this email was only sent to the primary email address listed for each homeowner. She asked that, if any homeowner had not received the email to please check their spam file and to contact her at missiontraceoffice@gmail.com. She reminded everyone that the polls will be open until August 26, 2020 at 7:10 p.m.
22. Elaine and Natasha asked that homeowners not leave requests on the office phone voicemail as we are unable to check the phones very often. They said homeowners will receive a faster reply if they send an email to the appropriate committee chair and that information can be found on the Resident Info page of the Mission Trace website. <https://www.missiontracehoa.org/helpful-resident-information>
23. **New Business**
24. Frank Ayala reported that Proland has asked for an immediate 16.5% increase (due to COVID issues) and, if they do not hear from the HOA by September 3, they will provide a 30 day notice to end service. Frank believes the HOA can save up to $50,000 a year with a new contract from a different vendor and by reducing some of the leaf blowing and other activities currently being done. He noted we have about $7,000 of equipment already purchased and will look at it to see if it might be usable with the possibility of hiring our own employees instead of having a service. The board has been unable to find the current Proland contract. (Sonja Coderre spoke with Linda about it who told her she had scanned the contract into Dropbox but we have been unable to locate it there). Frank said another contractor (Green Landscaping) has an existing RFP with us that they will honor at a considerably lower cost to the HOA than the Proland contract and wanted to know if he really needed to obtain a third bid.   
      
    Frank made a motion to immediately dismiss Proland and replace them with Green Landscaping. Elaine seconded the motion so the board could have a discussion. Barrett asked about the savings regarding the new contract and the differences in the services they would provide. Frank said that Proland started out providing great service but, without someone working with them on a daily basis, he believes the service has suffered. He also said they were spending too much time blowing leaves. Natasha asked if the new company would be able to keep up with the leaves and Frank reported the new company would. Elaine asked if the new contractor would also be able to provide the irrigation and pesticide service as Proland has and Frank replied that they can. Barrett asked if Frank had discussed Proland’s request to increase the amount they’re paid with Anibal. Frank said no and that he had no intention to since he believes they are reneging on their original contract. Barrett commended Frank on the information he has obtained so far but would like to be able to review everything in more detail. Elaine said she was reluctant to vote to change such a large contract with the HOA board elections so close and suggested calling a special meeting after the election to fully review options. The majority of the board agreed to table this motion until after the elections on August 26, 2020.
25. Mary Anne announced that the Census workers would be in the neighborhood and the guards have been instructed to let them in. Government regulations require the HOA to allow them in to conduct surveys for those who have not yet completed the 2020 census. Census workers must personally visit all residents who have not responded. You can respond to the 2020 census online at <https://2020census.gov/en.html>
26. Barrett made a motion to move another $4,000.00 from the Broadway account to the Frost account to bring the loan payments (discussed in Summary of Email Votes) current. Mike seconded the motion and it passed unanimously.
27. **Homeowners Forum:**a. A copy of the Homeowners Forum questions and HOA board responses will be sent to homeowners in the same email as the minutes.
28. **Adjournment**a. Natasha asked for a motion to adjourn the meeting. Mike made the motion which was seconded by Kimberly. The motion passed and the meeting was adjourned.