

MISSION MANOR

Homeowners Association, Inc.
1571 Gastel Drive, Mission, Texas 78572
October 16, 2025 - 5:30 pm - Community Room

This monthly meeting of the Board of Directors was called to order at 5:35 pm. In attendance were board members Oscar Alvarez – President, Hal Foraker – Vice-President, Janie Ponce – Treasurer, Connie Garza - Acting Recording Secretary, Pam Bond – ACC Chair, and Janie Weaver – Chairperson of the Welfare Committee. Financial Secretary Linda Tweet participated by phone. Resident Isabel Caro was also in attendance.

Minutes from the September 18, 2025 meeting were read. Janie Ponce – Treasurer made the motion to accept the minutes as read. The motion was seconded by President O. Alvarez. Motion carried.

Treasurer's Report

A written report was submitted by J. Ponce – Treasurer. See *attached report*.

Balances:

| | |
|----------------------------------|-------------|
| Regular Checking | \$5878.71 |
| Savings | \$10,710.03 |
| Interest earned on Savings Acct. | \$4.40 |

September expenses - \$2198.87

J. Ponce will check CD rates.

Board Vacancy

The Board vacancy is posted on the bulletin board as well as online. It will continue to be posted until the vacancy is filled. Currently looking for possible candidates. Consider making changes to by-laws at annual meeting to allow tenants to serve on board. This would be contingent upon resident abiding by certain board requirements on the assignment of rights by the owner to the tenant. Limited only to accordingly act at board meetings but not at annual meetings. The resident would have to commit at an annual meeting or give somebody a proxy to be able to vote at an annual meeting.

E. Botelho will be helping with the December and January mailings in the absence of a recording secretary.

Committee Report

- Welfare Committee Report

Janie Weaver reported there are 31 single female residents and 17 single male residents.

Concerns due to road construction because emergency responders do not always know how to get to Mission Manor. This is causing delays when responding to emergencies. Board members will be contacting different emergency departments to make them aware of alternate routes available to access Mission Manor.

City of Mission Community Newsletter is going out every Friday. Residents should be receiving updates on the on-going road construction.

Financial Secretary Report

- Status of properties for sale and transfer fee updates

Properties sold:

- 1) 1600 Lakeside Dr had their closing on the 30th of September. A check for the transfer fee of \$375.00 has been mailed, as per title company.
- 2) 1814 N Gastel Circle had a check mailed out but was returned to title company. A new check for the transfer fee of \$375.00 has been mailed.

There are two properties for sale.

1614 Iowa
1711 E Gastel Circle

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

A.C.C. Report

- A.C.C. form collection

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

A request was received from 1604 Lakeside Dr to plant a tree in the front yard. Approval granted.

- Yard maintenance violations

Seven notices have gone out for **property and lot maintenance** violations (Failure to conform to Article VIII of the Covenants).

The following is a list of members who received Violation Notices:

- | | | |
|----|----------------------|--|
| 1. | 1609 E Gastel Circle | Unkempt yard with weeds in rock yard |
| 2. | 1555 E Gastel Circle | Unkempt yard with weeds in rock yard |
| 3. | 1806 N Gastel Circle | Unkempt yard with tall grass / weeds |
| 4. | 1820 N Gastel Circle | Unkempt yard with weeds in rock yard |
| 5. | 1604 Iowa St | Unkempt yard with tall grass / weeds |
| 6. | 1575 S Gastel Circle | Unkempt yard with weeds in rock yard |
| 7. | 1714 Iowa St | Unkempt yard with tall grass (unable to send notifications due to renters living in house but listing of current owner is not available) |

Significant taxes are owed on 1604 Iowa St.

Status on Pool and Grounds

Motion was made by President O. Alvarez and seconded by J. Ponce – Treasurer to rescind previous action to change Summer pool hours and incorporate a letter submitted by a resident. The letter was to request to rescind the action taken on July 10, 2025 during the meeting of the Board of Directors. Motion carried.

J. Ponce – Treasurer will contact a welder to repair back gate.

Tall weeds inside the pond will be removed. They need to be pulled out by hand.

Board and Other Unfinished Business

J. Ponce – Treasurer motioned to appoint Letty Gonzalez as chairperson of the Neighborhood Watch Committee. President O. Alvarez seconded the motion. Motion carried. She will be able to appoint members to serve in this committee.

Adjournment

Next Board Meeting will be held on November 20, 2025 @ 5:30 pm in the Community Room. The meeting was adjourned at 6:27 pm.