

Mission Manor Homeowners Association, Inc.

1571 GASTEL DRIVE, MISSION, TEXAS 78572

November 20, 2025

5:30 pm - Community Room

This monthly meeting of the Board of Directors was called to order at 5:52 pm. In attendance were board members Hal Foraker – Vice-President, Janie Ponce – Treasurer, and Linda Tweet – Financial Secretary. Connie Garza - Acting Recording Secretary, Pam Bond – ACC Chair, Janie Weaver – Chairperson of the Welfare Committee, Leticia Lozano – Chairperson of the Neighborhood Watch Committee, and residents Ruben Caballero, and Mike Botelho were also in attendance.

Minutes from the October 20, 2025 meeting were read and approved.

Treasurer's Report

Balances:

Regular Checking	\$3637.78
There was a bank fee of \$7.50 due to balance	
Savings	\$10,714.58

A list of expenses for the month of October 2025 was provided to Linda Tweet – Financial Secretary.

Linda Tweet – Financial Secretary made the motion to accept the Treasurer's Report. The motion was seconded by Hal Foraker, Vice-President. Motion carried.

Board Vacancy

Vacancy posted as required. No applicants to date (for Secretary).

Vacancy position expires 2027 and is not part of the 2026 election – must be appointed by the board.

Committees Reports

1) Welfare Committee Report

Janie Weaver reported there are 30 single female residents and 17 single male residents.

Residents have expressed concerns over stray cats being fed. Residents with concerns over this issue should be directed to contact the City of Mission, Animal Control, or the Mission Police Department.

911 / Emergency Dispatch Center needs to be able to provide Emergency Responders with directions on how to enter / exit Mission Manor. Detour signs are needed to direct them into the community. J. Ponce – Treasurer will call Mr. Lerma.

2) Neighborhood Watch Committee

Loose dogs roaming around Mission Manor / neighborhood. Take pictures, if possible, and call the City of Mission to make a report. **May file a report using 311 application.** Mission Manor follows a dog leash policy (City of Mission Sec. 14-74).

Concern over vehicles parked in front of pool area. Call Mission Police Department if you notice any suspicious vehicles within the Mission Manor. Mission PD has already responded to some calls.

3) Christmas Gathering Committee

A big **Thank You** to the volunteers who helped decorate the pool area for Christmas.

A Community Gathering will take place on Saturday December 13, 2025 from 1:00 PM to 4:00 PM in the Common Area. Residents are asked to bring a toy for the Toys for Tots collection. Notices will go out to the residents / tenants. Director J. Ponce made a motion to allow music during the Christmas Community / Social Gathering. Director Linda Tweet seconded the motion. Motion carried.

Annual Meeting Update

Mike Botelho presented **Report of the Annual Meeting Preparation.**

December mailing consisting of: a) a letter from the President, b) Dues Notice, c) Occupancy Form, d) Pet Form, and e) invitation to the Annual Toy Drop will be mailed by November 29, 2025. Thanks to Mary Clary and her volunteers for helping put this mailing together.

The Call to Meeting letter will be mailed the last week of December. This mailing will include: a) Annual Meeting Notice, b) letter from the President highlighting ballot issues, budget for 2026, sample ballots, and proxies.

Board needs to decide all ballot issues no later than December 12, 2025. The deadline is so ballots can be finalized and sent to be printed along with all necessary reports that must be included in the **Call to Meeting** mailer prior to January 1, 2026.

- Dues increase (amount specific)
- Special Assessment (amount specific)
- By-Law Changes

Two board meetings will be held in December and January in preparation for the **Annual Meeting** to be held on February 7, 2026 @ 1:00 PM at Speer Memorial Library.

Ballot Question #1 draft being worked on by O. Alvarez - President

Nominating Committee Report

There are several nominees for the Annual Meeting Board elections.

Financial Secretary Report

- **Status of properties for sale and transfer fee updates**
- Properties sold
 - 1614 Iowa (pending transfer fee)

There are 5 family rentals and 15 non-family rentals. **No** rentals are currently available.

Architectural Control Committee Report

A report was provided by P. Bond-ACC Chair. A copy is attached to these minutes.

No applications for permits were received.

- Yard maintenance violations

One notice was sent out for **property and lot maintenance** violations (Failure to conform to Article VIII of the Covenants).

1. 1608 Lakeside Dr Unkept yard with weeds in the rock yard
Home owner is away with daughter living in Illinois. Notice was sent to daughter's address, as per her request.

1559 S Gastel Circle – Renter requested intervention from board members to have landlord remove weeds growing outside backyard fence on city property (canal). Renter had to work it out with the landlord to get the weeds removed.

Complaints about many cats around a residence that is causing foul odors should be directed to **Mission Animal Control**. This is not an issue the ACC or board can address.

Pool and Grounds

- Pool is good for another five years
- 1 bid in writing from Hamlin Pools. Waiting for more bids.
- Director H. Foraker will present a plan @ December meeting for savings
- Spa repairs will cost \$6500.00. Will re-do surface with tile (lasts longer)
- \$1000.00 to \$1200.00 for 3 areas of decking to be repaired / replaced (estimate). Will have bids in writing for next meeting
- look into other treatments to clean algae in the pond

Unfinished Business

Resident complained about damage left behind after cable installation (holes, etc). AT&T will not come back to do repairs. Must contact City of Mission for repairs.

Adjournment

Next Board Meeting will be held on December 11, 2025 @ 5:30 pm in the Community Room. There will be two meetings in December. One meeting will be on December 11th and the 18th.

A motion for adjournment was made by J. Ponce - Treasurer and seconded by Vice-President H. Foraker. Motion carried. The meeting was adjourned at 6:38 pm.