

HOA Regular Board Meeting Minutes

April 15, 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, Amenities

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

Staff: Linda Adams, Office Manager

1. **Call to Order:** Meeting was called to order at 6:30 pm by Board President, Liz Garza and immediately adjourned into Executive Session. At 7:01 p.m., the Executive Session was adjourned into Open Meeting.

2. **Summary of Executive Session**, April 15, 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.

A past due account has defaulted on their payment plan, which will result in a lien being placed on the home and foreclosure procedures to begin.

3. **Summary of Email Votes** since March 18, 2020:

A motion was made for to close the tennis court and recommend non-use of the park tables and grills per COVID-19 recommendations. **Motion passed.**

4. **Approval of Minutes:** Mike Fellows moves to approve the minutes of the board meeting of March 18, 2020. Elaine Andries Hartle seconds. **Motion passed unanimously.**

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

6. **Committee Reports:**

a. Administration:

As of today, there are 5 homeowners who are delinquent, 29% below last year.

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One account, which was on an established payment plan administered by our attorney, has defaulted, which will result in a lien being placed on the house. Four other accounts are at the attorney for collection.

The total amount of overdue HOA fees currently is \$8,055.80, a reduction of 22% versus this time last year.

The HOA has spent a total of \$28,665.31 in unrecoverable legal fees so far this year.

b. Controlled Access:

A total of 47 parking citations were issued in March and no parking fines were assessed.

There are many people out walking lately, so please remember to observe the 15 mile per hour speed limit.

c. Engineering:

Our maintenance man, Rafael, continues to work on installing lights at the Clubhouse. He also repaired a bank of mailboxes that was knocked over by a resident in quick and efficient manner. Much appreciated.

Google Fiber is a hot topic. We are interested in getting more information and have submitted a request to Google and are waiting for their response.

Rafael has also been repainting the white stripes at the stop signs, which is helpful by clearly indicating that vehicles should stop at those intersections.

d. Amenities:

We are aware that the pool water is green and are working on getting the water clear. This is a regular occurrence around this time of the year, and primarily is due to the oak pollen and the fact that only one pool pump is working.

So far, 52 residents have signed up to participate in the Mission Trace Facebook page. Another invitation will go out tomorrow.

e. Architectural:

A committee meeting was held this week to review several issues. Committee members will be turning in their evaluations of homes needing attention, using a new

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sform that was developed to focus on major issues such as rotting wood, peeling paint, mold on brick and loose wires.

We did welcome two new committee members and one returning committee member.

One of the Architectural Committee members will be working on a public service announcement regarding the custom light fixtures.

We also reminded the committee members to please be responsive when receiving architectural requests for review. We have recirculated some of those requests to make sure we get the majority approval of committee members before the approval letters are sent to the homeowner.

f. Community Relations:

With so many people sheltering at home, the Community Relations Committee is trying to plan some events that will allow neighbors to reach out to each other. In connection with the Mission Trace Facebook page, events might include random acts of kindness, paying it forward, or a virtual happy hour. More information to come.

g. Grounds:

We have not purchased any river rock since the end of 2019 and are not anticipating purchasing any more in the next few months. We do have a couple of requests for river rock but will wait until the new board is elected to fulfill those requests.

There have been a few dead trees around the neighborhood that have had to be removed.

On grounds requests, we have taken care of 6 so far this month, and have 8 more pending at this time.

The homeowner tree trimming program continues, but we are not trimming oak trees until mid-summer.

7. **Old Business:** None

8. **New Business:**

- a. Natasha Tierney moves to extend the closure of the office through May 1st. Elaine Andries Hartle seconds. **Motion passed unanimously.**

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- b. Elaine Andries Hartle moves to extend the closure of all amenities through May 1st.

Mike Fellows seconds. **Motion passed unanimously.**

- c. Elaine Andries Hartle moves to postpone the 2020 Annual Meeting until possibly the third week in June. Mike Fellows seconds. **Motion passed unanimously.**

9. **Homeowner's Forum:** Please submit your questions via email to the Office no later than 5 p.m. on April 16th.

10. **Adjournment:** The next board meeting will be held on Wednesday, May 20th. Mike Fellows moves to adjourn. Barrett Schultz seconds. Meeting adjourned at 7:25 p.m.

Submitted By:

WENDY FISCHER
Secretary
Mission Trace Homeowners Association

Approved at Board Meeting – _____