

Mission Manor Homeowners Association, Inc.

1571 Gastel Drive Mission, Texas 78572

Meeting Minutes

Location: 1813 N. Gastel / Date: Jan. 12, 2023, time: 4:30 p.m.

Directors present: Lino Leal, Vice-President; Mary Clary, Financial Secretary; Pamela Bond, Treasurer; Alma Garza, At-large; Rita Starkweather, At-large. Directors absent: Oscar Alvarez and Blanca Salinas. Elaine Botelho acted as recording secretary in Director Salinas' absence. Others present: Mike Botelho, ACC member, and residents Belinda Leal and Veronica Garza.

Leno Leal, MMHOA Vice-President, called the meeting to order at 4:35. Director Leal asked for a motion to begin the meeting. Director Clary so moved, and the motion was seconded by Director Garza. Motion carried.

Director Leal welcomed everyone and stated that we would begin with:

Public Comments by the Membership:

Director Garza asked about the notices for delinquent dues. Director Clary said that last year these notices were distributed by the Directors. Each director took the notices for their area of the HOA and had carried them to the respective residents.

Director Clary spoke about the used Christmas tree that had been place in the street in front of residence on East Gastel. It will be picked up during the regularly scheduled brush pick up. The car that has been parked on Iowa has been removed. Janie Ponce, ACC member, called the Mission Police Department and they took care of it.

December 15, 2022, Board Meeting Minutes Approval:

Director Starkweather made the motion to approve the Minutes of the December 15, 2022, meeting. Director Clary seconded the motion. Motion carried.

On January 3, Director Blanca Salinas had presented a Letter of Resignation, electronically and physically, to the Board of Directors. The Letter of Resignation was effective as of that date. Director Clary made the motion to accept Mrs. Salinas' Letter of Resignation. Director Starkweather seconded the motion. Motion carried.

Treasurer's Report:

Director Bond reported that we had a bank balance of \$60,217.32. This amount includes the role over from previous years. The expenditures for 2022 are almost equal to our income of \$40,330. At this time approximately 61% of dues have been paid.

Director Bond presented the budget for 2023 that was recommended by the Budget Committee. Director Bond went over the recommended budget line by line explaining differences between this year's budget and last year's budget.

Motion was made by Director Clary to approve the budget and to present said budget to the residents at the February 4 meeting for general approval. Director Starkweather seconded the motion. Motion carried.

Financial Secretary Report:

1582 S. Gastel – Under contract with possible closing by the end of January. Information regarding unpaid dues and transfer fees has been given to realtor.

1577 S. Gastel – Still on market

1823 N. Gastel – Resident has passed away. Dues are unpaid and notice has been sent. Director Starkweather made the motion to accept the Financial Secretary's report and Director Garza Seconded the motion. Motion carried.

Architecture Control Committee:

Michael Botelho reported that Janie Ponce, committee member, called the Mission P.D. to report a car that had been parked on the HOA side of Iowa Street for some time. The P.D. came and tagged the vehicle and it has been removed.

There were no renovation applications for the month of December.

Status on Pool and Grounds:

No report. David King was present at this meeting.

Other Business:

There was some discussion concerning feeding the wildlife (ducks). Director Leal would contact someone at the parks and wildlife department concerning the ducks that roost in the tree by the pond. Having a sign made reading, "DO NOT FEED THE DUCKS", and putting it in front of the pond was discussed. Motion was made by Director Clary that Director Leal have such a sign made. Director Bond seconded the motion. Motion carried.

Annual Meeting:

Director Clary and resident Elaine Botelho have been working on the letters and forms that are to be mailed to residents announcing the annual meeting.

Resident Elaine Botelho presented the Call to Meeting, the President's Letter, the Agenda, and the Proxy to be mailed along with the approved Budget that would be mailed Friday, January 13, 2023.

After examining these documents, Director Leal asked for a motion to approve these documents for mailing to the residents. Director Bond made a motion to approve the documents. Director Clary seconded the motion. Motion carried.

Nominating Committee:

A nominating committee was appointed by the directors present. The committee includes Michael Botelho, Mary Clary and Rita Starkweather.

Director Clary made a motion to recess this meeting until Tuesday, January 17, 2023, at 4:30 p.m. The location of the meeting will be 1618 E. Gastel.

Director Starkweather seconded the motion. Motion carried.

Meeting was recessed at 5:30 p.m.

Elaine Botelho, Recording Secretary

January 17, 2023

The January 12, 2023, meeting that was recessed at 5:30 p.m., on that date, was resumed January 17, 2023, at 4:35 p.m. Board members present were President Oscar Alvarez, Vice-President Lino Leal, Financial Secretary, Mary Clary, Treasurer Pam Bond, Members at Large Rita Starkweather and Alma Garza. Elaine Botelho was Recording Secretary. Residents present were Michael Botelho, ACC; Lois Graham, Belinda Leal, Janie Weaver, Tom Retka, Leo and Bonnie Bloczynski, and David King.

Director Alvarez welcomed the board members and residents stating this has been the largest turnout for a board meeting. He continued the recessed meetings agenda by discussing the Call to Meeting letter that was mailed to the residents Friday, January 13. He has received only one comment from resident Lois Graham. Director Alvarez thanked Mrs. Graham for service to the community by setting up the older website.

Public Comments by Membership:

Director Alvarez called on Mrs. Graham to address the board with her questions. Mrs. Graham's questions were concerning the proposed 2023 Budget that was approved by the Board and enclosed with the Call to Meeting. Director Bond, treasurer, addressed the questions explaining that the form was different, but all information for a budget was included. Director Alvarez thanked Mrs. Graham for her suggestions, and they would be taken under advisement. Thanks also to Director Bond and the Budget Committee for their hard work to get the proposed budget ready to present to the residents.

MMHOA Common Area Rules & Regulations:

Michael Botelho, ACC, presented an update of the Rules and Regulations that have been posted in the pool area. These updates had been previously distributed to the Board. The current Rules have been in place 20 years or more. The committee has changed the verbiage to reflect current technology and conditions, not the spirit of the rules. The new rules will be posted on the website, the outside board as well as within the pool area. A motion was made by Director Bond to accept the updates as presented. Director Leal seconded motion. Motion carried.

Status on Pool /Grounds Report:

David King informed the Board of a major spa leak that has been repaired. We should see a decline in water and natural gas usage. The spa jets are not working, but Mr. King is working on that issue. There is a possible increase in the cost of the chlorine tablets coming in the near future. The saltwater pool will be discussed at the annual meeting, with a recommendation being made by the board to change to a saltwater system.

Letter dated January 15, 2023:

A letter was received by Director Leal from Leo and Bonnie Bloczynski concerning two of the by-laws of the HOA. The first by-law in question is that dogs cannot weight over 40 pounds. A dog weighing over 40 pounds, was seen off the leash in December. The Bloczynski's stated

that this dog belongs to a resident of the HOA. While walking their dog on December 24th, this dog physically attacked their dog. The larger dog was again seen running loose on January 2. He is very aggressive. The second by-law concerns the feeding of wildlife and stray animals. The Błoczynski's asked that the board address these issues. Mr. Błoczynski also had pictures of the dog in question.

The large dog is usually kept in an enclosed area. A previous board has sent the resident a letter concerning this issue. Mr. Błoczynski has called the police. The police told Mr. Błoczynski that if he had a picture of the dog on public property, the owner would receive a citation. The Błoczynski asked the Board to please address this issue. The feeding of the wildlife was addressed in the earlier portion of the January 12 meeting. There will be a sign ordered that says do not feed the ducks and placed in a prominent place close to the pond. Director Alvarez thanked the Błoczynski's for bring these issues to the Board.

The issue is the enforcement of the by-laws and determining how to assess the weight of an animal. A chip normally indicates weight as well as shots. We will have a discussion at the annual meeting concerning dealing with this issue. Pet owners may be asked to voluntarily provide the HOA with information about their animal. Information such as breed, weight, and vaccination records. The issue of being off the lease can be addressed without knowing the weight of the animal.

Nominating Committee:

The nominating committee presented three candidates who have signed an intent to run for election to the board of directors at the annual meeting. The nominating committee asked the candidates to sign a declaration. The three candidates are Janie Weaver, Pamela Bond, and Alma Garza. The committee is still soliciting for other candidates to be selected at the annual meeting.

The ballots have been prepared with the three names as well as space for three write-ins. Copies will be made before the meeting.

We appreciate all who are willing to serve.

Director Clary reported the annual Call to Meeting letter and corresponding form have been mailed. The copying costs were \$77.51 for the copies concerning this mailing.

Payment Policy:

Director Alvarez advised that we have been in violation for several years concerning a payment policy for the annual dues. We must provide a payment plan for those residents that are unable to pay the annual dues in their entirety. It is up to the board to adopt a policy for payment dues. The committee provided a policy that adheres to the Texas law 209. This plan will be provided along with the delinquent notice. The current association rules allow for quarterly payments. Arbitrary suspension of privileges is no longer allowed. Dues are delinquent as of February 1. There are currently 30 residents who have not paid. The board will deliver reminder notices to those who have paid with the next week.

Director Starkweather made a motion to adopt the payment policy as read by Mr. Botelho. The motion was seconded by Director Clary. Motion carried.

Retention Schedule for Documents

Fees for Copying HOA Documents:

A copy of the proposed Retention Schedule and a schedule for fees will be sent the board membership for their information and discussion.

Director Starkweather made the motion to recess this meeting until January 26, 2023, 4:30 p.m., to be held at 1618 E. Gastel Circle. Director Leal seconded motion. Motion carried.

The meeting was recessed at 5:50 until January 26.

Elaine Botelho
Recording Secretary

January 26, 2023

The continuation of the recessed meetings of January 12 and 17, 2023 was called to order on January 26 at 4:43 by President Alvarez. The board members present were Directors Oscar Alvarez, Mary Clary, Rita Starkweather, Pamela Bond, Lino Leal, Alma Garza, and recording secretary, Elaine Botelho. Residents present were Mike Botelho, ACC; Tom Retka and Belinda Leal.

Director Alvarez welcomed everyone to the meeting and continued the discussion from the January 17 meeting regarding the Records Retention and Production Schedule. All Board members had received a copy of the schedule following the previous session. Director Clary made the motion to adopt and have recorded the Records Retention and Production Schedule as presented. Motion was seconded by Director Bond. Motion carried. There was discussion of the possibility of having future records on USB and making it easier to provide copies when requested.

The next item to be revisited from the January 12 meeting was the Resignation of Secretary Blanca Salinas. The resignation has been accepted by the Board earlier and necessary posting of the Board Vacancy has been done. The Board was advised that Elaine Botelho had submitted her name to fill the vacant position of Secretary. The Board determined that ample notice had been given since the vacancy was posted on the website and the posting board since January 3. The motion was made by Director Clary that the Board appoint recording secretary Elaine Botelho to complete Mrs. Salinas' term and continue as Board Secretary. Director Leal seconded the motion. Motion carried.

Upon the appointment of Mrs. Botelho to the Board of Directors, Mike Botelho submitted his resignation from the Architectural Control Committee. Texas Housing Code 209 prohibits spouses of Board members from serving on the ACC, therefore, Mr. Botelho is no longer eligible to serve in this capacity. Director Bond made the motion to accept Mr. Botelho's resignation from the Architectural Control Committee. Motion was seconded by Director Leal. Motion Carried.

Following up on the Treasurer's Report for January 17, the Audit Committee presented a completed report. The report was accepted by the Board to be presented at the Annual Meeting. The motion to accept this report was made by Director Clary and seconded by Director Garza. Motion carried. A summary of the Audit Report will be read to the residents during the annual meeting of February 4, 2023.

One of the recommendations of the Audit Committee was to set up an additional account at Lonestar Bank to use as a reserve account. The unspent funds that have been accumulated from prior years will be transferred to this account at each year's end to serve the Association as an emergency fund. The motion was made by Director Leal to have Treasurer Pam Bond to set up this reserve account. Those currently approved to sign will continue to do so on this account as well. Motion was seconded by Director Clary. Motion carried.

Director Alvarez began reviewing the Agenda for the Annual Meeting and his overview of responsibilities for each director.

Director Alvarez will present the Board's report for the year outlining the function of the Board. We are here for the purpose of improving the quality of life for the community. We operate on a limited budget, just the monies collected from the annual dues. The residents do their part by keeping their properties in order, check on and assist neighbors, and take care of their pets with consideration others. The directors and committee chairpersons should focus on what they do improve the quality of life within the Association.

The minutes of the 2022 annual meeting will now be the responsibility of Director Botelho, as secretary.

There were no questions concerning the Treasurer's Report.

The Financial Secretary's report should be an overview of general responsibilities, number of houses sold during the year, the importance of the occupancy forms, etc.

Director Clary noted that 9 homes have sold in the year 2022, but only 8 transfer fees were collected. There was a property in the process of closing when the policy went into effect, therefore no transfer fee was collected.

The summary of the Audit Report will be read as accepted by the Board and presented for acceptance by the Association.

The election of three members to the Board will be directed by the Financial Secretary. Ballots will be passed out to those with voting sticks. Votes will be cast, returned, and counted. Results will be announced later in the meeting. If there are only 3 candidates, they may be elected by acclamation and not physical vote taken.

Budget report will be given and recommended that the Association accept the Budget for 2023.

Other business to include straw vote for converting the pool to a saltwater pool. There will also be a discussion concerning amending the by-laws to include Phase I residents who wish to apply and pay the current HOA dues. The inclusion of the Phase I residents will help increase the Association income without additional maintenance, delaying raising the dues to keep pace with the ever increasing expenses.

Additional discussion will include stray dogs, leash laws and weight restrictions on pets.

Director Alvarez confirmed the need for a list of all voting members at the meeting and the ability to provide such a list if requested. The requirement is only one vote per household and is noted at the meeting by providing one "voting stick" for each property as the owner signs at the registration desk. One additional "stick" is provided per proxy.

A directory of residents is also provided to each member. This lists owner and/or renter, address within the HOA, address outside the HOA, and phone number. The phone number can be withheld upon request of owner.

The dues reminders were distributed as a courtesy to those who had not yet paid their dues. Most of the residents receiving reminders indicated the dues would be paid by the due date. The penalty for not paying by January 30 is a \$30.00 late fee plus monthly interest.

The number of outstanding dues at meeting time was 16. This includes one property that is in the process of being sold.

There was discussion concerning the need for a Pool Key inventory. Mr. Retka explained that some years ago there was complaint that non-members of the Association were jumping the fence and entering the pool area. A person was hired to be at the gate and monitor the use of the common area and no violations were noted.

The updated 2023 Activities Time Line will be done with the entire board contributing information concerning their duties and the responsibilities of Committee Chairpersons. That can be amended as needed. A review of the 2022 Timeline indicates that most of the January duties have been accomplished. The remaining items are the Library set up and the power point presentation for the Annual Meeting. Directors Bond and Leal will work on the power point and Director Botelho will coordinate with the library for the setup of the Annual Meeting.

Director Clary reported that 5 proxies have been received by Board members. The new proxy forms have received a good response. It allows for the resident sending the proxy to indicate how they would like to have their vote cast. It is no longer just the Board voting proxies.

Director Leal reported a sign printed "DO NOT FEED THE DUCKS" measuring 2' x 3' will cost approximately \$75. That does not include the pipe and cement to install such a sign. By earlier action, Director Leal was to proceed with purchasing the sign and the installation.

The Mission Police Department will be contacted concerning the parking of vehicles along the curb beside the pond. The question is can a no parking sign be installed and can we paint the curb yellow indicating no parking? Parking in front of the community mail boxes on Rio Drive is also becoming a problem. Director Bond will leave a note on the offenders windshield asking that they not block the mail boxes.

An informal meeting to coordinate the annual meeting will be held February 2, 4:30 p.m., 1618 E Gastel Circle.

Motion for adjournment was made by Director Clary and seconded by Director Leal.
Meeting adjourned at 5:40 p.m.

Respectfully submitted:

Elaine Botelho, Secretary

Oscar Alvarez, President

Lino Leal, Vice-President

Mary Clary, Financial Secretary

Pamela Bond, Treasurer

Alma Garza, At-Large

Rita Starkweather, At-Large

SUMMARY OF ACTION TAKEN:

January 12:

Motion was made by Director Clary to approve the budget and to present said budget to the residents at the February 4 meeting for general approval. Director Starkweather seconded the motion. Motion carried.

Motion was made by Director Clary to have Director Leal contact someone at the Parks Wildlife Department concerning the ducks that roost in the trees by the pond and have a sign made reading "DO NOT FEED THE DUCKS" to install in front of the pond. Director Bond seconded the motion. Motion carried.

January 17:

Director Bond made a motion to accept the updates of the Common Area Rules and Regulations presented. Motion was seconded by Director Leal. Motion carried.

Director Starkweather made a motion to adopt and have recorded the payment policy as read by Mr. Botelho. Motion was seconded by Director Clary. Motion carried.

January 26:

Director Clary made the motion to adopt and have recorded the Records Retention and Production Schedule as presented. Motion was seconded by Director Bond. Motion carried.

The motion was made by Director Clary that the Board appoint acting secretary Elaine Botelho to complete Mrs. Salinas' term as Board Secretary. Director Leal seconded the motion. Motion carried.

Director Bond made the motion to accept the resignation from the ACC submitted by Michael Botelho. Director Leal seconded the motion. Motion carried.

Motion was made by Director Clary to accept the Audit Report as read. Director Garza seconded the motion. Motion carried.

Motion was made by Director Leal to have Treasurer Bond to set up an additional account at Lonestar Bank for the purpose of a reserve fund. Motion seconded by Director Clary. Motion carried.

ACTION PENDING:

Amount of reserve fund to be set