

Mission Manor

Meeting Minutes

Pool Area

Mission, Texas 78572

Dec. 30, 2021

T. Retka, Chairman Pro Tem, called the meeting to order at 9:04 am.

Members attending: P. Bond, D. Solis, B. Salinas and T. Retka. A. Tunseth and N. Ewasko were absent. D. King, and Oscar Alvarez also attended.

Agenda Points:

1. Welcome: T. Retka welcomed everybody and thanked O. Alvarez for his interest in being a prospective volunteer for the Board of Directors.

2. Community Issues: D. King informed the Board about three issues:
1614 Iowa front porch/trellis: Still pending.
1576 S. Gastel: D. King talked to the resident and he explained that a letter from the association will be sent to her to comply with the covenants. She agreed to do it as soon as possible. The board agreed to send the letter to assure she will follow through with the requirements. B. Salinas will send the letter.
1555 S. Gastel Circle: An unmoved car in the driveway need to be attended to. B. Salinas will call the resident to explain the issue.
Other: Our common area shows dead grass in a few areas. D. Solis explained that at this time treatment for grubs is not recommendable, but the board agreed to call Pancho to treat the problem. B. Salinas will call Pancho.

3. Minutes Approval: December 23rd 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 \$47,775.45 bank balance as of today.
Dues collection: P. Bond informed that as of today 43 out of 109 annual dues have been paid. She will deposit 10 more annual dues. P. Bond created a highlighted list to keep track of the collected annual dues and she continues to share it with all board members.
Occupancy Forms: D. Solis informed that he has gotten 44 completed occupancy forms. He is keeping record of the residents who have email addresses.
Plan completion of year-end report: P. Bond and D. King (past Treasurer) will work together on the end of the year treasurer's report.
Plan for draft Annual Budgets preparation: T. Retka and P. Bond will draft two Annual Budgets to present next board meeting for approval. These Annual budgets need to be ready by the end of the first week in January to be included in the Annual Meeting Notification Mailing which needs to be sent out by January 10th.

5. HR 1588 Requirements

- MM website utilization:
Basic Rules and Pool Rules: D. Solis will do the final editing on the Basic Rules and send the edited document to T. Retka. T. Retka will bring the Basic Rules and Pool Rules to L. Graham, Mission Manor Website volunteer, today at 2:00. She will post both documents and the picture of the pool rules on the MMHOA website to be in compliance with the HR 1588 requirements.
- Filing Bylaws: T. Retka informed that the Bylaws filing with Hidalgo County is complete.
- Management Certificate Completion and Filing: T. Retka informed that the MMHO Association Management Certificate filing is complete. B. Salinas registered the Bylaws with the Texas Real Estate Commission on December 28. Now, the MMHO Association will start charging \$200.00 for any future property transfer documents.

6. Future MM Operation:

- Volunteer Board Option: Members present reviewed the need of volunteers and hoped that there will be a continuation of a Volunteer Board for the 2022.
Continuing Board of Directors: Vice-President: N. Ewasko
Treasurer: P. Bond

Open positions:

President:
Financial Secretary:
Secretary:
Member at Large:
Member at Large:

Review of possible candidates list: There are 4 residents who have accepted to be included in the ballot: Mary Clary, Alma Garza, Blanca Salinas and Oscar Alvarez. The Board of directors needs 2 more volunteers.

- Property Management Company: The Board continues to consider hiring a property management company if needed.

7. T. Retka presented and read a draft announcement for the 2022 Annual Meeting. He asked that all Board members review the letter and edit, and this will be discussed at the next Board meeting.

8. Timeline: T. Retka updated the MMHO Association timeline. He included a detailed description of each Board of Directors' duties. He reviewed all sections with all members and asked Board members to review the descriptions of their positions and the calendar activities and bring any suggestions to be discussed next meeting.

9. Other: The Board wishes to clarify that:

Bonnie Bloczynski provided the Board her written resignation on an email received on October 6, 2021 at 8:02 am.

Anil Malhotra provided the Board his written resignation on an email received on November 12, 2021 at 12:40 pm.

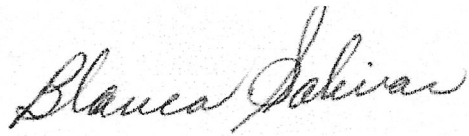
Ismelda Dye provided the Board her written resignation on an email received on November 21, 2021 at 8:34 pm.

T. Retka motioned to adjourn the meeting. B. Salinas seconded the motion. Motion carried. Meeting adjourned at 10:30.

Next Meeting: January 6, 9:00 am at Pool Area

Blanca Salinas

Mission Manor Homeowner Association, Inc. Secretary

A handwritten signature in cursive script that reads "Blanca Salinas". The signature is written in dark ink and is positioned below the typed name and title.