

MISSION MANOR

Homeowners Association, Inc.

1571 Gastel Drive - Mission, Texas 78572

March 16, 2023 – 5:00 p.m. – 1813 N Gastel

Minutes

Directors present: Oscar Alvarez, President; Lino Leal, Vice-President; Elaine Botelho, Secretary; Mary Clary, Financial Secretary; Pamela Bond, Treasurer; Alma Garza, At-Large; Rita Starkweather, At-Large. Residents present: Janie Weaver, Bonnie & Leo Bloczynski, Michael Botelho, Lupe Almaguer, Marta Munez, David King.

The meeting was called to order by President Alvarez at 5:03 p.m. Everyone was welcomed.

Public Comments by Membership

President Alvarez received an inquiry by resident Lois Graham on March 9. This inquiry regarded ideas that Ms. Graham has for improving how the association operates. President Alvarez will try to schedule a meeting with Ms. Graham before she leaves the valley for the summer season. He will report back to the Board.

Treasurer, Pam Bond also received a communication from Ms. Graham. Ms. Graham has specific questions regarding the latest quicken report that has been posted. President Alvarez suggested that Pam attend any meeting that is scheduled with Ms. Graham.

1702 Iowa: There is an oak tree overhanging, front and back, between the Alvarez residence and 1702 Iowa. The Alvarez have been unable to contact the owners concerning this matter. Director Alvarez hired a tree company to trim said tree. The occupants of 1702 Iowa, who are renters, used a blower to clean up the property but they blew the debris onto the Alvarez property. Director Alvarez was finally able to bring this to the renter's attention. The renters called the police and reported Director Alvarez was harassing her. Director Alvarez met with the police. The owner finally contacted Director Alvarez. Her name is Connie Garza and Director Alvarez knows her and her husband. She had wanted to file a complaint with the Association. Director Alvarez explained the situation, his conversation with the Police, and his expenses incurred in this matter. Director Alvarez then reported the matter to Vice-President Leal and Financial Secretary Clary. The property has been kept clean since then.

"Do Not Feed the Ducks" – When Vice-President Leal attempted to install the sign regarding not feeding the wildlife, a resident across the street from the pond confronted him. She did not want a sign posted and threw the post into the pond. She then went to President Alvarez's home. She was against the sign going up in any location. President Alvarez went to investigate the location and he elected to leave the post to mark the hole to prevent someone from accidentally stepping into it. At a later time, the resident called to apologize for being insensitive to Director Leal's situation. Maybe we should hire someone outside the board to install the sign.

Director Botelho suggested lower the sign and placing it closer to the pond. She presented a sketch of how it might appear. It would not hinder view of the pond. It would not have to mowed around. The drawing is a good idea, but have someone outside the Board install it. Possibly use Ceasar or Pancho. Resident David King suggested updating all the signs around the pond and installing the new ones at the same time. Resident Mike Botelho said he would take pictures and make suggestions on such an update.

The discussion of designating the curb area along the pond as a no parking area. We would have to follow the City's process to accomplish this.

Someone had complained about a neighbor using a leaf blower several times a day to keep her rock yard clean. All complaints should be in writing, signed, dated and submitted to the Board.

Microsoft 365 – The Microsoft 365 subscription is currently held by resident Tom Retka and is charged annually to his personal credit card. The only Board members currently using this subscription is the treasurer and financial secretary. It was decided only board members be included in the subscription and it should be paid for by the Association. Director Botelho made the motion that the treasurer secure a debit card for our current operating account to be held by the treasurer for recurring fees such as Microsoft and Quicken. Director Clary seconded the motion. Motion carried.

Occupancy forms – Director Clary is working on securing the outstanding occupancy forms. President Alvarez requested a list of all renters. The association can not have copies of rental agreements but we can maintain a listing of all renters.

Approval of February 9, 2023 Minutes

Vice-President Leal made motion to approve said minutes. Director Clary seconded the motion. Motion carried.

Treasurer's Report

There is a balance of \$70,622.92 as of March 16, 2023. A check in the amount of \$200 for the transfer fee from the sale of 1577 S. Gastel has been received. March expenses are due and payable.

The paperwork will be processed for the new savings account and the debit card as soon as possible.

The current signers for our operating account are Lino Leal, Mary Clary, and Pam Bond.

Director Bond made the motion that Abelino Leal, Vice-President; Pamela Bond, Treasurer; and Mary Clary, Financial Secretary, remain as signers for the Association's current account number ending in 0597. Motion was seconded by Director Starkweather. Motion carried.

Motion was made by Director Bond that Abelino Leal, Vice-President; Pamela Bond, Treasurer; and Mary Clary, Financial Secretary, be approved as signers for a new account to be set up as a savings account. Director Leal seconded the motion. Motion carried.

Director Leal made a motion that the treasurer obtain a debit card tied to our current operating account to be used for recurring expenses. Motion was seconded by Director Clary. Motion carried.

Financial Secretary Report –

There is only one owner that has not paid their annual dues. A delinquent letter and payment option will be sent to the owner.

1577 S. Gastel has closed, and transfer fee has been received.

1710 E. Gastel is scheduled for a May 1 closing.

1620 Lakeside has realtor sign pending.

1624 E. Gastel Mrs. Rodriguez passed away.

A.C.C. Report -

No applications were received for the month of February.

The Architectural Committee recommend that Rita Starkweather be appointed to this committee effective April 1. Director Bond made a motion to appoint Rita Starkweather as a member of the A.C.C. effective April 1, 2023. Director Clary seconded the motion. Motion carried. There will still be a vacancy for this committee.

Janie Ponce and Rita Starkweather will be responsible for finding another committee member.

The new owners of 1577 S. Gastel Circle have been in touch with board members concerning applying a seal coat to the existing roof for reflective purposes. The Association only allows metal, asphalt or tile roofing materials. The recommendation of the Architectural Committee should not authorize this process. Director Leal made a motion to accept the recommendation of the Architectural Committee rejecting the request of the new owner at 1577 S. Gastel for a roof seal coat. Motion was seconded by Director Starkweather. Motion passed.

Resident David King informed the current Board that previous Boards had discussed when 1624 E. Gastel would be for sale the new owners be notified that the property be brought up to Association regulations. Director Leal was asked to check with the City of Mission to verify the permit granted for the addition to be back of the house. Any notification will have to be submitted in writing to the estate.

Status on Pool/Grounds Report -

Saltwater conversion – Director Leal made motion that we convert the swimming pool from a chlorine pool to a saltwater pool. Motion was seconded by Director Clary. Motion carried.

We will continue to use bromine in the hot tub. Mr. King is to check with our current pool company about the cost of bromine.

Mr. King recommended that we hire Ray to clean up the grounds and trim the shrubs surrounding the pool and pond.

Pool house improvements – David King submitted additional plans to extend and enclose the gazebo instead of remodeling the existing bathrooms. Mr. King proposed a special assessment over several years to provide funding for the construction of his proposal. The discussion included the inconvenience of having to find a member willing to open their home for a Board Meeting.

Director Botelho made the motion to create a committee composed of Director Leal and David King to review the matter and report back to the Board at the next meeting.

Board and Other Business-

Common rule changes – Residents need to be made aware of the changes in the rules concerning the common areas, i.e., music at the pool. A sign measuring 12"x18" indicating that playing music or talk by any device is not allowed. Ear buds is encouraged. Director Clary made the motion that such a sign be ordered and installed. Director Bond seconded the motion. Motion carried.

Pet policy - A draft outline of a pet policy was presented to assist the Pet Policy Committee that was established by the Board following a discussion with Mr. and Mrs. Bloczynski at the February meeting. This draft includes elements of the City of Mission pet ordinance as well as our own rules. Mrs. Bloczynski was provided a copy of the draft to use as a guide for the committee's review. The committee was asked to return with their thoughts by the next Board meeting in order that the Board can consider any recommendations and decide what form the final policy might take before summer begins.

Wellness Committee – Director Botelho made a motion that a three (3) member wellness committee be formed for the purpose of checking on residents who live alone or any resident that might need additional help. The committee would be composed of Lupe Almaguer, Marta Munez, and Oscar Alvarez. The motion was seconded by Director Clary. Motion carried.

Special Events – Norma Alvarez, Elaine Botelho, and Belinda Leal were appointed to serve as a Special Event committee. The next event will be April 1, 2023.

Updating Franchise Tax Account – Director Bond has paid current Franchise Tax. The registered agent is listed as Al Tunseth. Director Bond will contact the office of the Texas Comptroller to change the agent from Mr. Tunseth to Oscar Alvarez. President Alvarez offered to serve as Registered Agent and the Board unanimously agreed.

Other Business - Resident David King reported:

1710 Rio Drive – This is a rental, and it appears that there is not a resident at least 55 years of age. The listed resident has contacted Director Clary stating she is 75 years of age and travels. Her daughter and nephew have been living there. The nephew is 51 years of age. The renter, Virginia Aguilera, sent documentation for her nephew. The daughter's information was already on file. Director Clary is to verify domicile by reviewing tax and voter records.

The vehicle located in the driveway of 1607 E. Gastel has an expired license plate.

There is a golf cart in the driveway of 1584 Gastel Drive.

Adjournment – Director Clary motioned for adjournment. Director Leal seconded the motion. Motion carried. Meeting adjourned at 7:22 p.m.

Oscar Alvarez, President

Elaine Botelho, Secretary

Lino Leal, Vice-President

Mary Clary, Financial Secretary

Pamela Bond, Treasurer

Alma Garza, At-Large

Rita Starkweather, At-Large