

MISSION MANNOR

Homeowners Association, Inc.

1571 Gastel Drive

Mission, Texas 78572

Annual Meeting Minutes February 4, 2023

Call to Order: The February 4, 2023, Annual Meeting held at the Speer Memorial Library, Mission, Texas, was called to order by President Oscar Alvarez at 1:15 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; Rita Starkweather, At-Large. President Alvarez welcomed everyone stating this was the 27th Annual Meeting of the MMHOA.

Fifty-six (56) community residents signed at the door. This includes twenty-two (22) proxy votes that have included in the quorum count.

President Alvarez stated this was his second Annual meeting and asked that new members of the Association stand and introduce themselves. The Association welcomed new member Sylvia Guidry, 1582 S. Gastel Circle, introduced herself and stated she had recently closed on her property. There have been eight properties sold with the past year and though those members were not present, President Alvarez welcomed them also. He then introduced the members of the Board. At last year's meeting, Tom Retka presided. At that time, the concern was the lack of interest in individuals to serve on the Board and the discussion was hiring a management company. This is not a problem this year. Since April 1, 2022, there were two resignations. Norma Ewasko resigned for personal reason early in the year and Rita Starkweather was appointed to fulfill her term. Blanca Salinas who was the Secretary for at least 5 years and doing an excellent job, resigned due to health reasons. Elaine Botelho was appointed to replace Mrs. Salinas and finish her term on the Board. The Board wants to thank Blanca and Norma for their hard work and service to the Association. President Alvarez commended the Board for their work throughout the year. Pam Bond, Elaine Botelho, and Mary Clary worked to finish getting paperwork ready for the Annual meeting.

The Board of Directors meeting once a month, as required by statute. The Board does not have a place to meet. We have been meeting poolside during hot weather and we impose on Board members during inclement and cold weather. Thank you to Mary Clary and Lino Leal for opening their homes for the monthly, sometimes more often, meetings of the Board. This is an imposition on the Board month in and month out, year in and year out. President Alvarez stated that the Board needed a permanent place to meet. The Board has been thinking of redoing the pool house area so the Board can have a place to meet. This would also provide space for the community to attend the meetings. As of now, it is a great inconvenience and imposition the homeowner for the community to attend these meetings. The need is great, and we hope to address this soon.

The Board's purpose and intent is to help maintain the quality of life that we have at Mission Manor. It is a good place to live. This is attributed to the homeowners maintaining their properties. Beautification and keeping our community a nice place. If one does not participate it affects the rest of us. All should keep their homes, yards, and sidewalks in good condition to help maintain the quality we have come to appreciate at Mission Manor. If you decide to make improvements on your home, we have an Architectural Committee to help with compliance with our Covenants and By-Laws as well as City regulations. There have been improvements done that should have gone to the Architectural Committee before improvements done. Please be aware that this is the procedure to follow so everyone stays in compliance with MMHOA. We, as a Board, do not get involved with improvements.

Be sure to contact the Architectural Committee if you are doing improvements to your home, front yard, or fencing.

The Board of Directors has been operating on a very limited budget. The income for our budget comes from the dues that are paid annually by the property owners, \$370 per year. Those dues have not risen since 2009. That is 14 years. Our other source of income is our transfer fees of \$200 for each property sold, which came into effect January 2022. This past year the income from the transfer fees totaled \$1,600. The costs of operating the Association have increased. The anticipated costs for our future including the gazabo and a permanent space for meetings will continue to increase. The Board is anticipating a raise in the annual dues for the association. For the coming year, the dues will be at \$370. There are only two dues payments that are outstanding as of today. Thank you everyone for your timely payments. The Board will be very conscientious about how much a raise will be. This is just a heads up that an increase in dues is in the near future. The status quo should not be in the vocabulary. We should be striving to always improve what we have.

The largest expense is the pool. The Board wishes to thank and recognize Mr. David King for efforts in maintaining the pool and pool area and working hard to keep expenses at a minimum.

The Board wishes to thank Mr. Tom Retka and Mr. Michael Botelho for the guidance they have provided to us in the past year.

We wish to recognize the Architectural Committee. Ms. Janie Ponce, who could not be here today, and Mr. Michael Botelho. Mr. Botelho has been on the Committee during the past year and had resign upon the appointment of Elaine Botelho to the Board. There are 2 vacancies on this committee and anyone wishing to help in this capacity should contact a Board member.

Thank you to Lois Graham for maintaining the previous website and Michael Botelho for maintaining the new website. All of the important documents are located on the new website, missionmanor.org.

Minutes: The minutes of the 2022 Annual Meeting were provided to all residents present. Sandra Pierson motioned to approve the minutes. Federico Salinas seconded the motion. Motion carried.

Treasurer's Report: Pamela Bond, Treasurer, reported a check book balance of \$71,775.00 as of February 4, 2023. There are two outstanding dues. We are trying to live within our income of \$40,330 per year.

Financial Secretary's Report: Mary Clary, Financial Secretary, reported nine home sales with 2022. One closed in 2023. One house on the market has had an offer made. There are eleven (11) Occupancy Forms that have not been submitted.

The Financial Secretary works with realtors and title companies to ensure prospective buyers are in compliance with the Association's Covenants and By-Laws. Please inform Ms. Clary if you intend to rent or sell your home.

Nominating Committee: Michael Botelho and Mary Clary reported there were three candidates to fill the three vacancies for the Board. The candidates are Pamela Bond, Alma Garza, and Janie Weaver. Ms. Clary reported there were no write-in votes cast on the Proxies that were submitted.

President Alvarez asked for nominations for the Board from the floor. There being none he asked for a motion to elect these candidates by acclamation.

Phyllis Billington made the motion to elect Pamela Bond, Alma Garza, and Janie Weaver to fill the three Board vacancies by Acclamation. Maribel Alvarado seconded this motion. Motion carried. Pamela Bond, Alma Garza, and Janie Weaver will serve on the Board of Directors until 2025.

Audit Report: The Audit Committee is appointed by the Board each year to conduct an internal financial audit of the bookkeeping processes of the Association. The members of the committee were Elaine Botelho and Janie Ponce. Mrs. Botelho was not a member of the Board of Directors at the time of the audit. They met on January 21 from 1:00 until 3:30 at Elaine Botelho's home. Elaine Botelho

read the committee's report dated January 21. Summary: "The audit committee looked through the current year's financial records at random. The Treasurer was cooperative and records were easy to access. The Audit Committee was satisfied that all the bookkeeping maintained by the Treasurer was properly kept and in good order." There were no questions concerning the Audit Report.

Budget Report: Vice-President Lino Leal, Mary Clary, and Pamela Bond were members of the Budget Committee. Vice-President Leal reported that as costs go up, some of the numbers in the expense column change but the number in the income column does not, and has not changes since 2009. The income for the year of 2022 was \$40,330 in dues and \$1,600 in transfer fees. In 2022, the actual spending was over budget. It is also noted that budgeted expenses for 2023 also totals more than the \$40,330.

President Alvarez asked for a motion to accept the budget as presented for 2023. Michael Botelho so moved. Sandra Pierson seconded the motion. Motion carried.

Board Report: The Board is concerned about the residents who live alone. Using the Occupancy forms, the Board would like to develop a system to check on those individuals and render assistance where needed.

The Board has discovered that the HOA has had some non-compliance issues concerning HB1588. During 2022, the Board had worked diligently to remedy these issues and we are now in compliance with HB1588 and property codes.

The improvements made in 2022 were installation of heat pump for the swimming pool at a cost of \$6,511; trimming of the palm trees and other trees on the common area; and increased the liability insurance for property and board members.

The gazebo project has been put on hold for now. The membership approved \$5,000 for a gazebo improvement project. A study was done that found the expense was greater than the Association could afford at this time. \$5,000 has been set aside to toward improving the gazebo at a later date. David King moved to amend the amount to \$6,500.

The Association hosted two social events. The Labor Day event was a tremendous success with many volunteering and attending. The second event was held during the Christmas season to aid the Mission Police Department with their toy collection. Neither of these events were funded by the Association. All funds, food and drinks were provided by donation by the Board and private residents who wished to help. The new year's budget has set aside \$200 to help with any future social events hosted by the Association.

One of our committees needs volunteers. The Architectural Committee needs two volunteers to help with compliance of HOA and city regulations of home improvements.

The Board is looking for a way to make a permanent meeting place in the pool house area. The Board has been meeting in various homes (Blanca Salinas, Tom Retka, Mary Clary, and Lino Leal) during the past year. We are intruding on Board members when the pool house can be converted to a community room as well as a pool house. It is the Board's responsibility to make this decision.

Other Business:

A. Straw Vote on Converting to Saltwater Pool

It has been noted that the cost for the conversion of the pool will be \$3,000 to \$4,000. This cost would be offset by the savings on chemicals. The salt water is not like the ocean. It is more like the in-home water softeners. The Board will make the final decision to investigate further. Association member David Solis suggested a special meeting to present the findings (estimates of work and equipment required).

There were several personal experiences shared concerning the conversion.

A non-binding straw vote of just those members present was 17 in favor of the conversion and 9 against.

B. Discussion of buy-in by Phase I residents

A written ballot will be required to change the By-Laws for Phase I residents to be able to join MMHOA. Several of the Phase I residents helped with and attended social events. One of the Phase I residents also volunteers on the Neighborhood Watch Committee. The participation would be by written application and could be turned down if requirement were not met.

Public Forum: Sign up in advance and allowed 5 minutes.

Bonnie Bloczynski – The requirement for dogs to be under 40 pounds needs to be monitored. There should also be a requirement for proof of vaccination. This should be for all pets. This does not require a change in the By-Laws.

Jane Allen – The ducks are making a mess on sidewalks, streets, and driveways. The sidewalks are to be kept up by the property owner and are not. People are feeding the ducks also. Vice-President Leal is working with Parks and Wildlife on this issue.

Lois Graham - Asked for clarification concerning the number of transfer fees paid, how many properties paid annual dues, and previous years' unallocated expenditures not being included in current budget.

Adjournment:

David Solis made the motion that the 2023 annual meeting be adjourned at 3:10 p.m.

Sandra Pierson seconded the motion. Motion carried.

The annual meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Elaine Botelho
Secretary, Mission Manor Homeowner Association, Inc.