

MISSION MANOR

Homeowners Association, Inc.

1571 Gastel Drive, Mission, Texas 78572

May 15, 2025 - 5:30 p.m. - Community Room

The monthly meeting of the Board of Directors was called to order at 5:33 p.m. those in attendance were board members Oscar Alvarez, President; Janie Ponce, Treasurer; Elaine Botelho, Recording Secretary. A motion was made by Director Ponce and seconded by President Alvarez to accept Financial Secretary Linda Tweet's attendance by phone. Motion carried. Also in attendance were residents Janie Weaver, chairperson of the Welfare Committee and Connie Garza, tenant at 1702 Iowa.

Director Ponce made the motion to accept the minutes of the March 20, 2025 meeting as read. Motion was seconded by Director Tweet. Motion carried.

President Alvarez made the motion to appoint Connie Garza as recording secretary, effective as of the June 19, 2025, Board Meeting. The motion was seconded by Director Ponce. Motion carried.

Treasurer's Report

Balances:

Regular Checking:	\$25,209.54
Savings:	\$10,687.61
Expenses for April 2025	\$ 3,796.58

There is one outstanding 2025 HOA dues.

HOA Attorney Joseph Preston has provided lien masters and Director Ponce is providing amounts of fines and fees so that a lien for this property may be filed at the courthouse.

Board Vacancy

The Board vacancy is posted on the notice board as well as online and will continue to be posted until the vacancy can be filled.

Committee Reports

Welfare Committee – Janie Weaver reported that there are 31 single female residents and 18 single male residents. Chairperson Weaver is in contact with the single residents to inform them of the options for evacuation during hurricane season. There are 8 residents that wished to be registered for this emergency evacuation program.

Welcoming Committee – A motion was made by President Alvarez and seconded by Director Ponce to appoint Ismelda Dye as chairperson of the welcoming committee. Motion carried. Contact will be made with Ms. Dye to confirm her wish to work on this 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

The properties available for rent at March's meeting have been rented.

There are five family rentals and 15 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. The Board needs to issue a variance allowing this emotional support animal in the HOA. This was tabled until the next board meeting.

A.C.C. Report

A written report was submitted by Chairperson Bond and was read by recording secretary Botelho. Eleven letters were sent to residents that were in violation of Article VIII of the Covenants. The Board requested Chairperson Bond follow up for non-compliance.

Pool and Grounds

The spa was repaired in April.

The salt cell for the pool needs to be repaired. The pool company has been using chlorine tablets to compensate for this problem. The repair/replacement for this will cost \$1991.80, installed. Director Ponce made the motion to have the pool company do this repair. The motion was seconded by President Alvarez. Motion carried. Director Ponce will be in contact with the pool company to initiate the repair and also get the cost for additional service days.

Unfinished Business

The attorney provided templates for filing liens. The treasurer only needs to fill in the information needed, and the president can sign and file the lien at the courthouse.

The gun control signs have been installed on either side of both entrances to the common area.

The attorney has provided a copy of the letter sent to the resident with too many animals in the back yard. A follow up will be made.

Committee Chairpersons which to be appointed are the Nominating Committee, the Budget Committee and the Audit Committee. This will be on next month's agenda.

A motion was made by President Alvarez and seconded by Director Ponce to go to Executive Session. Motion carried.

The discussion concerned lost receipts and resetting the fiscal year. No action was taken.

The motion was made by President Alvarez and seconded by Director Ponce to adjourn to regular session. Motion carried.

Adjournment

A motion for adjournment was made by Director Ponce and seconded by President Alvarez. Motion carried.

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

Oscar Alvarez, President

Hal Foraker, Vice-President

Janie Ponce, Treasurer

Linda Tweet, Financial Secretary

Secretary