

# MISSION MANOR

Homeowners Association, Inc.  
1571 Gastel Drive  
Mission, Texas 78572

## Minutes October 19, 2023

The meeting was called to order by President Alvarez at 5:36 P.M. at 1618 E. Gastel Circle. Those in attendance were board members Oscar Alvarez, Lino Leal, Elaine Botelho, Pam Bond, Jaine Weaver, and Alma Garza. Residents/Owners in attendance were Mike Botelho, David King, Belinda Leal, Jesus & Beatriz Salinas, Maribel Alvarado, Jana Irby, and Maria C. Garza.

The minutes of the September 22, 2023, were approved by a motion made by Director Bond and seconded by Director Leal. Motion carried.

### Treasurer's Report

Director Bond reported that of the \$45,355.00 approved budget for the fiscal year 2023, we have spent \$43,691.17 to date.

### Public Comments by Membership

Rental Property Discussion – A letter was received from one of the rental property owners requesting information concerning several topics that had previously been discussed by the Board. President Alvarez clarified that these topics were merely discussion points and that any decisions concerning policies regarding rental properties would be taken to the annual meeting. Previous minutes have reflected that Jana Irby was considering using her property as an Air B-N-B or short-term rental. Ms. Irby stated she was not and will not be considering short-term rentals.

Because Director Clary was out of town during this meeting, she left a written comment read by Secretary Botelho that during her tenure as Financial Secretary tenants had been moved in before any paperwork had been submitted to the HOA for approval. Director Bond also expressed concern about paperwork not being completed before the tenant had moved into the property.

Welfare Committee - Director Weaver reported that three new single residents have moved into the Association during the past month. The properties are 1709 E. Gastel Circle, 1606 Iowa, and 1577 Gastel Drive. We now have thirty-two single female residents and thirteen single men.

Neighborhood Watch – No Report.

Remodeling/New Building Discussion – David King reported that bids had not yet been received from contractors for his proposal for a new building.

### Financial Secretary's Report

1577 Gastel Drive – Transfer fee has been received.

1823 North Gastel - Transfer fee has been authorized and was mailed this week. Director Bond is checking the mail daily for receipt of the check.

1612 Lakeside – This property has been sold but the sale has not been completed.

1580 S. Gastel Circle – The owner will be selling to his nephew who is over 55. They have been in contact with an attorney to complete the process.

### Status on Pools and Grounds

The work on cleaning up the vegetation surrounding the pond has been completed.

The year's supply of muck blocks for the pond have been received and are in storage.

### A.C.C. Report

No applications have been received during the past month.

Yard maintenance – A quarterly report was submitted by Ms. Ponce. She will continue to submit quarterly reports for certified letters sent. She will no longer do courtesy phone calls or visits to owners who are in violation owner lot maintenance, Article VIII, Section 8.01.

## **Board and Other Unfinished Business**

### **Document Translation**

An estimate has been solicited by Norma Alvarez upon the request of Secretary Botelho. Davila & Associates will translate the Covenants, By-Laws, and Common Rules from English to Spanish for a fee of \$2,480. Director Bond is investigating other companies who do this type of translation and is to report back to the Board.

### **Board Workshop**

Because of the holidays and Board multiple board members traveling out of town, a workshop has been scheduled for November 16 in place of the regularly scheduled board meeting. The regular board meeting will be rescheduled for November 30. The time and place for both events will be announced later.

### **Other Business**

Signs – Now that the weather has cooled, the new signs for around the pond and pool house can be installed. The sign committee will work with Director Leal to coordinate the placement and installation of the signs.

### **Adjournment**

The motion to adjourn the meeting was made by Director Leal and seconded by Director Bond. Motion carried.

The meeting was adjourned at 6:45 p.m.

Board workshop is scheduled November 16, 2023

Board meeting is scheduled November 30, 2023