

Mission Manor

Homeowners Association, Inc.

Meeting Minutes

1716 Rio Drive

Mission, Texas 78572

Feb. 24, 2022

T. Retka, Chairman Pro Tem, called the meeting to order at 4:38 PM. Members attending: D. Solis, P. Bond, T. Retka, and B. Salinas. A. Tunseth and N. Ewasko were absent. New elected Board members attending: Abelino Leal, and M. Clary. Oscar Alvarez was late. A. Garza was absent. D. King also attended.

Agenda Points:

1. Welcome: T. Retka welcomed everybody and thanked B. Salinas for hosting the meeting.

2. Community Issues: There were no community issues.

Basic Rules Update: D. King asked for the "Basic Rules" document to be updated with the new Board members' contact names and to make 300 copies. This document is placed in the MMHOA yard sign when a property is for sale or for rent. D. Solis will update the document and take it to Post Net for printing. A. Leal volunteered to go to Post Net.

House Sales:

1612 Iowa: Tom explained that Sierra Title Company sent a request for a "Certificate of Resale" on this property. This document which includes the MMHOA Management details, asks for information about the status of the property relative to MMHOA assessments. MMHOA financial secretary fills out this document to clear/or declare of any financial amounts owed or liens MMHO Association might have on this property. D. Solis explained MMHOA has ten days to complete and send this "Certificate of Resale" back to the Title company. A. Leal asked if MMHOA keeps these documents for a certain time, as required by law. T. Retka explained that the financial secretary keeps current records on file on each property and these documents and all hard copies of minutes and all other documents pertaining to MMHOA business are stored in the attic at the bathhouse for seven years. T. Retka also explained that the MMHOA president keeps electronic documents, which he will pass on to O. Alvarez.

1622 Lakeside Drive: D. Solis informed that Old Republic Title II Company requested updated information from MMHOA for a refinancing on the

property. D. Solis provided all required information and now the refinancing will be completed.

1716 Gastel Circle: D. King informed that this property is for rent. The owner contacted a Real Estate Agency to place the house for rent. D. King placed the MMHOA "55 and Over" yard sign on this property.

T. Retka informed that there is another "For Rent" sign at the entrance to Gastel Drive which includes the "55 and over" requirement. T. Retka reminded that a new occupancy form will be needed once these properties are rented.

3. Minutes Approval: February 10th meeting minutes were read by all members. D. Solis asked to make a notation on the minutes stating that even though he was not present, he electronically sent all required documents (ballots sheets, sign in sheets, Owner Directory, Benefits of Living at Mission Manor) needed for the Annual meeting. T. Retka motioned to approve the minutes as amended. P. Bond seconded the motion. All members approved the minutes. Motion carried.

February 12 Annual Meeting minutes were read by all members. P. Bond mentioned that the address on the letterhead needed correction. It should read 1571 Gastel Drive. Also, P. Bond explained that because this document is required by the Lone Star Bank, all MMHOA Board of Directors names need to be spelled out completely. P. Bond motioned to approve the minutes as amended. T. Retka seconded the motion. All members approved the minutes. Motion carried.

The February 12 "New 2022-2023 Board of Directors" Assignments Meeting Minutes were read by all members. D. Solis pointed out the spelling of "Avelino's" name needed correction. It should be "Abelino". T. Retka motioned to approve the minutes as amended. P. Bond seconded the motion. All members approved the minutes. Motion carried.

4. Treasurer's Report: P. Bond reported \$69,230.80 bank balance as of today. P. Bond informed that she received the 1716 Gastel Circle property new owner's "Transfer Fee" of \$200.00 which she will deposit tomorrow.

Dues Collection: MMHOA has received the 1704 Rio Drive Dues which included the late fee of \$30.00 for a total of \$400.00. 1604 Iowa is the only outstanding dues. P. Bond has been talking to A. Tunseth and he has been in contact with the owners of this

property. P. Bond suggested to send a letter to the property owner. B. Salinas will write a letter.

5. Review Annual Meeting -Improvements: The Board will work on trying to improve the duration of the meeting. Also, MMHOA will request an easel or a "White off" board at the time of placing the reservation for the room. D. Solis raise the question of "Who can be a Board member". He said he investigated the Texas Law, which says that anyone can be in the ballot form. The Board decided to research the issue and to table it for next meeting.

6. Occupant Forms Collection: D. Solis informed he collected three more occupancy forms and that there are about 8 more to collect. He will bring the completed occupancy forms to the next meeting to be divided among the Board members and take them to the corresponding residences.

7. Email Collection: D. Solis has been working on creating a document to include all collected emails. It was suggested for other members to double check all information. This document will be used to comply with the 1588 Law properly timed Board to Property Owner communication which must be 6 days minimum notice for Regular meetings and three days minimum notice for Special Board Meetings. Three ways of communicating with the community is the bulletin board, the email and the MMHOA website.

8. New Board:

Posted information for New Board: 2022-2023 New Board of Directors will be posted on the bulletin Board and on the MMHOA website.

Bank Signatory Plan: P. Bond will coordinate all information to take to the Lone Star Bank: The Annual Meeting Minutes and the 2022-2023 New Board of Directors Assignments Meeting Minutes. She will call the bank to schedule an appointment for the three assigned Board members to complete the bank documents. The three assigned Board members are: P. Bond, M. Clary and A. Leal.

Who Needs Microsoft Word/Excel/PowerPoint: T. Retka will renew the MMHOA membership from Best Buy and send an invite to the MMHOA Board members who need to install the Microsoft Word program in their computers. The Microsoft program membership is installed in the MMHOA computer and there are 4 more memberships to be assigned as needed.

Training Plans for New Officers: T. Retka will set up a meeting with O. Alvarez and A. Leal to start training them. D. Solis will work with M. Clary to pass all financial secretary records and to train her.

Picture of New Board: A picture of the new 2022-2023 Board will be taken during next meeting.

New Architecture Committee: D. King said he would not mind removing himself from the committee and to ask M. Botelho and Rita Starkweather to be part of the Architecture Committee. If for some reason this would not work out, then he will be back in the committee. T. Retka suggested to send them a letter to thank them and to invite them to our next meeting. B. Salinas will write and send the letter.

9. Transfer of files to the MMHO Association Computer: T. Retka explained that it is very important to store all 2021-2022 documents in the MMHOA computer. He asked D. Solis and B. Salinas to store all files in a thumb drive, give him the thumb drive during the next 2 weeks so he will load everything onto the MMHOA computer.

10. Reimbursement Policy: T. Retka generated a draft for a formal "Reimbursement Policy" document which will help with the MMHOA audit procedure conducted annually. Once the "Reimbursement policy" is completed and approved by the Board, it will be passed to new MMHOA Boards.

11. Common Area: T. Retka review the pool heating solutions that have been previously discussed. The new Board of Directors will work on this issue. D. King will send the researched information on the electric heaters to the new Board. This electric heater will cost the Association \$5,650.00 including the installation. A sprinkler which was a dead head was repaired.

12. Next Meeting: Third week on March 17 at 4:30 possibly at the pool area if weather permits.

10. Adjournment: T. Retka motioned to adjourn the meeting. B. Salinas seconded the motion. Meeting adjourned at 6:11 PM.

Blanca Salinas



Mission Manor Homeowner Association, Inc. Secretary