

Mission Manor

Meeting Minutes

Pool Area

Mission, Texas 78572

Jan. 6, 2022

T. Retka, Chairman Pro Tem, called the meeting to order at 9:02 am.

Members attending: P. Bond, D. Solis, Norma Ewasko, B. Salinas and T. Retka. A. Tunseth was absent. D. King, and Alma Garza also attended.

Agenda Points:

1. Welcome: T. Retka welcomed everybody.
2. Community Issues: The Board talked about three issues:
 - 1614 Iowa front porch/trellis: Still pending.
 - 1576 S. Gastel: Letter was sent, and the issue was solved.
 - 1555 S. Gastel Circle: An unmoved car in the driveway need to be attended to. B. Salinas called and left a message. If resident doesn't respond by next week, a letter will be sent.
 - Grub worm / fungi Grass problem: B. Salinas called Pancho. Pancho will contact D. Solis to try resolving the problem.
 - 1700 E. Gastel: There is an unattended trailer that has been parked for the past 3 weeks. If the problem continues, a letter will be sent.
 - D. Solis asked someone to talk with Ray about the issue of blowing leaves down the drain system. No action at this time. This will be discussed at the next Board meeting.
3. House Sale: T. Retka informed he received a Resale Certificate request from the Title Company involved in the sale of the 1700 Rio Drive property. He will send the Title Company an email to request all MMHOA requirements completed (Buyer's Agreement, Occupancy form, including picture ID's, HUD form) before Resale Certificate will be provided. The email will also indicate that Annual dues are unpaid for 2022 and that a Property Transfer fee \$200 to be paid MMHOA.
4. Minutes Approval: December 30th Meeting minutes were read by all members. T. Retka informed that in the minutes of December 30th four issues that were not previously or erroneously recorded in the last 3 months meeting minutes have now been included and/ or corrected:
 1. Dates of the 3 Board Members resignations,
 2. T. Retka as acting president should be addressed as "Chairman Pro Tem",
 3. Secretary's signature must be included at the end of the recorded minutes and
 4. L. Graham should be addressed as MMHOA website volunteer and not as director.P. Bond motioned to approve the minutes and T. Retka seconded the motion. Motion carried.
5. Treasurer's Report: P. Bond reported \$51,285.97 bank balance as of today.
 - Dues collection: P. Bond informed that as of today one half out of 109 annual dues have been paid. T. Retka informed that by the week of Jan. 20th a reminder letter will be personally delivered by the Board Members to the residents who have not paid the annual dues.

Year-end report: P. Bond presented the Board (via email) with a 2021 year end spending report. P. Bond will meet tomorrow Jan. 7th with L. Graham to finish categorizing the annual budget form.

Annual Budgets Preparation and Approval: After the End-of-year report (with modified categories) is completed, T. Retka and P. Bond will draft two Annual Budgets which will be sent

to all Board Members for approval.

Audit Committee: P. Bond will seek audit committee members and bring them back to the Board for approval. T. Retka and D. King suggested three MM residents to be invited to be part on this committee: Rogelio Montemayor, Maribel Alvarado, Mary Femat Cleary and L. Graham will probably help with the audit process.

6. Annual Meeting Announcement Mailing:

Letter Approval: T. Retka reviewed the Annual Meeting Notification Letter and asked all members to send him their reviews. D. Solis said he will send his input by the end of the day.

Once the two proposed annual budgets are approved, then the Annual Meeting Notification Mailing, which includes: The Annual Meeting Notification letter, the two approved budgets, the meeting agenda and the 2022 proxy, will be ready for printing to be sent by the second week in January.

T. Retka also reviewed with members a number of slide documents he will use at the Annual meeting. P. Bond suggested to include the updated basic and pool rules.

Correct Mailing List: T. Retka went over the mailing list and asked D. Solis and B. Salinas to rectify all residents mailing addresses. B. Salinas asked him to email her the list to compare it with other address master lists and /or directory documents.

7. Draft Timeline Review:

T. Retka discussed the timeline with all members. There were some suggestions which he will add and/ or correct. This document is a work in progress.

8. Future MM Operation: This issue will continue to be discussed next meeting.

All Volunteer Board: N. Ewasko informed that Belinda Leal has expressed interest to be a Board member. The Board notes that B. Leal was elected to the Board in the past but immediately resigned after the election.

T. Retka motioned to adjourn the meeting. B. Salinas seconded the motion. Motion carried. Meeting adjourned at 10:27.

Next Meeting: January 13, 9:00 am at Pool Area

Blanca Salinas

Mission Manor Homeowner Association, Inc. Secretary

