

Mission Manor Homeowners Association, Inc.

1571 Gastel Drive, Mission, TX 78572

May 21, 2026 5:30pm – Community Room

This monthly meeting of the Board of Directors was called to order at 5:37 pm. In attendance were board members Mike R. Perez – President, Mario Coronado – Vice President, Janie Ponce – Treasurer, Janet Pena – Secretary and Mary F. Clary – Financial Secretary (via phone). Janie Weaver – Welfare Committee, Fredy Salinas – Pool and Grounds, Leticia Gonzalez – Neighborhood Watch Committee, Juanita Vasquez – Common Area Beautification Committee, and several other residents were also in attendance.

President Perez advised the Board that Janet Pena had made application to fill the current vacancy on the Board, indicating that she was willing to serve as Secretary. He stated that a Notice of Vacancy has been posted for longer than 60 days on both the website and the posting board.

Following a short discussion, Mr. Perez made the following motion:

“I move that Janet Pena be appointed to fill the current vacancy on the Board of Directors for the balance of the term, ending on March 31, 2027; and that said appointment be effective immediately.”

The motion was second by Director Janie Ponce and passed with all Directors voting in favor. President Perez then welcomed Mrs. Pena to the Board and invited her to assume her seat at the Director’s table.

Mrs. Pena advised the Board that she had received the Secretary’s Handbook, the HOA printer, the corporate seal, and related files and supplies from Elaine Botelho.

Minutes from the previous month held on April 9, 2026, were approved. Director Janie Ponce motioned to accept the minutes, and it was seconded by Director Mike Perez. Motion carried.

Comments and Communications of Members Comments:

Common area beautification

Spa repair – shell and or basin

Storage for Mission Manor Homeowners Association documentation

Concerns regarding speeding cars

City water verses irrigation water for sprinkler system

Treasurer's Report (Director Ponce)

Balances:

Checking	\$27,374.71
Special Assessment	\$6,580.00
Operating Account	\$20,794.71
Savings	\$10,741.18
Interest Earned	\$4.42

See Attachments

There are some unpaid HOA dues and Special Assessment payments.
Director Ponce is sending out notices to residents who have not paid their dues.
See Budget Report attached.

Financial Secretary's Report (Director Clary)

1584 Gastel has sold and contract has been signed.

Committee Reports

1. Welfare Committee Report (Janie Weaver, chair)

Janie Weaver reported 33 single female homeowners and 17 single males.
She suggested a hurricane preparedness gathering at the pool area with a guest on June 18, 2026 at 6:30 (tentative). Will contact guest speaker and create flyers to send out to residence.

2. Neighborhood Watch Committee (Lettie Gonzales Lozano, chair)

Lettie confirmed the library will accept all library books.
Concerns regarding speeders in the neighborhood are on-going. Discussed plans for **NO THRU TRAFFIC** signs to be implemented. Mike Perez said he would look into the signs.

3. Common Area and Beautification (Juanita Vasquez, chair)

Plants and pots have been generously donated. She is requesting further donations for plastic mesh and stones for the garden area.

4. Other Committee Reports

Architectural Control Report (Pam Bond)

No report

Pool and Grounds Report (Mario Coronado, Director)

1. Report and Updates (Fredy Salinas)

- a. Request to spend up to \$300.00 for pool shed roof repair. Motion was made by Janie Ponce and seconded by Mario Coronado. Motion carried.
- b. Water heater for the restrooms/showers might need to be replaced. Freddy Salinas was certain that cleaning the elements in the water heater would help. Will wait on a purchase of a new water heater.
- c. Discussed having Hamlin Pools come out and conduct an inspection on the spa shell or basin for \$95.00. Motion made by Mario Coronado and seconded by Janie Ponce. Motion carried.
- d. Sprinkler system – Cesar from Rio Bravo Lawn fixed the sprinkler system. Invoice was given to Janie Ponce. A discussion was made regarding switching to city water for the sprinkler system. Fredy will obtain and turn in a quote from Cesar for review.
- e. Replace Pond Fountain – a motion was made by Mike Perez to replace pond fountain and seconded by Janie Ponce. Hal Foraker donated the purchase of a new pond fountain with lights.
- f. Discussed the storage for Mission Manor Homeowners Association's documentation. Janet Pena suggested to review retention schedule and destroy any documentation that have surpassed the required time limit.

Unfinished business

No report

Other business

- 1. Letty Gonzalez Lozano volunteered as a bilingual member for the Architectural Committee. Motion was made by Janie Ponce and seconded by Mary Clary. Motion carried.
- 2. Approve certificate of appreciation to Connie Garza signed by Mike Perez, President. Motion was made by Janie Ponce and seconded by Janet Pena. Motion carried.

President's Comments

Mike expressed satisfaction that most unfinished business had been resolved.

Adjournment

Next Board Meeting will be held on June 18, 2026 @ 5:30 pm in the Community Room. The meeting was adjourned at 6:52 pm.

Mike R. Perez, President

Janie Ponce, Treasurer

Mario Coronado, Vice President

Mary F. Clary, Financial Secretary

Janet Pena, Recording Secretary