

# Mission Manor

Meeting Minutes

Pool Area

Mission, Texas 78572

Jan. 13, 2022

❖ Meeting called to order at 9:00 AM by T. Retka, Chairman Pro-Tem.

Attending Members: P. Bond, D. Solis, T. Retka and A. Tunseth. Community members present: D. King, Alma Garza and Mary Clary. Members not in attendance: B. Salinas out due to illness. N. Ewasko had previous engagements.

## Agenda Points:

1. Welcome: T. Retka, Chair Pro-Tem
2. Community Issues: The Board discussed four issues:
  - 1614 Iowa: (front porch/trellis). Still pending.
  - 1555 S. Gastel Circle: (stationary vehicle): Issue resolved.
  - 1700 E. Gastel Circle: (trailer parked at curbside) – trailer now in mini-storage. Issue temporarily resolved.
  - Grass problem: Pancho has not contacted D. Solis as yet. D. Solis will call Pancho to look into resolving grub/fungi problem.
3. House Sales:
  - 1612 Iowa: property still up for sale – under contract at this time.
  - 1716 E. Gastel Circle: House up for sale. MMHOA has placed vetting forms and “55 Community Sign” on property.
  - 1700 Rio Drive: MMHOA has received vetting forms (Occupancy form/HUD form/picture Ids) Property transfer fee and annual MMHOA annual dues still pending.
4. Minutes Approval: January 6<sup>th</sup> minutes to be modified to exclude names of persons in the Community Issues section. Use property address and issues/concerns only. T. Retka motioned to approve the minutes and P. Bond seconded the motion. Motion carried.
5. Treasurer’s Report: P. Bond reported a \$55,027.31 bank balance as of today.
  - Dues collection:
    - One check was returned for NSF – property owner will be notified and the \$12 fee MMHOA incurred from bank will be added to annual dues.
    - As of today, we have collected a bit more than 50% of the annual dues.
    - After the final count of dues pending (at the Jan. 20<sup>th</sup> meeting), a reminder letter will be personally delivered to residents who are still pending payment of annual dues. Notices will be divided among Board members for distribution.

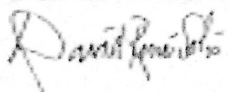
6. Year-end report: After work by P. Bond and L. Graham on the Quicken Accounting software, a good and accurate end-of-year report was finally generated.
7. Annual Proposed Budget: T. Retka and P. Bond, with aid from Lois Graham, drafted two Annual Budgets. One shows 2022 proposed budget with an all-volunteer board and the other with Property Management expense included. Al Tunseth motioned to approve these budgets/P. Bond seconded. Board Members approved.
8. Annual Meeting Announcement Mailing:  
Board members will meet at T. Retka's house tomorrow, Jan. 14<sup>th</sup>, at 9:30 AM to complete inserting annual meeting information into envelopes and ready them for mailing.
9. Draft Timeline Review:  
T. Retka discussed the timeline with all members. There were some suggestions that will be added and/or corrected. This document is a work in progress.
10. Other Business: a short discussion about a possible underground pool plumbing leak was brought up by D. King. The constant working of water heaters to heat up water needed to maintain proper water levels may have contributed to the increase in the Nov/Dec 2021 gas bill. A leak-detection test may be necessary to confirm. No action taken at this time; tabled for further discussion.

❖ Meeting adjourned at 10:15 AM.

Next Meeting: January 20, 9:00 AM at Pool Area

In absence of Blanca Salinas, MMHOA Secretary, minutes prepared by:

David R. Solis



MMHOA Financ. Secy.