

MISSION MANOR

Homeowners Association, Inc.
1571 Gastel Drive

Annual Meeting Minutes February 3, 2024

Call to Order: The February 3, 2024, Annual Meeting held at the Speer Memorial Library, Mission, Texas, was called to order by President Oscar Alvarez at 1:10 p.m. In attendance were Board Members: Oscar Alvarez, President; Lino Leal, Vice-President; Mary Clary, Financial Secretary; Pam Bond, Treasurer; Elaine Botelho, Secretary; Alma Garza, At-Large; and Janie Weaver, At-Large.

Forty-two community residents were present and signed in at the door. Thirty-two proxies were presented for voting. A quorum was established with a total of 74 properties represented.

The Pledge of Allegiance was led by Norma Alvarez and Leo Vasquez led in prayer.

President Alvarez welcomed all residents to this annual meeting. He informed the residents that during the past year this board has brought the required paperwork up to date. This included updating: the Management Certificate, the Pet Policy, the Retention, Inspection and Production of Documents; Payment Plan Policy; Common Area Rules; Sign Rules regarding for sale and for rent signs; and Basic Rules.

One of the ballot issues to be decided today is the construction of a multi-purpose building requiring a one-time special assessment of \$210. This is needed as a place for the board to hold meetings, a place for special events, and a place for residents to come together for social gatherings. Currently, the only place for the board to hold meetings is in someone's home or poolside. Thank you to Mary Clary and Lino Leal for opening their homes for board meetings.

The proposed structure would be funded partially by monies held in the savings account and the special assessment. It will be approximately 288 square feet and can accommodate up to 50 people. It will be a minimal increase in the taxes, insurance, and utilities. The board has discussed many options during the past year, and we feel this is the best option for our current and future residents of Mission Manor. To protect our Association, the board established minimum requirements for any contractor wishing to present a proposal of being properly licensed, bonded, and fully insured. The board recommends approval of this ballot issue.

President Alvarez introduced Architectural Control Committee Chair, Janie Ponce. With a PowerPoint presentation, Ms. Ponce showed a prototype of the proposed structure. Several proposals were received, only one in writing. The written proposal received was from a licensed, bonded contractor. The cost estimate in November was \$36,850. We would need to add a 15% contingency fund. The site for the proposed structure, west of the canopy area, was chosen by several of our residents. The structure is 12' x 24', adding 288 square feet to our current space and will be secured to a concrete pad. The front will have double doors and face east. The west side, facing the pond and setting sun, will have triple windows. The north side will have a single window and the south side will have a handicapped ramp and door. The exterior will match the current pool house. The interior will have vaulted ceilings, ceiling fans, finished drywall, and finished concrete floor. A mini split will be used for heating and cooling. No plumbing will be necessary.

President Alvarez introduced the current Board of Directors: Janie Weaver, At-Large and Welfare Committee Chairperson; Alma Garza, At-Large; Mary Clary, Financial Secretary; Elaine Botelho, Secretary; Lino Leal, Vice-President; and Pam Bond, Treasurer. A big thank you to these members for a job well done. This is an all-volunteer board. They receive no compensation for serving for the betterment of your Association. Also, present today, is the Association attorney, Mr. Joseph Preston.

Introduction of Committee Chairpersons:

David King - Common Area, Pool, and Pond

Janie Ponce, Chair & Charles Eyeington, member - Architectural Control Committee

Webmaster - Michael Botelho

Nominating Committee - Mary Clary, Michael Botelho, Blanca Salinas

Audit Committee - Janie Ponce, Minnie Rodgers, Juanita Vasquez

Neighborhood Watch - Lupita Almaguer

Thank you to Lino Leal and other residents who helped with the cleanup after the April/May storm.

Minutes of the 2023 Annual Meeting, Elaine Botelho:

These minutes had previously been distributed in the Call to Meeting mailing.

Corrections: Blanca Salinas - in paragraph #3, her length of time to serve on the Board of Directors should be 5 not 3. David King - the amount for the gazebo should be \$6,500 not \$5,000 as had been previously reported.

The motion to approve the Minutes of the 2023 annual was made by Connie Garza, 1702 Iowa, and seconded by Sandra Pierson, 1579 Gastel Drive. Motion carried. Approved minutes will be posted on the website.

Treasurer's Report, Pan Bond:

There is a balance of \$37,545.75 in the checking account and \$27,097.51 in the savings account. The total income for 2023 was \$48,278.18 and the expenditures were \$50,739.00. The deficit was made up by drawing from the savings account. There are currently 8 properties that have not paid the dues for 2024. The penalties and fines for unpaid dues and assessments are outlined in our by-laws.

Several residents discussed the shortfall this year, reserve funds, and the raising of the dues for next year.

Financial Secretary Report, Mary Clary:

Nine homes were sold in 2023, the same number of homes sold in 2022.

Some of the new owners are present at today's meeting. Thank you for participating. There are currently 18 homes classed as rental or non-owner-occupied homes. Two of the rentals are vacant. There are three homes that are vacant due to deaths.

Please notify the financial secretary if you are considering selling or renting your home so proper paperwork can be filed with the Association.

If you have not filled out your Occupancy Form, please do so and return to 1571 Gastel Drive.

Audit Committee, Janie Ponce:

January 14, 2024, the Audit Committee met with Treasurer, Pam Bonds, at 1802 N. Gastel Circle. The purpose of that meeting was to review the transactions and record transactions for 2023. The Treasurer conducted herself in a professional manner throughout the meeting and provided access to all records requested by the committee. The Treasurer was open to all suggestions made by the Committee.

Budget Committee, Lino Leal:

The proposed budget was included in the mailing received by the membership in January. The HOA dues of \$370 have not been raised since 2009. So, yes, we do need to raise the dues. The total income from 109 properties is \$40,330. We did overspend in 2023. Last year's budget did not include storm damage that was not covered by insurance. Budgets are just a forecast for expenses. We do the best we can to make the money coming in to match possible expenses.

Questions from the residents concerning the 2024 budget:

Why is the 2024 budget less than the 2023 budget? The capital expenses were not included in the new budget.

Why do we want to increase the dues when the current amount is being managed well and we have a reserve to offset the deficit? Those who volunteer and give additional monies from their pocket are doing so to benefit the Association. Minus those contributions, the deficit would be greater, and the reserve would be gone in a matter of a few years.

Motion to approve the 2024 budget as presented was made by Mike Botelho and seconded by Norma Alvarez. Motion carried.

Nominating Committee, Mary Clary:

There are four openings on the Board of Directors. The nominating committee presents:

Oscar Alvarez

Connie Garza
Linda Tweet
Gloria Galvan

President Alvarez asked if there were any other nominations for the Board of Directors from the floor. There being no further nominations, President asked that the ballot with four nominations be accepted by a vote of acclimation.

Leo Vasquez made the motion that the ballot be accepted by acclimation. The motion was seconded by Sandra Pierson. Motion passed.

Oscar Alvarez, Connie Garza, Linda Tweet, and Gloria Galvan will serve a term of two years beginning April 1, 2024. An organizational meeting of the Board will be held as soon as possible.

Balloting on Questions, Elaine Botelho:

President Alvarez discussed the items on the ballot:

Question 1 - Setting the term of a lease to be no less than 1 year. This is to ensure there are no overnight rental or air b-n-b type rentals.

Question 2 – Limiting the number of rental properties within the Association to 21 properties. Currently, there are 18 rental properties. Three of these properties are held by corporations. With the limit being 21 properties, companies will be discouraged from buying blocks of properties to be used as income properties. We do not want our Association to become a community of rental properties. We want to be an owner-occupied community with a few rentals.

Our Association attorney, Joseph Preston addressed the issues of corporate owned properties, short term rentals, out of area owners and the air b-n-b situation.

Questions by residents:

Who will decide who gets to have rental properties?

Can the cap be changed?

Consequences?

Can the length of the lease be changed?

The answers to these questions will be determined by the board upon approval of the questions.

Secretary Botelho read the three questions on the ballot: (summary follows)

1. Limit term of lease to at least 1 year

2. Limit number of rental properties within the Association

3. One-time special assessment for the purpose of constructing an all-purpose building on the common grounds.

Residents picked up ballots from Mary Clary and Janie Weaver and deposited completed ballots in the ballot box. When voting was complete, Election Judge Freddy Salinas along with counters Leo Vasquez and Mario Coronado counted the ballots. There were 67 ballots cast.

Question #1:	Yes	43	No	19
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Question #2:	Yes	42	No	20
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Question #3:	Yes	34	No	33
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Thank you everyone for your help in overseeing this election process.

Public forum:

Sally Retka - Not everyone has a key to the pool area to see the bulletin board.

Response: Those individuals should talk to the financial secretary.

David King - There was another option for a building.

Response: There was not a written proposal by a licensed, insured, bonded contractor presented to the board for that option.

Adjournment:

Motion was made by Pam Bond for adjournment and seconded by Elaine Botelho. Motion carried.

The 2024 Annual Meeting of the Mission Manor Homeowners Association, Inc. was adjourned at 3:25 p.m.