

MISSION MANOR

Homeowners Association, Inc.
1571 Gastel Drive
Mission, Texas 78572

Minutes June 22, 2023

The meeting was called to order by President Alvarez at 5:00 p.m. 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 and David King.

The minutes of the May 18, 2023, were approved by a motion made by Director Clary and seconded by Director Bond. Motion carried.

Treasurer's Report

The current balance is \$38,993.68 in the operating account. This includes the insurance payment of \$3,515.12. The savings account balance is \$22,021.10.

The Audit Committee has not been appointed. Director Clary is to contact resident Minnie Rogers and Director Bond is to contact resident Bonnie Bloczynski to inquire if they would be interested in serving on this committee.

The Board discussed the amount a director could spend without consulting or notifying the Board of the expenditure. Director Botelho made the motion that a director could spend up to \$500.00 without prior Board approval. The Board should be notified of expenditures over \$500.00 and up to \$1,000.00. Any expenditure over \$1,000.00 would require Board approval. The motion was seconded by Director Bond. Motion carried.

Public Comments by Membership

Pet Policy

Director Botelho made the motion to approve the Pet Policy and Addendum as previously presented. Director Bond seconded the motion. Motion carried.

Welfare Committee

Director Garza is to contact the new resident at 1618 Lakeside.

Director Weaver is to follow up with Lupe Almaguer and Marta Munoz concerning contacts that have been made.

Sign Committee

The committee reviewed the report submitted by Mike Botelho and recommended replacing six of the current signs with reflective material and replacing four of the posts. The committee also recommended where to install the "Do Not Feed" sign previously purchased by Director Lino.

Director Bond made the motion to accept the committee's recommendations to replace the signs. Director Clary seconded the motion. Motion carried.

Financial Secretary Report

1709 E. Gastel has been placed on the market for sale. The realtor has requested information concerning the rules, dues, and transfer fees.

1716 E. Gastel is a rental, and a new resident has moved in.

All transfer fees have been paid to date.

A.C.C. Report

No requests were received for the month of May.

Letters have been sent to residents requesting upkeep of yards by Director Clary. Those yards have been cut or sprayed. Director Clary requested someone to volunteer to take over the job of sending the property clean up letter.

Status of Pools and Grounds

Director Clary has received information for the treatment of the pond. There is a questionnaire to be filled out and returned for an assessment.

David King reported that there has been more activity at the pool since the conversion to saltwater.

There was a discussion about changing the light switches in the pool house bathrooms to motion activated switches.

David King recommended adding minor summer hours to the common area rules and clarifying paragraph 7 concerning who owners can have as guests in the common area.

Board and Other Unfinished Business

Rental Property

A letter is to be directed to the new owner of 1606 Iowa inviting said owner to the next board meeting to discuss the possibility of using the property as rental property.

We are waiting for a legal opinion concerning limiting the number of rental properties allowed by the Association.

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.

Raising Transfer Fees

Director Botelho made the motion to raise the transfer fees from \$200 to \$375 effective with the next property to be placed for sale. Director Bond seconded the motion. Motion carried.

Storm Damage Repair Report

After much discussion, it was decided that the notice board is not repairable. Director Botelho made the motion to purchase a double door, wall mounted notice board to be placed on the building's northwest corner. The motion was seconded by Director Bond. Motion carried.

The motion was made by Director Clary to have a sign made for the fence that references the website, missionmanor.org, for information on the Association. Director Bond seconded the motion. Motion carried.

Insurance Renewal

Director Bond has received the invoice for the upcoming year's insurance. The amount due on July 3 is \$2,588.00. Director Bond was instructed to pay the invoice.

Hurricane Preparedness

Director Weaver presented the Board with information from the Red Cross and Travelers's Insurance. The Board members were instructed to review this information and a discussion will be held at the next Board meeting concerning procedures to help our Association residents stay safe during a storm.

Complaint Form Approval

Director Bond made the motion to accept the Complaint Form to be used whenever a resident of the Association has comments or complaints to be brought to the Board's attention. Director Clary seconded the motion. Motion carried.

Tree Trimming

Director Bond has received three bids for the job of trimming 11 palm trees, 5 large trees, and 1 shrub. The lowest cost was received from Sandoval Trimming Company. Director Leal made the motion for Director Bond to hire Sandoval and to start trimming as soon as possible. Director Clary seconded the motion. Motion carried.

Adjournment

The motion to adjourn the meeting was made by Director Botelho and seconded by Director Leal. Motion carried. Meeting was adjourned at 7:31 p.m.

The next meeting will be July 20, 2023, at Director Leal's residence, 1618 E. Gastel Circle.