

Mission Manor

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

Minutes of the Meeting of the Board of Directors October 17, 2024

The monthly meeting of the Board of Directors was called to order at 5:18 PM in the Community Room of the Association.

Those attending were: Oscar Alvarez, President; Hal Foraker, Vice-president; Linda Tweet, Financial Secretary; Janie Weaver, Director-at-large; Alma Garza, Director-at-large. Pam Bond, Treasurer, was not present. Residents Elaine and Mike Botelho were also present.

President Alvarez welcomed everyone to the meeting.

Elaine Botelho was elected to serve a recording secretary for the meeting

Vacancy

The vacancy posting notice on the website and the posting board is in compliance. Because the vacancy term expires in 2026, this vacancy cannot be filled by a ballot at the 2025 annual meeting. It has to be filled by appointment by the Board.

There was a discussion concerning the possible reduction of the number of board members and how many terms a volunteer can serve on the board. This was tabled until the next board meeting.

Minutes

The minutes of the meeting of September 19, 2024, were approved with one correction made by Director Tweet. The address for the property sold in last month's report was 1716 E. Gastel Circle, not 1716 Iowa. The motion was made by Director Tweet and seconded by Director Weaver that the minutes be approved with that one correction. Motion carried.

Treasurer

A written report was submitted by Director Bond and read by Mrs. Botelho. As of today the balances in the accounts of the Association are: regular account \$7,113.03; Savings Reserve \$10,656.63; Special Assessment account: \$228.49. The reconstruction of the files corrupted when the computer went down is ongoing. Treasurer Bond will meet with Janie Ponce, Audit Committee Chair, to consult on the purchase of a new computer for the Association as well as which bookkeeping program will best meet the needs of the Association.

Committees

Welfare Committee: There are 34 single ladies and 14 single men.

Rental Committee: no report at this time.

Neighborhood Watch Committee: no members present to report.

Welcome Committee: No report

Newsletter Committee: Waiting for annual meeting for further discussion

Standing Committees

Budget Committee: Elaine Botelho, Chair, Linda Tweet, Hal Foraker, Pam Bond

Audit Committee: Janie Ponce, Chair, Mary Clary, Oscar Alvarez

Nominating Committee: Norma Alvarez, Chair, Janie Weaver, Alma Garza

Financial Secretary

Sales reported: 1 1716 E. Gastel
Homes for sale: 6 1581 S. Gastel, 1702 Iowa, 1714 Iowa, 1608 E. Gastel, 1624 E. Gastel
and 1814 N. Gastel.
Homes for rent: 4 1616 East; 1581 South; 1704 Rio; 1702 Iowa
There are currently 13 non-family rentals.

ACC Report

No forms submitted.

A vacancy now exists on the ACC. It was pointed out that the Board appoints the ACC chair who then recommends prospective members to the Board for approval. President Alvarez is to visit with Chairperson Ponce for suggestions to fill this vacancy.

Yard Maintenance

Regarding the status of yard maintenance, now that the weather is cooling, several potentially problematic properties have been cleaned up by the owners.

Delinquent HOA fees

A final demand notice was sent to 5 members for non-payment of the special assessment and to 3 members for non-payment of annual assessment fee by the Attorney of the Association. The notices reflect accumulated interest and penalties as of August 31, 2024.

Delinquent Special Assessment: One property has paid the second half of the assessment
There are still three properties with outstanding balances due.

Delinquent HOA Fees: One property paid the HOA dues plus penalties.
There are still two properties with outstanding balances due.

Pool and Grounds

The vegetation around the pond will be cleaned up on Wednesday, October 23. The cost will be \$350. A motion was made by Director Tweet and seconded by Director Weaver to approve this expense. Motion carried

President Alvarez asked that Director Foraker follow up with the pool company concerning transitioning the pool heater to the spa. Director Foraker will submit a report at the next meeting.

Comments and Communication

Maribel Alvarado had previously requested a partial reimbursement for removing overhanging branches from an HOA tree at her property. President Alvarez researched reimbursing a homeowner for such work. He found there was no prohibition for such a payment. President Alvarez made the motion the Mrs. Alvarado be reimbursed \$150.00 for the tree trimming and the motion was seconded by Director Foraker. Motion carried.

Unfinished Business

Director Foraker reported that Ramon Ortega was retained as contract labor to do general grounds work and cleaning around the common area. He began work on October 14, 2024. The report is attached to these minutes.

Board of Directors Meeting October 17, 2024, minutes
PAGE 3

Executive Session

No executive session.

There being no further business on the motion of President Alvarez, seconded by Director Weaver, and carried, the meeting was adjourned at 6:30 PM.

Next meeting:

November 7, 2024, Community Building, 5:00 PM.

November 21, 2024, Community Building, 5:00 PM.

POND AND COMMON AREA DUTIES & RESPONSIBILITIES

Overview

Pond and Common Area person is an independent contractor working within guidelines established for that position.

Pond and Common Area person will not be an employee of the HOA.

Pond and Common Area person will be responsible for own employment taxes as established by IRS rules and such other laws as govern independent contractors.

Duties & Responsibilities

In regular contact with the member designated by the Board of Directors to serve as Pond and Common Area Coordinator (PCAC):

- 1). monitors pond levels and advises PCAC when water is needed.
- 2). monitors waterfall machinery (pumps, etc.) and advises PCAC of problems and repairs needed, so that PCAC can inform Board of Directors of action required.
- 3). Monitors the pond aerator (fountain and pump) and keeps PCAC informed as to needs and any action required.

Places "muck blocks" into pond on a monthly basis.

Weekly cleans rest rooms (floors, stools, replenishes paper items removes trash).

Weekly cleans floor in shower area and removes any debris.

Picks up and removes trash to container from Common Area (trash pick-up Wednesdays and Saturdays)

Periodically inspects that plant watering system is working.

Power washes pool and spa area at least twice annually with equipment provided by HOA assisted by HOA volunteers.

Informs PCAC when any supplies are needed.

Skims debris from pool and spa as needed.

Treats weeds and grass growing in rocks as needed with weed killer provided by HOA.

Treats buildings as needed with bug "spray" provided by HOA.

Keeps walks clear of debris using leaf blower provided by HOA.

Keeps pump area and work area clean.

Such other similar work as may from time to time be required.

Conditions

Days and hours of work will be determined by agreement between Pond and Common Area person and PCAC. However, as an independent contractor, person may vary schedule as needed, advising PCAC as a courtesy. It is recommended that all work should be completed during hours least inconvenient to members using the Common Area.

Pool and Common Area person will be provided a gate key and Code to the side gate & Pump Room by MMHOA.

Exceptions

Pool and Common Area person shall NOT be responsible for cutting grass, trimming or maintaining plants bushes or trees; nor maintaining pool and/or spa equipment (ie pumps, etc); nor painting or making physical repairs to any structure.

*See: Bd of Directors September 2024 meeting – effective October 1, 2024
PROPOSED CHANGES: October 15, 2024*

Note: this person replaces current bathroom cleaning service performed by MARIA .