

Mission Manor

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

Minutes of the Meeting of the Board of Directors September 19, 2024

The monthly meeting of the Board of Directors was called to order at 5:10 PM in the Community Room of the Association.

Those attending were: Oscar Alvarez, President; Hal Foraker, Vice-president; Pam Bond, Treasurer; Janie Weaver, Director-at-large; Alma Garza, Director-at-large. Linda Tweet, Financial Secretary is out of town. Residents Mary Clary and Mike Botelho were also present.

President Alvarez welcomed everyone to the meeting.

Mr. Botelho was elected to serve as a recording secretary for the meeting

Resignation

A letter of resignation from Board Secretary Connie Graza was read and upon motion of Director Weaver, seconded by Director Bond, was accepted. President Alvarez advised that the vacancy notice seeking candidates willing to serve on the Board has been posted on both the website and the posting board. President Alvarez advised that the Board will consider in an open meeting any/all applications submitted by members.

Minutes

The minutes of the meeting of July 3, 2024 were approved on the motion of Director Bond, seconded by President Alvarez.

The minutes of the Board meeting of August 22, 2024 were approved on the motion of Director Bond, seconded by Director Garza.

Treasurer

Treasurer Bond reported that as of today the balances in the accounts of the Association are: regular account \$11,060.77; Savings Reserve \$10,652.25; Special Assessment account: \$329.68. Treasurer Bond advised that she is working to correct the problems associated with the computer. She is nearing completion of the reconstruction the files corrupted when the computer went down. As part of this process those who have been patiently awaiting reimbursement have been paid. She will update the Board on the status of the Common Area insurance coverage later in the meeting.

Committees

Welfare Committee report : 33 single ladies down 1 as Rita Starkweather passed away. There are 15 men, an increase of 1.

Director Weaver informed the Board that the Committee intends to institute a "Buddy System" in which single members are paired up for regular contact. More on this will be forthcoming.

A statement of condolences to the family of Rita Starkweather, a long time member of the Architectural Committee, was presented to the Board and signed by all. Mike Botelho will deliver to the family who are at Rita's home this evening.

Rental Committee; no report at this time.

Neighborhood Watch Committee: no members present to report.

Welcome Committee: Elaine Botelho has asked that, since she will be preparing for the annual meeting, if Isabelle could handle the welcomes. Moved by Director Alvarez and seconded by Director Bond to approve. Passed.

Newsletter Committee: Isabelle sent word that she would like to postpone the initial newsletter until closer to the annual meeting. She would like to make a presentation to gauge interest and the best method for circulation of the newsletter.

Standing Committees

On the recommendation and motion of President Alvarez, seconded by Treasurer Bond, the Board voted to appoint, through the 2025 Annual Meeting, the following residents to the respective 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

Annual Meeting

On the recommendation of President Alvarez, seconded by Treasurer Bond, the Board voted to designate Elaine Botelho to serve as Secretary of the Annual Meeting and the process leading thereto. This is necessary due to the current vacancy in the position of Board secretary and the proximity of the time to begin the workup to the Annual Meeting. Ms. Botelho previously provided this serve to our HOA when a Board Secretary had a health emergency just prior to that Annual Meeting.

Financial Secretary

Mary Clary presented the report of the Financial Secretary on behalf of Linda Tweet who is out of town.

Sales reported: 1 1716 Gastel

Homes for sale: 5 1814 North; 1711 East; 1624 East; 1714 Iowa.

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.

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.

Member communication

A communication was received from resident Maribel Alvarado requesting reimbursement of \$150, being one-half the cost of trimming a large tree branch which, she stated, had previously been discussed informally with several members of the Board. President Alvarez will investigate this matter and advise the board of recommended action.

Ms. Alvarado further requested that 3 mesquite trees along the pond be trimmed by the association as soon as reasonable. No action at this time.

Ms. Alvarado also pointed out that due to the recent heavy rains the vegetation around the pond needs to be trimmed again. Director Bond stated that trimming the vegetation is timed for later in the fall.

Insurance

As discussed at the previous meeting, a review by a risk management company working on behalf of the insurance carrier recently made a physical inspection of our common area. The inspection determined that the bathhouse was, due to a rise in construction costs, very much underinsured. The Board working through Treasurer Bond had several meetings with the agent and new insurance coverage valuations were established. The new Community Room is now covered as well. The premiums are now paid and we are adequately covered for another year.

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. After October 1 these accounts will be subject to legal process for collection.

Labor Day Open House

Approximately 50 members attended the Labor Day Open house. All were given a tour of the new community room. The band (The Wynne Jammers) were great and gave resident David Solis twenty minutes of stage time and then invited him to sit in with the band. Leo Vasquez led a sing-along with English and Spanish tunes.

Delicious sandwiches and desserts were provided and it was a very fun time for all. Thanks to the committee for their hard work.

One incident did happen while committee members were distributing the open house flyers to all homes in the Association. Directors Tweet and Weaver approached a home when from inside a large dog jumped against a closed window and began loud barking and growling which made them very fearful. Director Weaver later that day called the owner who stated that they were unaware of the pet policy. Director Tweet saw to it that a copy was immediately provided. President Alvarez will follow-up with Director Tweet to determine if a formal letter is in order.

Executive Session

At 6:30 PM the Board on motion by President Alvarez seconded by Treasurer Bond the Board then announced it was going into executive session to discuss a personnel matter.

At 6.45 PM the regular meeting resumed. On motion by Director Bond seconded by Director Weaver the Board voted to authorize Vice-president Foraker to enter negotiations with Ramon Ortega for the purpose of providing services to the Association and report back as soon as possible.

There being no further business on the motion of Director Bond, seconded by Director Weaver, and carried, the meeting was adjourned at 6:50 PM.

Next meeting: October 17, 2024, Community Building, 5:00 PM.

Oscar Alvarez, President

Hal Foraker, Vice-president

Pam Bond, Treasurer

Linda Tweet, Financial Secretary

Janie Weaver, At-Large

Alma Garza, At-Large