

# MISSION MANOR

Homeowners Association, Inc.

1571 Gastel Drive

Minutes – February 15, 2024

1704 Iowa, Mission TX 78572

The meeting was called to order at 5:10 p.m. Those in attendance were board members: Oscar Alvarez, President; Mary Clary, Financial Secretary; Pam Bond, Treasurer; Elaine Botelho, Secretary; Alma Garza, At-Large; Janie Weaver, At-Large; and residents Mike Botelho, Janie Ponce, David King, and Norma Alvarez.

The minutes of the January 18, 2024, meeting was presented for approval. Director Clary made the motion to approve the minutes and the second was made by Director Bond. Motion carried.

## Treasures Report

The balance in the checking account is \$37,243.93 and the savings balance is \$27,097.51. There are five properties with outstanding dues.

## Committee Reports

### Welfare Committee

Marta Munoz is assisting Director Weaver in keeping in contact with single residents. There are 33 female and 13 male residents. All reports are good.

### Neighborhood Watch

No report.

## Financial Secretary Report

1557 S. Gastel Circle – in the process of closing. A couple is buying the property for a residence for their older parents. All paperwork has been received.

1710 E. Gastel Circle – under contract. No paperwork has been received.

1581 S. Gastel Circle – still on market

1714 Iowa - for sale by owner

The special assessment amount of \$210.00 should be included in the paperwork presented to the closing companies for the current properties under contract.

All owners of rental properties should be notified that upon termination of the current lease, renewals will be for not less than one (1) year.

## Status of Pool/Grounds

Repairs for the pond fountain have been paid for and the fountain will be shipped back tomorrow.

Four new filters for the pool have been ordered. The bromine tabs for the spa were ordered online and were not satisfactory. The next order will come from Leslie Pools. The pool heater is once again working. Thanks to Jeff Beardsley and his company for their assistance with this. The pond water is low, and Director Bond will contact the Irrigation District.

## A.C.C. Report

Chairperson, Janie Ponce, reported no applications have been received during the past month.

Due to several properties needing yard work, Ms. Ponce drafted a letter to be sent to all residents reminding them of the need to keep their properties neat in appearance. The letter will be sent within the following week.

1604 Iowa appears to have serious problems with the roof. The tarp which was to cover damage from the storm last April has become damaged and is no longer protecting the roof. Since the property is vacant, a letter of violation will be sent to the out-of-state owners.

In October, owners of 1618 E. Gastel applied for a permit to construct a chain link fence in the back yard. They were told at that time they could request a variance from the Board of Directors. The request was received in February. Since the request was received past the 30-day time limit, The Board instructed Ms. Ponce to have them refile for the permit.

The utility trailer parked in the street at 1700 E. Gastel has been reported to the City of Mission. The Association attorney will be requested to send a certified letter to the owners and notify the city attorney of the situation.

Ms. Ponce has received an updated proposal and a design contract from the contractor for the new hobby room construction. Ms. Ponce will review the updated proposal and present it to the board later. The design contract will allow the contractor to secure official blueprints for the structure and present it to the City of Mission to secure the permits. The cost of this part of the construction will be \$850. President Alvarez requested Director Botelho to send copies of the contract to all board members for review and follow up with a vote to authorize payment by electronic means (email).

### **Board and Other Unfinished Business**

#### **New Board Organization**

Following a discussion with new board members Linda Tweet and Connie Garza, a motion was made by Director Clary and seconded by Director Bond that the new Board organization be as follows:

President – Oscar Alvarez  
Vice-President – Gloria Galvan  
Secretary – Connie Garza  
Treasurer – Pam Bond  
Financial Secretary – Linda Tweet  
At-Large – Alma Garza  
At-Large – Janie Weaver

Motion carried.

The motion was made by Director Botelho and seconded by Director Bond to remove Mary Clary and Abelino Leal from the current checking and savings accounts by March 31. Motion carried.

Director Bond made the motion to have the following directors be signors on the current accounts: Pamela Bond, Treasurer; Connie Garza, Secretary; Linda Tweet, Financial Secretary. The motion was seconded by Director Clary. Motion carried.

#### **Collection Process of \$210 Special Assessment**

Director Botelho presented a draft of a letter to be sent to the membership informing them of due dates and payment options. The draft was to be sent to Norma Alvarez for translation into Spanish and making copies. The letter was approved will be mailed to the membership as soon as possible.

#### **Distribution of Amendments to By-Laws**

The amendments passed at the Annual Meeting are already on the website. They are posted in two parts because the file was too large. These amendments will be mailed to the membership along with the special assessment notice.

#### **Other Unfinished Business**

There are 21 Occupancy Forms that have not been received. The blank forms were divided among the board members for personal delivery to these owners. Director Botelho will mail the forms to the out-of-town owners.

### **Adjournment**

The motion to adjourn was made by Director Clary and Seconded by Director Bond. Motion carried. The meeting was adjourned at 6:58 p.m.