

Mission Manor Homeowners Association, Inc.

1571 GASTEL DRIVE, MISSION, TEXAS 78572

December 11, 2025

5:30 pm - Community Room

This monthly meeting of the Board of Directors was called to order at 5:32 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 Gonzalez Lozano – Chairperson of the Neighborhood Watch Committee, and residents Veronica Garza, Elaine Botelho, and Mike Botelho were also in attendance.

Hal Foraker – Vice-President welcomed the Board members and residents present.

Minutes from the November 20, 2025 meeting were approved. Janie Ponce - Treasurer made the motion to accept the minutes and it was seconded by Hal Foraker -Vice-President. Motion carried.

Treasurer's Report

Balances:

-Regular Checking

\$6780.99

This includes a deposit of \$5550.00 for HOA dues and a \$25.00 deposit for a key.

There was a bank fee of \$7.50 due to balance on Checking Account.

Balance left to collect on HOA dues is: \$34,780.00.

-Savings

\$10,718.98

A list of expenses for the month of November 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. There are currently no candidates / applicants.

Committees Reports

1) Welfare Committee Report

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

She reported residents were very happy to receive baskets provided by the City of Mission.

Director J. Ponce reported she spoke to Mr. Lerma about First Responders having access to Mission Manor during emergency situations. He reports Emergency Units have their own GPS systems which they follow and are updated daily. Therefore, they should be able to respond to any emergency in this community. The detour signs that are currently up will be the only ones that will continue to guide people to the designated detours.

2) Neighborhood Watch Committee

No report

3) Christmas Gathering Committee

Residents have been dropping off unwrapped gifts early. They are being left in boxes in the men's / lady's restrooms.

A Community Gathering will take place on Saturday December 13, 2025 from 1:00 PM to 4:00 PM in the Common Area.

Annual Meeting Update

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

Annual Meeting will be Saturday February 7, 2026 at 1:00 PM @ Speer Memorial Library. A room has been reserved and will be available by 11:00 AM. Mike Botelho passed out the lay-out for the day of the Board Meeting.

B. Budget Approval

Director J. Ponce provided a report with the Mission Manor **Proposed 2026 Budget** (see attachment).

Director L. Tweet motioned to accept the **Proposed 2026 Budget** as submitted by the committee. Director J. Ponce seconded the motion. Motion carried.

Pool and Grounds

- Do not have water rights to get water for pond.
- Collecting money donations to buy rights to get water.
- Water leak under urinal in the men's restroom. Ramon will put a plastic bag over it and turn the water off.

Unfinished Business

None at this time.

Adjournment

Next Board Meeting will be held on December 18, 2025 @ 5:30 PM in the Community Room. There will be two meetings in January 2026. The regular meeting will be held on January 15, 2026 and a special called meeting on January 29, 2026 both @ 5:30 pm in the Community Room. The special called meeting is to do a final review prior to the Annual Meeting. A motion for adjournment was made by Director L. Tweet and seconded by Director J. Ponce. Motion carried. The meeting was adjourned at 6:34 pm.

