

**Mission Manor Homeowners Association, Inc.**

**1571 GASTEL DRIVE, MISSION, TEXAS 78572**

January 15, 2026

5:30 pm - Community Room

This monthly meeting of the Board of Directors was called to order at 5:38 pm. In attendance were board members Oscar Alvarez – President, Hal Foraker – Vice-President, Janie Ponce – Treasurer, and Linda Tweet – Financial Secretary. Connie Garza - Acting Recording Secretary, Janie Weaver – Chairperson of the Welfare Committee, and resident Elaine Botelho were also in attendance.

Oscar Alvarez - President welcomed the Board members and residents present.

Minutes from the monthly meeting held on December 11, 2025 and the special meeting held on December 18, 2025 were approved. Hal Foraker – Vice-President motioned to accept the minutes and it was seconded by Linda Tweet – Financial Secretary. Motion carried.

**Treasurer's Report**

Balances:

-Regular Checking	\$10,936.55	
-Savings	\$10,723.54	
Total expenses for December 2025	\$4,504.03	
Total expenses for 2025	\$49,141.50	
Pending due up to date	\$16,650.00	
-Operating Expenses – Checking balance as of January 15, 2026		\$21,671.55

Past due invoices will be sent to residents who have not paid dues after the 31<sup>st</sup> of the month.

Director O. Alvarez suggested to refile a new lien on the property for those who are delinquent on their annual payments after the end of the month.

The following are suggestions / proposals to come up with funds for the heat pump for the pool. The cost of the heat pump is approximately \$6,400.00 plus tax. The pool is used by many (water therapy, Summer, etc). It is "the heart of the community" and helps to increase property value.

1. Cut back on expenses in other areas (maintenance / independent contractors). Mowing / muck blocks / Roundup, watering, etc can be cut back to once monthly (4 hours) and / or as needed. Volunteers can help with manual watering, cleaning community room, etc.
2. Look into insurance policy coverage (carefully review exclusions / contact HUB).
3. Budget Committee can have a short meeting to look at budget reports before it's approved and see if there is anything else that can be moved around to free up some money.
4. Send out a new letter with Director Alvarez signature with a new ballot initiative of \$70.00 for a special assessment to purchase a heat pump. Announce at the Annual Meeting that there will a special assessment due to the need for a heat pump for the pool. The pump cannot be replaced without the funds. If it is not replaced, the pool will not be operational. *Mike and Elaine Botelho will draft the letter for the new ballot initiative of \$70.00 for the special assessment for the pool heat pump.*

Director H. Foraker and Director J. Ponce will talk to people in charge of grounds maintenance / Community Room to let them know of changes that need to take place due to budget constraints.

*See Budget Report attached.*

**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.

**Committee Reports**

**1) Welfare Committee Report**

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

No new information is available on when construction will be completed on Bryan Road. There are still concerns about emergency vehicles not being able to access detours or knowing how to enter / exit Mission Manor. These concerns are due to it taking too long to get the emergency services needed by the residents.

**2) Neighborhood Watch Committee**  
No report

**Annual Meeting Update**

Elaine 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. Follow the hand-out given for Annual Meeting. Know what you are going to talk about and review your positions. Board members need to turn in their handbooks for updating.

Special meeting will be held on January 29, 2026 @ 5:30 PM to review the Annual Meeting and take care of any loose ends.

**Nominating Committee Report**

There are three board openings and four candidates have registered and submitted all documentation.

**Financial Secretary Report**

**- Status of properties for sale and transfer fee updates**

-Properties for Sale

- 1711 E Gastel Circle
- 1816 N Gastel Circle
- 1584 Gastel Drive
- 1620 Lakeside Drive

There are 5 family rentals and 15 non-family rentals. **No** rentals are currently available. There are currently no pending transfer fees.

*Updated report of MMHOA resident's addresses and phone #'s was provided.*

**Architectural Control Committee Report**

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

One application for a permit was received. Approval was granted by both the City of Mission and MMHOA for a resident to put a shed in the backyard.

**- Yard maintenance violations**

There were no notices sent out for **property and lot maintenance** violations (Failure to conform to Article VIII of the Covenants).

**Pool and Grounds**

Director J. Ponce gave letter from City of Mission to Director H. Foraker. He will review and submit requests to meet deadline.

Pool heat pump is not working. It needs to be replaced. It can no longer be patched up. It will be costly to replace. The spa is working.

**Unfinished Business**

Mission Police Department reported they received more toys than they had children to give them to. Therefore, they will save some for this upcoming Christmas distribution. City of Mission also provided a packet with information on the Texas Citrus Fiesta Parade and events.

**Adjournment**

Next Board Meeting will be held on February 19, 2026 @ 5:30 PM in the Community Room. A special called meeting will be held on January 29, 2026 @ 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 6:31 pm.