

MISSION MANOR

Homeowners Association, Inc.

1571 Gastel Drive

Mission, Texas 78572

May 18, 2023, 5:00 p.m., 1813 N Gastel Circle

Minutes

The meeting was called to order by President Alvarez at 5:06 p.m. President Alvarez welcomed everyone. Members present were President Oscar Alvarez, Vice-President Lino Leal, Treasurer Pam Bond, Financial Secretary Mary Clary, At-Large Member Alma Garza, and At-Large Member Janie Weaver. Secretary Elaine Botelho was present by speaker phone. All board members agreed that Secretary Botelho could participate in this manner. David King was the only resident present.

The minutes of the April 18, 2023 were approved by motion made by Director Clary and seconded by Director Leal.

Treasurer's Report –

The current checking balance is \$38,369.08. The savings account balance is \$22,011.75.

The debit card was initially set up for recurring, annual fees. Treasurer Bond requested board approval to use the debit card for high dollar items and online purchases. Director Botelho made the motion for the treasurer to use the debit card for high dollar and online purchases. The motion was seconded by Director Clary. Motion carried.

Audit Committee

At the April board meeting it was reported that Janie Ponce had agreed to serve as chairperson of the Audit Committee. Two additional members are required. Director Bond has asked Bonnie Bloczynski to serve as a committee member and will follow up with her. Minnie Rogers was suggested as a third member. Director Clary will talk to Ms. Rogers.

Public Comments by Membership –

Welfare Committee - Members Lupe Almaguer and Marta Munoz were not present but had contacted Director Clary concerning emergency contact numbers for residents. Director Clary informed them that these numbers were requested each year on the Occupancy Forms. They were to contact the single ladies of the HOA following the storm.

Director Alvarez has contacted the single men of the HOA following the last storm to offer assistance from the HOA if it was required.

Pet Policy – Tabled until June 22 meeting.

Complaint Form – An anonymous letter was received complaining about someone's conduct at the pool and other issues. This letter was unsigned, no return address, and mailed from McAllen. While the issues will be addressed, we need to have signed complaint forms to support Board action. A formal complaint form will be presented and approved at the June 22 meeting.

Signage Report – President Alvarez had requested the ladies of the Board to make recommendations for new signs surrounding the pond and pool areas based on a report previously submitted by resident Mike Botelho at the Board's request. The storm that occurred the first week of May blew down some of these signs. A reassessment of the signs required will have to be done.

Financial Secretary Report –

1823 N. Gastel Circle – No contact from family regarding intent to sell or rent.

1624 E. Gastel Circle – Not contact from family regarding intent to sell or rent

1714 Iowa – Vacant

1709 E. Gastel Circle – Remodeling

1710 E. Gastel Circle – Sold. Transfer fees received.
1620 Lakeside – Sold. Transfer fees received.
There are currently no houses in the HOA for sale.

1716 E. Gastel Circle – Going to be a rental.

1606 Iowa – Recently sold. New owner is reportedly considering using the house as a short term Air B-N-B rental. This may possibly violate the federal law that allows 55+ communities.
The issue of rental properties was discussed with the possibility of limiting the number of rentals within the HOA and specifically denying rentals with a shorter term of 3-6 months.

A.C.C. Report –

Director Clary presented the report for Chairperson Janie Ponce. There was a request from 1700 E. Gastel Circle to extend the driveway. The request was approved by the City of Mission and the A.C.C. Work has been completed and all forms filed in the resident file.

Resident Charles Eyeington has volunteered to fill the remaining vacancy on the A.C.C.. Director Leal made the motion to appoint Mr. Eyeington the third person on the committee. Motion was seconded by Director Clary. Motion carried.

Chairperson Ponce requested that a standardized form letter be drafted concerning the condition of property in the community. These letters could be sent to homeowners when the condition of yards or properties becomes unsightly. The letter could also include a reminder to clean up after brush pickup by the city. President Alvarez is to draft such a letter for Board approval.

Pools and Grounds Report –

Sprinkler update - The company repairing the sprinkler is trying to locate a new motor. Mr. King will keep the board updated on any progress.

Pool House Construction Report – The storm has put this project on hold.

Board and Other Unfinished Business –

Rental Property – President Alvarez has contacted Attorney Joseph Preston concerning representing the MMHOA. Mr. Preston would require a \$500 retainer. Director Leal made the motion to retain Mr. Preston to represent the HOA. Motion carried.

Raising HOA Dues – The raising of the HOA dues would not take effect until 2025 if voted on at the 2024 Annual Meeting. The Articles of Incorporation indicates that the Board could raise the dues without general residents' approval. Discussion: is this superseded by Ordinance 2022-0157?
month increase.

Increase of Transfer Fees – Transfer fees can be raised from \$200 to \$375 per property sold. This would require changing our Management Certificate as well as notifying realtors and closing companies. This is to be discussed further at the June 22 meeting.

Report of Storm Damage - President Alvarez made the initial contact with the insurance company. The insurance adjuster met with Directors Clary and Bond on May 8. The HOA received a confirmation letter that the claims are being considered.

HOA Curfew – Director Leal inquired if the HOA had a curfew. He suggested that a letter could be sent regarding loud activities taking place at residences. It was discussed that police should be called when activity is inappropriate or excessively loud.

ADJOURNMENT @ 6:26 PM

Sign on ORIGINAL