

Mission Manor

Meeting Minutes

Pool Area

Mission, Texas 78572

Dec. 16, 2021

T. Retka, MM Member At Large called the meeting to order at 9:02 am.

Members attending: P. Bond, A. Tunseth, D. Solis, B. Salinas and T. Retka. N. Ewasko was absent. D. King, A. Garza, M. Clary, V. Garza and R. Resendez also attended.

Agenda Points:

1. Welcome: T. Retka welcomed everybody and thanked A. Garza, M. Clary, V. Garza and R. Resendez for attending the meeting.
2. Community Issues: There were no community issues.
3. Minutes Approval: December 9rd Meeting minutes were read by all members. T. Retka motioned to approve the minutes and P. Bond seconded the motion. Motion carried.
4. Treasurer's Report: P. Bond reported \$42,908.00 bank balance as of today.
Dues collection: P. Bond informed that as of today 33% of the annual dues have been paid and deposited.
T. Retka reviewed a timeline of Board Activity dates as we approach the Feb. 12 Annual Meeting.
 - The treasurer should complete the 2021 12-month spending report before the 3rd of January.
 - T. Retka and P. Bond will meet the week of January 3rd to prepare two proposed 2022 Annual Budgets: A Volunteer Board Budget and a Budget involving a Property Management Company.
 - The Board will meet on January 6 to discuss and approved the proposed 2022 budget.
 - A letter announcing the 2022 annual meeting will be sent the week of Jan. 10 and will present both budgets.
 - The Treasurer's Audit should be held mid-January (A community volunteer committee will handle the Treasurer's Audit.) A letter needs to be prepared to be read at the Annual Meeting.

5. Tree removal: Ariel's Tree Trimming did an excellent job and only charged \$600.00 for the tree removal. The MMHOA paid him \$250.00 when he finished the job and the rest \$350.00 will be paid in January.

6. HR 1588 Requirements

- MM Website utilization: Members will update the basic Rules and the Pool Rules to be included on the MM Website. D. Solis will update the Basic Rules document and send it to T. Retka and to B. Salinas. Once it's approved then it will be forwarded to L. Graham to be placed in the MM Website. B. Salinas will type the Pool Rules and once approved will send this document and a picture of the posted Pool Rules to L. Graham to be included in the MM Website.
- Filing Bylaws (Signature and affidavit at Notary) T. Retka wrote an Affidavit and informed that after the meeting all MMHOA Board of Directors present will meet at Valley Land Title to sign it and have it Notarized. With the Affidavit the Bylaws will be recorded in Hidalgo County. This is needed to complete the Management Certificate.
- Management Certificate Completion:
T. Retka explained that there are a few lines to complete on the drafted Management Certificate; like the Current Bylaws date of filing and the Rules of Registration filing date. T. Retka and B. Salinas will finish this document to be reviewed next meeting.

The property transfer documents fee of \$200.00 approved last Dec. 9 meeting was reviewed. V. Garza shared her experience in dealing with other HOA property transfer of documents process fee. She explained that other HOA's charge over \$200.00 per transaction. P. Bond asked who usually pays the fee and V. Garza explained that the buyer is responsible for the fee and that the agency who collects the fee forwards the funds to the HOA. P. Bond asked about how in the MMHOA budget will those funds be placed and how they will be utilized. T. Retka explained that the new budget form will include a space for this new incoming income. D. Solis gave several samples of how the funds be utilized; like the charges to remove a dead tree, which it can cost up to \$800.00. T. Retka said the collected money can help pay the constant increase of the gas and electricity bills. B. Salinas said as long as there are other HOA's charging this kind of fee, then it will be fine to adopt this new requirement. T. Retka asked B. Salinas to update the handwritten Management Certificate draft to review next meeting. He will help with the document.

7. Future MM Operation-

- Volunteer Board Option:
Continuing Board of Directors: Vice-President: N. Ewasko
Treasurer: P. Bond

Open positions:

President:

Financial Secretary:

Secretary:

Member at Large:

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D. Solis will work on the 2022 ballot form. B. Salinas will be on the ballot. T. Retka asked M. Clary if she could be place on the ballot. She accepted to be a Board of Directors Candidate and her name to be placed on the ballot. He also asked A. Garza if she also would be a candidate and she responded that she would participate, and it was okay to place her name on the ballot. We'd like 1 or 2 more candidates to allow the continuation of the volunteer Board without property management involvement.

T. Retka motioned to adjourn at 10:15. P. Bond seconded the motion.

8. Next Meeting: December 23, 9:00 am at Pool Area

B. Salinas informed she will be out of town next week. V. Garza volunteered to take notes.