

Mission Manor Homeowners Association, Inc.
1571 GASTEL DRIVE, MISSION, TEXAS 78572

March 12, 2026 5:30 pm - Community Room

This monthly meeting of the Board of Directors was called to order at 5:33 pm. In attendance were board members Oscar Alvarez – President, Hal Foraker – Vice-President, and Janie Ponce – Treasurer. Connie Garza - Acting Recording Secretary, Janie Weaver – Welfare Committee, Pamela Bond – Architectural Control Committee, and residents Elaine Botelho, Isabel Caro, Mike R. Perez, and Fredy Salinas were also in attendance.

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

Minutes from the monthly meeting held on February 19, 2026 were approved. Director J. Ponce motioned to accept the minutes and it was seconded by Director H. Foraker. Motion carried.

Treasurer's Report

Balances:

-Checking		\$27,083.90	(as of 3/12/2026)		
	Special Assessment	\$2,380.00			
-Operating Account		\$24,703.90	(as of 3/12/2026)		
-Savings		\$10,732.21		Interest earned	\$4.12

Accounts Receivable: \$7709.43

Special Assessment: \$5250.00

There are three unpaid HOA dues, as of today. One payment plan may be set-up for a resident. **Look into amending lien to reflect current interest accrued and new fees.*

Director J. Ponce is sending out notices and making phone calls to residents who have not paid their dues.

See Budget Report attached.

Authorization of Signatories

Director O. Alvarez motioned to approve adding Elaine Botelho, Mary Clary, and Janie Ponce as designees to sign for bank accounts. Director H. Foraker seconded the motion. Motion carried.

Board Vacancy

There are two board vacancies. Proper notice and posting are required. Anyone interested may apply.

One of the vacancies is for the position of Financial Secretary. The position will be vacant until April 1, 2026. The other position is for Secretary. This position expires March 31, 2027.

Committee Reports

1) **Welfare Committee Report**

Janie Weaver reported there are 29 single female home owners and 17 single male home owners.

2) **Neighborhood Watch Committee (Leticia Gonzalez)**

No report available.

3) **Common Area Beautification Committee (Leticia Gonzalez)**

Planning to put some plants in big pots in front of common area.

4) **Spring Social Committee (Elaine Botelho)**

Saturday March 14, 2026 from 5:00 to 8:00 PM @ the Community Room. Flyers will be distributed with more information. The theme will be St. Patrick's Day. There will be sandwiches, chips, baked beans, and water provided. Residents may bring their own drinks.

Permission was requested from the board to have music. Director J. Ponce motioned to have music at the Spring Social and it was seconded by Director H. Foraker. The motion passed. Mike Botelho will bring in a band. A donation container will be made available for anyone interested in donating to the band members.

A group of volunteers will help with the cleaning of the tables and set up of chairs prior to the event.

5) **Other Committee Reports**

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Architectural Control Committee Report

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

Approval was requested by residents at 1614 Iowa to move a shed from one location within their backyard to another. No action was required from the ACC since the shed already existed within their backyard. Approval was requested by the same homeowners to replace their wooden fence since it was rotting and sagging. The replacement fencing was to be of the same materials and in the same outline as the existing fence. Approval was granted. However, the ACC was informed that damages to the existing fence were due to a large palm tree in their neighbors' yard. The replacement fence is on hold since no one is currently living in the neighbors' house and it is for sale. No further action is currently required of the ACC as this is a matter between property owners.

- Yard maintenance violations

The Violation Notices sent out for failing to conform to Article VIII (**property and lot maintenance**) of the Covenants for 2/19/2026 through 3/12/2026 were:

- 1) **1712 Iowa Unkempt** Laura Pierce is the owner. Letter was sent to her daughter (Amanda Pierce) to a Mc Allen address. Realtor was also called. Home was for sale but they are no longer selling.
- 2) **1800 North Gastel** Weeds in rocks and in driveway cracks.
- 3) **1575 South Gastel** Weeds in rock yard.

Pool and Common Area Report (H. Foraker)

Muck block was placed in pond.

Game Warden has removed ducks, in the past. Ducks come to the community for a couple of months and then disappear.

Will be forming a **Pool Committee** to oversee the pool, pond, and surrounding grounds. The committee will be chaired by Fredy Salinas with the assistance of Director O. Alvarez. There needs to be a written **Job Description** to add to the HOA Handbook. Director J. Ponce will provide F. Salinas with more information on who to contact for pool services and maintenance.

Unfinished Business

Isabel Caro reported on the Community Newsletter. She has not been able to meet with other residents to get the newsletter going. However, she will work on it herself. She will try to get it out quarterly. She will send a draft to the board for review prior to its distribution.

Other Business

- 1) Director J. Ponce received a notice from resident Joy A. Walker (1619 W Gastel Circle) indicating she would no longer be part of the Mission Manor HOA effective 2027.
- 2) Director Hal Foraker informed the board that he would no longer be serving on the board. He withdrew his appointment to serve as Secretary. He turned in all his documents from his previous position (Vice-President). Director H. Foraker turned in all reports, studies, and binder with HOA Guidelines.
- 3) Toilets in both male and female restrooms are too low. They need to be replaced with higher ones.

Adjournment

Next Board Meeting will be held on April 9, 2026 @ 5:30 PM in the Community Room.

A motion for adjournment was made by President O. Alvarez and seconded by Director J. Ponce. Motion carried. The meeting was adjourned at 6:12 pm.