

# Mission Manor

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

## Minutes of the Meeting of the Board of Directors November 20, 2024

The Board of Directors met in the Community Room of the Association and was called to order at 5:12 p.m.

Those in attendance were President Oscar Alvarez, Vice-President Hal Foraker, Treasurer Pam Bond, Financial Secretary Linda Tweet, At-Large Janie Weaver, Recording Secretary Elaine Botelho, and resident Michael Botelho.

### Minutes

Director Bond made the motion for the minutes of the November 7, 2024, meeting to be approved as read. Director Tweet seconded the motion. Motion carried.

### Treasurers Report

Balances: Regular Operating - \$ 5,802.10  
Savings \$10,661.15  
Special Assessment - \$ 832.49

The motion was made by Director Tweet to keep the Special Assessment account open, under the name of Community Room Account, to be a depository for all rental fees and to cover any future repairs that might be needed to the building. Motion was seconded by President Alvarez. Motion carried.

After discussions with A.C.C. Chairperson Janie Ponce, a new HOA computer will be purchased in the amount of \$1,866.23. This covers the cost of the computer, installation of programs required, and future technical support for the computer and programs. Director Bond made the motion to approve this expenditure. Motion was seconded by President Alvarez. Motion carried.

Our attorney is ready to proceed in filing liens on the three properties with outstanding dues and outstanding special assessment fees. Director Foraker will provide the attorney legal descriptions of the properties in arrears so the liens can be filed.

### Pool and Spa

Director Foraker has spoken with Sparkling Blue Pools and reported they would charge \$400 to install a new heater purchased from another source for the spa. A new estimate for the heater will be obtained in December, closer to the purchase date.

New maintenance person, Ramon Ortega, has been power washing the sidewalks and the deck around the pool area. This is in addition to his other duties.

Resident Juanita Vasquez has volunteered to donate several plants to be planted around the pool and common area. She is requesting Mr. Ortega help with the in-ground planting. Also, one of our residents has donated nine flowerpots that can be used for this purpose. The Board is very appreciative for the plant donation and well as the efforts to improve to appearance of the Common Area. The board asked that only plants be used that can be in pots. In the event of a freeze these plants could be moved indoors to avoid losing them.

The water in the pond is very low. Due to water rationing, the irrigation district has put our needs as a very low priority. Director Foraker offered to make further contact with the irrigation district. If the water gets much lower the fountain will need to be removed or turned off to keep sludge from getting into the pump.

The solar light at the entrance to the Association has been broken and needs to be replaced. This is the second time the light has been broken.

### **Dues Notice Package**

The Dues Notice will be mailed December 2. The package will include a letter from our Association President, the Dues Notice, the 2025 Occupancy Form, and 2025 Pet Survey. The dues notice, occupancy form, and pet survey are in English and Spanish for the convenience of our Spanish speaking residents. A packet of these forms was presented to the Board.

A motion was made by Director Tweet and seconded by Director Bond to accept this package for mailing. Motion carried.

### **Annual Meeting**

The meeting is to be held at the Spear Memorial Library, February 1, 2025, 1:00 p.m. The library charges \$25/hour and we have the room reserved for 4 hours.

Director Bond will assist President Alvarez in setting up a power point presentation.

President Alvarez requested we try to utilize the same volunteers to conduct the meeting that have been used in the past.

The ballots will include 1) by-law changes in the number of board members and 2) firearms with the common area, as well as new members for the board directors. Sample ballots will be presented at the next meeting of the Board.

A new copy of the By-laws in the revised format will be available at the annual meeting for all members. A copy may also be obtained on line at [www.missionmanor.org](http://www.missionmanor.org).

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### **Christmas Gathering**

The 2024 Christmas Gathering will be held December 14, 2024, 3 to 6 p.m. Notices will be included in the Dues Notice mailing. Also, everyone is invited to bring unwrapped toys or a cash donation for the Mission Police Department toy drive.

### **Adjournment**

The motion was made by Director Bond and seconded by Director Foraker that the meeting be adjourned. Motion carried.

The meeting was adjourned at 6:38 p.m.

The next meeting will be December 19, 2024 – 5:00 p.m. – Community Room  
Board Workshop will be January 2, 2025 – 5:30 p.m. – Community Room