

MISSION MANOR

Homeowners Association, Inc.

1571 Gastel Drive

Mission, Texas 78572

Minutes July 20, 2023

The meeting was called to order by President Alvarez at 5:30 p.m. at 1618 E. Gastel Circle. Those in attendance were board members Oscar Alvarez, Lino Leal, Elaine Botelho, Pam Bond, Mary Clary, Janie Weaver, and Alma Garza. Residents in attendance were Mike Botelho, David King, and Belinda Leal.

The minutes of the June 22, 2023, were approved by a motion made by Director Clary and seconded by Director Bond. Motion carried.

Treasurer's Report

The current balance is \$31,904.98 in the operating account. This includes the insurance payment of \$3,515.12. The savings account balance is \$22,030.15.

Director Clary reported that resident Minnie Rogers has agreed to serve on the Audit Committee. Director Bond reported that resident Juanita Vasquez has also agreed to serve on this committee. Director Clary made the motion that the Audit Committee be comprised of Janie Ponce, Chair, Minnie Rogers and Juanita Vasquez. Director Weaver seconded the motion. Motion carried.

The Audit Committee will be: Janie Ponce – Chairperson; Minnie Rogers, and Juanita Vasquez.

Director Bond reported that the Director's Liability Insurance premium in the amount of \$1345 plus an additional \$75 for cyber insurance is due at the end of July. Director Botelho made the motion that this be paid as soon as possible. Director Clary seconded the motion. Motion carried.

Public Comments by Membership

Fines and Enforcement Policy –

This policy defines only how fines are administered and notices sent. The motion to adopt this policy was made by Director Clary and seconded by Director Bond. Motion carried.

Welfare Committee

Director Weaver followed up with Marta Munoz. Ms. Munoz reported that Lupe Almaguer has been ill. No contacts have been made.

Sign Committee

The signs have been received. The bulletin board has been installed as well as one of the signs. The other signs will be installed as soon as the outside heat dissipates.

Short Rental Report

Director Botelho read the response from the owner of 1606 Iowa concerning rumors of using the property as a short-term rental. The owner stated it is her intention that rental will be no less than 12 months.

Hurricane Preparedness

There are 29 female and 13 male single members of the Association. It was decided that Director Weaver and President Alvarez will meet with Marta Munoz to discuss procedures to assist those single residents when required.

Remodeling/New Building Discussion

Resident David King was to present a proposal for either remodeling the current pool house or plans for a new addition. Mr. King advised that his plans were not completed at the time of this meeting.

Financial Secretary Report

1709 E. Gastel has been placed on the market for sale. The owner is in the process of having the property surveyed.

1606 Iowa has been placed on the rental market.

1707 E. Gastel has been rented to a mother over 55 and an adult son, caregiver.

All transfer fees have been paid to date.

A.C.C. Report

A request for driveway modification was received by owners of 1720 Rio Drive. With approval from the City of Mission the request was approved and is completed

Director Clary made the motion to adopt a Violation Notice form presented by Director Botelho and to appoint ACC Chairperson, Janie Ponce, to be in charge of mailing these notices and photos to owners whose property is violation. Motion was seconded by Director Weaver. Motion carried.

Status of Pools and Grounds

The opening in the men's room wall, made to repair a leak, was enlarged to further investigate the condition of the copper pipes. It was found that the pipes are in reasonably good condition. The wall will be repaired.

The pumps that were approved at an earlier meeting have not been received. They are on special order.

Board and Other Unfinished Business

Rental Property

President Alvarez advised the Board of a response from Joseph Preston, Attorney, concerning the Association's ability to limit the term of rentals and the number of rentals allowed in the Association. Due to attorney client privilege, this will be discussed at an executive session during the next regular meeting.

Raising HOA Dues Effective 2025

Raising the dues by the amount of \$7.70 per month, \$92.50 per year, resulting in a total of \$470 annually. This would gain the Association a total of \$9895. This proposal will be taken to the Annual Meeting to be held in February 2024.

Storm Damage Repair Report

There was damage to the awning during the storm in April. The proposal from the awning company is \$1,900 to replace the awning and \$600 to repair the current awning. The insurance will refund \$1,162.50 depreciation if the awning is replaced. Director Leal made the motion to replace the awning and not repair the current awning. Director Bond seconded the motion. Motion carried.

Parts have been ordered from Home Depot to repair the white fence panel.

Some of the chairs were damaged and at least one of the tables has serious rust issues. Two options of patio sets were presented for possible replacements. Director Leal made the motion to order new sets to replace those damaged. The motion was seconded by Director Bond. Motion Carried.

Insurance Correspondence Update

Director Bond received a letter from the insurance carrier that when the awning is replaced a refund of the depreciation amount will be refunded.

Concrete for ADA Access and Walkway to bulletin board

No estimates have been received. This topic is tabled until the next meeting.

Streetlights

The lights that were out have been reported to AEP and replaced. The new lights are not as bright as the soft yellow lights that had gone out. Also, there are trees blocking some of the lights. Director Leal recommended taking pictures of lights that are being blocked by overhanging trees and sending them to 311.

Other Business

Pond Water – has been ordered. The cost is \$30 to \$60 per year.

Pest control – the company will be here at 3 p.m. on Friday July 21.

Fence Posts – several fence posts around the common area are missing fascia rock. If anyone knows who does this kind of repair, they should notify Director Leal.

The owners at 1604 Iowa paid their HOA dues 6 months late. A letter should be sent notifying them of the \$60.29 penalty still owed.

Adjournment

The motion to adjourn the meeting was made by Director Leal and seconded by Director Clary. Motion carried. The meeting was adjourned at 7:40 p.m.

The next meeting will be August 17, 2023, 5:30 p.m. at, 1618 E. Gastel Circle.

[Faint signatures and titles for board members: President, Secretary, Vice President, Treasurer, Financial Manager, and At-Large]