

# Mission Manor

Homeowners Association, Inc.

1571 Gastel Drive

Minutes- May 16,2024

1620 Lakeside Drive, Mission, TX 78572

## 1) Welcome

The meeting was called to order at 5:38 p.m. Those in attendance were: Oscar Alvarez, President; Pamela Bond, Treasurer; Linda Tweet, Financial Secretary; Alma Garza, Member-at- Large; and Janie Weaver, Member-at-Large; Isabel Caro was there as a visitor/community member. Absent were: Hal Foraker, Vice President; and Connie Garza, Secretary. In the absence of a Secretary, Pam Bond was appointed to record meeting minutes.

## 2) Approvals

Meeting Minutes for the regular board meeting held April 18, 2024 and the special board meeting held May 9, 2024 were presented for approval. Motion to approve made by Linda Tweet. Motion seconded by Janie Weaver. Motion carried.

## 3. Treasurers Report

\$17,000 transferred from Savings to the Special Assessment Checking Account, bringing the total in the Special Assessment Checking Account to \$26,000 after the first construction installment check was paid and cashed. There are 3 more payments to be made: Installment #2- \$14,860; Installment #3- 9287.50 due for finishing the interior; and Installment #4- \$1,857.50 due upon completion of the project. There remain 8 homeowners who have not paid their Special Assessment. At least one of those is pending the sale of the home. Board members were provided the list of the non-payers.

There remain 3 homeowners who have not paid their annual dues.

Actions: A letter from our attorney is being drafted (See item 8C)

## 4. Public Comments

Update: Members of the Board have written a letter to assist a homeowner to possibly get Social Security. It delineated how long she has lived in Mission Manor to establish her length of residency.

Action: Community member is responsible for repetitioning the Social Security Dept.

A community member brought up concerns regarding equipment stored and then left by the previous gardener.

Action: The community member who has the family's contact information will be asked to retry asking the family members to come collect the items.

## Welfare Committee Report

There are 13 males and 34 females living alone in our community. Isabel Caro reminded us that not all request or desire to be followed by the Welfare Committee. This is a strictly voluntary service. Because she is new to the community, she had several suggestions regarding the needs of people new to MMHOA.

Action: Isabel is to work on a list of specific items of information to give to the Board for use by a welcoming committee. Elaine Botelho has volunteered to oversee greeting new MMHOA community members.

A member of the community appears to have developed some mental health issues where he is aggressive and frightening other households around him. There have been witnesses to these events. Most recently, the police have been called.

Actions: 1) This person is a renter. Contact his landlord.

2) Contact Adult Protective Services as well as the police, if there is another episode.

The goal is to keep all members of MMHOA safe.

## **5. Financial Secretary Report**

Houses for Sale:

1589 S. Gastel

1714 Iowa

1816 N. Gastel

Houses sold:

1710 East Gastel

1720 East Gastel

1616 East Gastel

Pam has not received the transfer fees

1618 East Gastel

Pam has not received the transfer fees

Pool key accountability

Discussion: Who is responsible for ensuring the new homeowner has a key to the pool? After some discussion, the buyer is responsible for obtaining the pool key from the seller. If one is not presented by the seller, the \$25 key fee can be obtained during closing. Or, the buyer will have to purchase the new key at \$25.

Action: Oscar will research what our policies and by-laws state regarding control of the pool key. To be discussed at the next Board meeting.

## **6. A.C.C. Report**

Janie Ponce is not present. Report deferred.

Construction Update. Construction continues after the construction crew was deployed to remove the downed limb from the pond after the storm. The irrigation system and wiring has been repaired and/or replaced. The concrete pad is due to be poured.

## **7. Pool and grounds status**

Pond Water. Because we are not on the list to receive an allotment of water, none is forthcoming. However, due to the recent heavy rains, the pond has filled significantly. With research, the pond was found to be a retaining or catchment pond for the City of Mission and cannot be filled in by MMHOA. However, the City has no control over the dispensing of water for it, that belongs to the Irrigation District. Since we did not receive water last year, we are not able to receive water this year because of the drought.

Action: None available at this time.

Tree Removal. MMHOA owes the Contractor \$100 for the removal of the limb from the pond.

There are two large trees of concern along the South and West side of the pond by the Alvarez house. One tree trunk is split and the tree is leaning slightly over the pond. The second tree is next to it and is undercut by the pond. Due to the drought, you can see the roots. Pam solicited 3 bids from bonded tree trimming companies: Sandoval, Herrera, and Rodriguez. Average cost to remove these two trees was around \$5,000.

Action: Due to the expense and since neither tree seems to be in peril right now, the Board chose to defer cutting down these two trees until the next budget year.

### Volunteer Pool/Common Area

Due to the retirement of David King from overseeing the pool and common area, we are lacking someone to assist. Pam met with David to discuss all the details of what he was doing at the pool. She provided her notes of all that David did to the Board. Possible people within MMHOA who could or would do these tasks were discussed. Hal Foraker, new Board member, was suggested along with another person who had been approached by Oscar.

Action: Oscar to approach Hal. If this is not possible for Hal or any other volunteer, the Board will consider hiring someone to oversee the pool, pond, and common areas. Possible names discussed was Daniel, who mows many yards in MMHOA.

### Pool

Jeff from RGV Sparkling Blue Pools has indicated that:

1) The salt cell is not putting out chlorine as it should be. It is 1 year old and shouldn't be malfunctioning. Salt Cell replacement is \$3-5,000 and should be replaced every 2-5 years. If it cannot be repaired, we may have to resort to chlorine tablets like we were using in the past.

2) The spa heater is not working. Jeff looked at it and estimated a repair of \$400 if he can get into it. The bolts holding it are rusted through so he is not sure he can get in.

3) The water level in the spa was low. Jeff filled it and reset everything. Appears to be working well right now.

Actions: Follow up with Jeff regarding the salt cell functioning. Discuss the feasibility of a new pump. Hal is investigating bids for a whole new pump.

### Cleaning

Discussed adding to the cleaning duties of Maria Guerra, the lady who currently cleans the bath house. Suggested is for her to remain at the monthly salary we pay her but have her only come once a month but clean the outdoor shower stall and the new hobby house once it gets done.

Actions: Pam to follow up with Maria to decrease the number of times to visit but to clean a bit more.

## **8) Other Business**

### Rental oversight Committee.

A. A new committee was formed to oversee the rental properties within the HOA. Its purpose is to ensure the total numbers of rental properties does not exceed the limitations set forth in our Covenants and Bylaws. Also, the committee is to provide information and updates to current and any incoming landlords. B. The new rules go into effect when each renter renews his/her lease. Volunteering to serve on this committee are: Linda Tweet, Mary Clary, Alma Garza, and Norma Alvarez. One of the first questions to be addressed is the status of properties rented out to family members. Do these count as one of the 21 total rentals allowed? Or, are limitations only for commercial/for profit rentals?

Action: The named committee members are to begin meeting as soon as it is feasible to do so.

Status of non-payers of dues and/or special assessment fees.

C. There are 3 households who have not paid their annual dues. There are 8 households who have not paid their special assessment fees. Previously discussed was a letter from our attorney to be sent to each non-paying household that would include the fine payment structure depending on when payment is received. This letter is still pending after input from a Board member suggesting that the amount to be paid should be calculated daily instead of previously suggested monthly.

Action: Further Board discussion required before the letter is drafted.

There being no further Board business and no need for an Executive session, a motion was made by Pam Bond, seconded by Janie Weaver to adjourn the meeting. Meeting adjourned at 7 p.m.