

Mission Manor

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

Minutes of the Meeting of the Board of Directors November 7, 2024

The monthly meeting of the Board of Directors was called to order at 5:15 PM in the Community Room of the Association.

Those attending were: Oscar Alvarez, President; Hal Foraker, Vice-president; Pam Bond, Treasurer; Linda Tweet, Financial Secretary; Janie Weaver, Director-at-large. Residents Elaine and Mike Botelho were also present.

President Alvarez welcomed everyone to the meeting.

Director Weaver made a motion for Elaine Botelho to serve as recording secretary for this meeting and subsequent meetings until further notice. Motion was seconded by Director Bond and motion carried.

Minutes

The minutes of the meeting of October 17, 2024, were approved by a motion made by Director Weaver and seconded by Director Bond. Motion carried.

Vacancy

The Nominating Committee consisting of Norma Alvarez, Janie Weaver, and Alma Garza met poolside Tuesday, November 5. Several residents have been contacted to serve on the board, but none have committed to being appointed to the vacancy or to be placed on the 2025 ballot.

Treasurer

The balances in the accounts of the Association are regular account \$7,276.88; Savings Reserve \$10,661.15; Special Assessment account: \$832.49.

Treasurer Bond consulted with resident and accountant Janie Ponce about requirements for a new computer and bookkeeping system. Ms. Ponce has consented to be placed on the ballot for 2025 with a possible appointment to serve as treasurer. With this in mind, Ms. Ponce will recommend a replacement computer for the HOA and work with Treasurer Bond to transfer information.

Delinquent HOA fees

One delinquent payment has been returned as insufficient. Bank fees will be added to the balance due.

A check was received for delinquent special assessment in the amount of \$210.00. President Alvarez made a motion to waive the delinquent fees for this property only. Director Bond seconded the motion. Motion carried.

Delinquent HOA Fees: There are three properties with outstanding balances due. A motion was made by Director Tweet and seconded by Director Weaver that the attorney file liens on these properties. Motion carried.

Committees

Welfare Committee: There are 34 single ladies and 14 single men.

Resident Alicia DeAlba donated a new flag for the Common Area flagpole. This new flag will be installed in time for Veteran's Day. She also donated 9 blower pots for plants surrounding the pool and Community Room area. Juanita Vasquez and Director Weaver will be overseeing this project.

There is a dog that has been running loose and it has been reported to the Animal Control and City of Mission

Rental Committee: no report at this time.

Neighborhood Watch Committee: no members present to report.

Welcome Committee: No report

Newsletter Committee: Waiting for annual meeting for further discussion

Standing Committees

Budget Committee: Elaine Botelho, Chair, Linda Tweet, Hal Foraker, Pam Bond

Audit Committee: Janie Ponce, Chair, Mary Clary, Oscar Alvarez

Nominating Committee: Norma Alvarez, Chair, Janie Weaver, Alma Garza

Financial Secretary

Homes for sale: 6 1581 S. Gastel, 1702 Iowa, 1714 Iowa, 1608 E. Gastel, 1553 E. Gastel and 1814 N. Gastel.

Homes for rent: 4 1581 S. Gastel, 1702 Iowa, 1704 Rio, 1707 E. Gastel

There are currently 13 non-family rentals.

ACC Report

No forms submitted.

A vacancy now exists on the ACC. The Board appoints the ACC chair who then recommends prospective members to the Board for approval. No suggestions to fill this vacancy.

Pool and Grounds

The spa leaks have been repaired. The spa heater is still out. A replacement heater can be purchased for \$4,676, installation extra. A heater can be purchased from our pool company in the amount of \$5,800, installed. Director Foraker is to contact our pool company about installing a heater not purchased from them and the cost. The decision of if and when to move the second pool heater to the spa will be delayed until this is decided.

Unfinished Business

President Alvarez is to consult our attorney concerning the options of the HOA regarding pets that have not been reported to the HOA or the City.

The car that parked curbside interfering with the neighbor's trash receptacle has been removed.

Annual Meeting

There are several proposed issues to be presented to the residents at the Annual Meeting in 2025. The discussion of these issues will continue at the next meeting of the Board.

Executive Session

No executive session required.

There being no further business on the motion of Director Tweet, seconded by Director Weaver, and carried, the meeting was adjourned at 6:10 PM.

Next meeting:

November 21, 2024, Community Building, 5:00 PM.

Oscar Alvarez, President

Hal Foraker, Vice-president

Pam Bond, Treasurer

Linda Tweet, Financial Secretary

Janie Weaver, At-Large

Alma Garza, At-Large