

HOA Regular Board Meeting Minutes

March 18, 2020

6:30 pm

Directors Present: Liz Garza, President
Natasha Tierney, Vice President & Administration
Wendy Fischer, Secretary
Stacie Morales, Architectural & Community Relations
Mike Fellows, Grounds
Barrett Schultz, Engineering
Elaine Andries Hartle

Directors Absent: Chris Conkle, Treasurer
Andy Hernandez, Controlled Access

Staff: Linda Adams, Office Manager

1. **Call to Order:** Meeting was called to order at 6:32 pm by Board President, Liz Garza and immediately adjourned into Executive Session. At 7:04 p.m., the Executive Session was adjourned into Open Meeting.

2. **Summary of Executive Session**, March 18, 2020:

We are still waiting for a court date to be set for the unauthorized addition of a metal roof. The request to set the case for trial was made in December 2019.

3. **Summary of Email Votes** since February 27, 2020:

A motion was made for to replace the broken Clubhouse refrigerator at a cost not to exceed \$850. **Motion passed.**

4. **Approval of Minutes:** Mike Fellows moves to approve the minutes of the board meeting of February 27, 2020. Elaine Andries Hartle seconds. **Motion passed unanimously.**

5. **Review of Financial Statements** – February 2020

6. **Committee Reports:**

a. Administration:

As of yesterday, we are 44% below last year on delinquent accounts. Three new accounts have been sent to the attorney this week for collection.

The HOA has spent a total of \$24,499 in unrecoverable legal fees so far this year.

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b. Controlled Access:

19 parking citations have been issued month to date and \$100 in parking fines have been assessed this month.

We have received several reports in the past couple of weeks about excessive street parking. A reminder that street parking is not allowed unless you are actively loading or unloading. Please remind your guests and contractors to use the parking pads.

c. Engineering:

The electrician has installed the electrical outlets in and around the Clubhouse in order to install additional lighting around the parking lot.

d. Amenities:

The refrigerator in the Clubhouse finally gave out, so we do have ordered a replacement, which should arrive next week.

e. Architectural:

The majority of submitted architectural requests are being handled quickly through email.

We have an upcoming committee meeting in April, which will most likely be conducted either virtually or by email.

We have a few new committee members. A new committee member has been assigned to prepare some public service announcements to educate the community on what the architectural requirements and standards are.

We also made some assignments for committee members to work on Earth Day, which has been postponed for now.

We are glad to have some new members of the community who have decided to join the committee which will help ease the workload of other committee members.

The committee chair handles non-standard requests such as complaints from residents that need to be researched.

A new form for architectural committee members to use when they go out to review their assigned areas has been finalized. We concentrate on four major areas: rotten

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wood, mold on brick, chipped paint and antennas and wires. The form also allows us to check on compliance. The form is organized by quarter so we can review what items have been previously identified as needing corrective action.

f. Community Relations:

You all should have received an email blast notifying you that we are postponing Earth Day in order to adhere to the restrictions being put in place by the City of San Antonio. We are still working behind the scenes and will announce a new date when the event is rescheduled. This is a joint effort between grounds and architectural committees.

A suggestion was made by Elaine Andries Hartle to establish a Facebook page to keep neighbors connected during this current health crisis. This would be a closed group, confined to residents only and would be a good way for neighbors to reach out if they need help, or want to offer help to others. Elaine has offered to be the administrator of the page. If you're interested in joining this Facebook group, please send an email to the office.

g. Grounds:

A Grounds Update was recently sent out via email blast.

The homeowner tree trimming program will stop at the end of this month and won't start up again until probably around July. We already have a small waiting list of neighbors who are interested in the program.

We continue to receive grounds requests and continue to take care of those as they come in.

7. **Old Business:** None

8. **New Business:**

- a. Natasha Tierney nominates Elaine Andries Hartle as Nominating Committee Chair for the 2020 Annual Election. Mike Fellows seconds. **Motion passed unanimously.**
- b. Stacie Morales moves for approval of an architectural request at 11715 Pepper Tree. This is to repair the fire damage and restore the exterior of the home as closely as possible to previous condition. The Architectural Committee has already approved and recommended approval. Mike Fellows seconds. **Motion passed unanimously.**

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- c. Natasha Tierney moves for approval of an Association Capitalization Policy which outlines the procedures for establishing items as fixed assets. Mike Fellows seconds. **Motion passed unanimously.**
- d. Natasha Tierney moves for the office be temporarily closed, in response to the current health situation, for the next 30 days. We will reevaluate the closure on April 15th to see if the office can reopen or if the closure should continue. Mike Fellows seconds. **Motion passed unanimously.**
- e. Elaine Andries Hartle moves for immediate temporary closure of the Clubhouse and swimming pools for the next 30 days and to revisit at the next board meeting. Mike Fellows seconds. **Motion passed unanimously.**

9. Homeowner's Forum

10. Adjournment: The next board meeting will be held on Wednesday, April 15th. Mike Fellows moves to adjourn. Natasha Tierney seconds. Meeting adjourned at 7:34 p.m.

Submitted By:

WENDY FISCHER
Secretary
Mission Trace Homeowners Association

Approved at Board Meeting – _____