

# MISSION MANOR

Homeowners Association, Inc.

1571 Gastel Drive, Mission, Texas 78572

March 20, 2025 - 5:30 p.m. - Community Room

The monthly meeting of the Board of Directors was called to order at 5:37 p.m. those in attendance were board members Oscar Alvarez, President; Hal Foraker, Vice-President; Janie Weaver, At-Large; Linda Tweet, Financial Secretary; Pam Bond, Treasurer; Janie Ponce, Treasurer Elect; Elaine Botelho, Recording Secretary; and resident Mary Clary.

Director Foraker made the motion to accept February 20, 2025 minutes as read. The motion was seconded by Director Tweet. Motion carried.

## **Treasurer's Report**

Balances:

|                   |             |
|-------------------|-------------|
| Regular Checking: | \$28,918.75 |
| Savings:          | \$10,678.69 |
| Special:          | \$ 1,042.49 |

There are two outstanding 2025 HOA dues. Director Bond has been in contact with one of the residents concerning their balance. She has not been able to contact the other resident.

The Board recommended the following to be signers on the accounts and debit card for the HOA: Janie Ponce, Treasurer; Linda Tweet, Financial Secretary; Norma Alvarez, Resident; and Elaine Botelho, Resident. A motion was made by Director Bond and Seconded by Director Foraker that these individuals be approved as signers on all Accounts held at Lonestar National Bank. Motion carried.

Director Bond made a motion to remove Gloria Galvan from all accounts and the debit card held at Lonestar National Bank. The motion was seconded by Director Weaver. Motion carried.

## **Committee Reports**

Welfare Committee - Director Weaver reported that there are 32 single female residents and 15 single male residents. Director Weaver is keeping in contact with those residents who are shut in.

New Committee Chairperson's Appointments: Director Tweet made the motion to appoint Janie Weaver as Chairperson of the Welfare Committee and Pam Bond as Chairperson of the Architectural Committee. Director Weaver seconded the motion. Motion carried. The chairperson of these committees will appoint the other member of the committee.

### **Financial Secretary Report**

There has been a change of ownership at 1580 S. Gastel Drive. The new owner has been contacted and a transfer fee should be received soon.

The five properties for sale are:

- 1814 N. Gastel
- 1614 Iowa
- 1581 S. Gastel
- 1711 E. Gastel
- 1714 Iowa

There are three properties available for rent:

- 1581 S. Gastel
- 1553 E. Gastel
- 1710 Rio (Rented as of April 1)

The owner of 1800 N. Gastel Drive has returned the Occupancy Form for their guests.

There are five family rentals and 14 non-family rentals currently.

The resident of 1565 S. Gastel Drive returned their Occupancy Form along with the Pet Survey. The owner included a letter from their physician that stated their 77# dog as an emotional support dog. This was tabled until the next board meeting.

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

A request form has been received for a pergola for a motor home. The pergola is to be eleven feet in height. The resident is waiting for a city permit. Chairperson Ponce will request the resident to file for variance for the pergola because our By-Laws state the structure cannot be over nine feet in height.

The attorney was to send a letter to the residents at 1612 Iowa notifying them of the violations of the pet policy. The attorney informed the HOA there has been illness in his family, and he will send the notification as soon as possible.

### **Pool and Grounds**

The temperature of the pool has been raised to keep the water at a comfortable temperature.

We have received water from the water district as discussed at the Annual Meeting, but the water level has again gone down. The District Manager informed President Alvarez the pond appears to have a leak, and he would send a tech to discuss the issue with someone at the HOA. President Alvarez stated he would contact the district and meet with them.

### **Unfinished Business**

The attorney informed the HOA there has been illness in his family, and he will file the lien for the delinquent 2024 HOA dues as soon as possible.

Freddy Salinas will be contact for problems that may arise with the pool and spa.

No further problems have occurred in the parking lot of the common area. Purchasing security lighting or cameras will not be necessary at this time.

The spring party will be held Saturday, March 22, from 5 p.m. until 8 p.m. Elaine Botelho request permission to have music outside the Community Room. A motion was made by Director Bond and seconded by Director Weaver to allow music for the party. Motion carried.

It has been suggested that the HOA purchase a copy machine to reduce the printing costs associated with the Notice of Dues (December) and Call to Meeting (January) mailings. An estimate was presented to the Board from Copy Data. This is the company that has done the printing for the past two years for these mailings. This topic will be discussed further at a meeting in the future.

### **Adjournment**

A motion for adjournment was made by Director Bond and seconded by Director Tweet. Motion carried.

The meeting was adjourned at 6:35 p.m.