

MISSION MANOR

Homeowners Association, Inc.

1571 Gastel Drive

Minutes – August 22, 2024

Community Room, Mission TX 78572

The meeting was called to order at 5:20 p.m. Those in attendance were board members: Oscar Alvarez, President; Hal Foraker, Vice-President; Linda Tweet, Financial Secretary; Pam Bond, Treasurer; Janie Weaver, At-Large; Janie Ponce, A.C.C., residents Elaine Botelho, Mike Botelho, and Isabel Caro and guest Ramon Ortega. Board members absent were Connie Garza, Secretary, and Alma Garza, Director at-large.

In the absence of Secretary Garza, Director Bond made the motion to appoint Elaine Botelho to be recording secretary. Director Tweet seconded the motion. Motion carried

President Alvarez introduced Ramon Ortega to the Board. Mr. Ortega has been interviewed as a possible candidate to oversee the operation of the pool and spa. A decision will be made by the Board and presented to Mr. Ortega prior to the next Board Meeting, September 19, 2024.

The minutes of the May 16, 2024, presented for approval. Director Tweet made the motion to approve the minutes and the second was made by President Alvarez. Motion carried. The approval of the minutes of July 25, 2024, was deferred until the September meeting due to the absence of Secretary Garza.

Treasurers Report

The balance in the checking account is \$14,083.94; savings balance is \$10,647.73; and special assessment account \$369.64. There are 3 properties with unpaid HOA dues and 5 properties with unpaid special assessment funds.

The insurance company has submitted the results of the inspector's report. The recommendations are:

1. Cover openings in one of the breaker boxes
2. Increase coverage to cover new valuation
3. Include Community Building in coverage
4. Install wall-mounted fire extinguishers

The insurance asked for a response within 20 days.

Committee Reports

Welfare Committee

Director Weaver reported there are 34 female and 13 male residents living alone.

The city will not deliver sandbags to the HOA for distribution. Thank you to Director Weaver for her efforts in pursuing this matter.

Financial Secretary Report

1581 S. Gastel - sold and all fees have been received. This will be a rental property

Four properties are listed for sale. One property is in transition.

Thirteen properties are on the record as being rentals

A.C.C. Report

No applications were received for the month of August.

Building: A.C.C. Chairperson, Janie Ponce, reported the building has been completed.

The motion was made by President Alvarez and seconded by Director Foraker to accept the completed building on behalf of the Association. Thank you, Chairperson Ponce, for all your hard work and commitment to completing this project.

Status of Pool/Grounds

A request has been made to Sparkling Blue Pools for a written proposal to transfer one of the pool heaters to the spa until a new spa heater can be acquired and installed.

Bathroom repairs - A repair was made to the toilet in the Ladies bathroom. The entry wall and the wall under the urinal in the Men's room have been repaired.

Board and Other Unfinished Business

Rules for the use of the new Community Building – Director Tweet made a motion to accept the Community Room Rules as presented by Activities Coordinator, Elaine Botelho. Director Weaver seconded the motion. Motion Carried. Copy attached to these minutes.

Delinquent letters for the HOA Dues and Special Assessment were given to Treasurer Bond for mailing.

Newsletter – Resident Isabel Caro presented a draft of the proposed newsletter. A motion was made by Director Bond and seconded by Director Weaver to proceed with a quarterly newsletter. The newsletter will include a list of scheduled activities in the Community Room, activities within the Mission area, resources for finding help within the area, as well as other information of interest to MMHOA residents and will be hand delivered to homes in the Association.

The Open House for the new Community Room will be held in conjunction with the Labor Day Picnic. Flyers will be distributed to all residents. Director Bond made a motion that outside music be permitted at the celebration. Director Weaver seconded the motion. Motion carried.

Director Bond made the motion to go into executive session to discuss personnel matters. Director Weaver seconded the motion. Motion carried.

Executive Session was called to order at 6:30 p.m.

The executive session was called to discuss the proposed employment of Mr. Ortega to oversee the pool and spa operation. No decisions were made.

The motion to adjourn the Executive session was made by President Alvarez and seconded by Director Bond. Motion carried. The executive session was adjourned at 6:40 p.m.

The regular meeting resumed. A motion was made by Director Bond and seconded by Director Tweet to adjourn the meeting. Motion carried. The meeting was adjourned at 6:41 p.m.

Oscar Alvarez, President

Connie Garza, Secretary

Hal Foraker, Vice-President

Pam Bond, Treasurer

Linda Tweet, Financial Secretary

Alma Garza, At-Large

Janie Weaver, At-Large

Next Regular Board Meeting – September 19, 2024 – 5:00 p.m. – Community Room