

PALMERA PARK CORPORATION
MINUTES
JANUARY 5, 2016

Meeting was called to order by President Don Starcher at 6:00 p.m.

Prayer was given by President Starcher and the Pledge of Allegiance was recited by all present.

Members present were: Don Starcher, Bob Hobson, Barb Brown, John Haines, Gary Mitzel and Ron Clardy. Also attending was Janice Lutz, Jane Haines, Louise Athon and Bob Brown.

Minutes of the December 7, 2016 minute were read by Barb Brown. Correction of item #5 regarding roof report to read \$9000 for complete roof repairs and coating. Motion to accept made by Bob Hobson and seconded by Gary Mitzel. All approved.

We have 128 members and 10 associates as reported by Bob Hobson, membership chairman.

Treasurer John Haines reported an ending balance as of January 5, 2016, at \$18,665.06. Outstanding bills presented totaled \$344.65 (for pancakes, hall supplies, mailings, secretarial, and cleaning supplies for hall chairs. It was noted that Richard Smith donated a new printer cartridge in the amount of \$108.24. A thank you note will be mailed to thank him. Motion to accept treasurers report and to pay bills made by Gary Mitzel and seconded by Bob Hobson. All approved.

Four new cash boxes have been purchased. Need to select two for use instead of a ordinary box. Remaining two will be returned.

Activities Director, Janice Lutz reported a balance as of 12/31/15 of \$461.39. She is still looking for someone to be activities director for next year. Also Bob Brown, chairman of the BBQ Event presented a request to have the event on February 29th (leap year). Date accepted.

Old Business:

- 1) Regarding Mr. Santos a letter was received from his physician regarding him having caretakers. A response letter was sent.
- 2) Regarding Mr. Montemayer a certified letter was sent to him regarding the 55 and over violation. Mr. Montemayer's son has become very agitated and angry to neighbors and board members. Threats were made. It is suggested we try to arrange a meeting with son and daughter to hopefully clear up this issue.
- 3) Roof – Gary Mitzel & Ron Clardy contacted to roofing companies with the following bids:
DIJ Commercial Roofing – Basic repairs \$3,970 and Extensive repairs \$8,980.
Rio Grande Valley Roofing – Repairs \$8,250 and a complete roof \$23,500
Gary & Ron recommend the Extensive Repairs of \$8,980. The Board agrees. This will be presented to the Membership at the February 8th meeting.

- 4) Windows – it has been requested that windows in hall be replaced to make them more energy efficient. There are 16 windows in the hall at a cost \$8,250 to replace.
- 5) Chairs –Thank you to Ron & Helen Clardy and Gary Mitzel for doing a great job of cleaning and scotch guarding the chairs. Found 10 chairs that really need to be replaced. Bob Hobson resended his motion to buy 20 new chairs per year and sell 20 old based on the need of only 10. Ron made a motion to replace the 10 chairs and Gary Mitzel seconded. All approved.
- 6) Annual Kitchen Inspection went very well. Thanks to Louise Athon and Bob Hobson for meeting with the inspectors. The kitchen passed with only one small violation of missing a thermometer in the freezer.
- 7) Bug Issue – Ron & Gary sprayed hall again and since haven't seen any bugs
- 8) Gabfest Fee – Minimum donation of \$1.00 for coffee and donut is going okay. Will address again next month.
- 9) Tree Trimming, thinning and topping – Gary Mitzel reported he found a tree trimmer by the name of Jesse Pena will take care of trees for \$500 total. There are 7 trees on the hall property. This will be presented to the membership on at the February 8th meeting.
- 10) Nominating Committee for 2016 are: Bob Hobson, Vickie Swarta, Sam Masten, and Bob Lutz.

New Business:

- 1) Occupancy Report for January 31, 2016, as per Barb Brown is being finalized.
- 2) Posting of Annual meeting on February 8, 2016, will be posted at Hall immediately.
- 3) Policies and Procedures Committee chaired by Don Starcher will be selected.
- 4) Change in menu on Wednesday Pancakes. Going to try to add biscuits & gravy as a choice. Sam Masten, chairman is all for this change. A motion by Barb Brown that as a board we support Wednesday morning breakfast menu changes to go along with the pancake menu. Seconded by Gary Mitzel. All approved.

At 8:00 p.m. President Don Starcher adjourned the meeting.

Next meeting will be on February 1, 2016

Respectfully,

Barb Brown
Secretary

PALMERA HEIGHTS CORPORATION
MINUTES
February 1, 2016

Meeting was called to order by President Starcher.

The pledge of allegiance was led by President Starcher and a prayer was given by President Starcher.

Members present were: Don Starcher, Bob Hobson, Barb Brown, John Haines, Gary Mitzel, and Ron Clardy. Also present was ~~John~~ Lutz, Janice Lutz, Jane Haines and Louise Athon.

Barb Brown read the minutes of the January 5, 2016. A few minor changes were made (spelling and noting the Ron Clardy only handled the spraying for bugs. Motion to accept minutes made by Gary Mitzel and seconded by Bob Hobson. All approved.

Treasurer, John Haines, reported an ending balance as of February 1, 2016 of \$20,318.88. Motion to accept treasurer's report was made by Bob Hobson and seconded by Ron Clardy. All approved.

The following outstanding bills were: \$17.06 (keys to hall), \$482.98 (pancake & hall supplies), and \$3685 (State Farm for insurance on the hall). Motion to pay bills made by Gary Mitzel and seconded by Bob Hobson. All approved.

Gary Mitzel, building and grounds, stated he will present to the membership on February 8th, for approval of the cost of trimming the seven trees around the Hall by Jesse Pena for \$500.

Bob Hobson reported we have 128 members and 14 associate with 18 already for next year.

Occupancy report was given by Barb Brown stating that as of January 31, 2016, there are 156 lots and 105 of these are occupied.

A constitution, covenant and by-laws committee has been formed consisting of the following people, Jim & Vicki Swartz, Jim & Barbara Brock, Bob & Janice Lutz.

Bob Hobson, Vicki Swartz, Sam Masten & Bob Lutz, nominating committee presented the following to be voted on at the February 8th meeting as follows: Barbara Brock, Sam Masten, Bob Hobson, Barbara Brown . Ballots will be made with these names and two blank places. Vote for only three positions.

Roger & Dottie LeRoy and Wally & Linda Engelke (associate members) will count ballots. Gary Mitzel will locate ballot box.

Janice Lutz, Activities Director, stated to date she has a balance of \$616.32. Gave a thank you for the new cash boxes. She also expressed an idea to create an activities committee instead of having only one person. The Beach Party had a 50/50 game. Thank you to Bob Hobson won and donated the winnings to the corporation.

Discussed the agenda for the Annual Meeting to be held Monday, February 8, 2016 at 7:00 p.m.

Old business:

- 1) CD Renewal – no correspondence from bank yet
- 2) 55 & Over violations – to date all have been addressed and corrected
- 3) BBQ – all meat purchased and sign up sheets have been posted
- 4) Garage Sale Permit is being obtained by Gary Mitzel for March 5, 2016. Permit will cover the entire park.

Next board meeting will be held on March 7, 2016, at 7:00 p.m.

Motion to adjourn made by John Haines and seconded by Ron Clardy. Meeting adjourned at 7:05 p.m.

Sincerely,

Barb Brown
Secretary

NOTE: AS OF FEBRUARY 1, 2016, GARY MITZEL, HAS COLLECTED \$4400 TOWARD THE ROOF REPAIRS.

**PALMERA PARK CORPORATION
ANNUAL MEETING – AGENDA
February 8, 2016- 7:00 p.m.**

Call to Order

Prayer

Pledge of Allegiance

* R.H. Presentation - DL 3 Commercial Refr

Minutes of February 9, 2015

Treasurer's Report

Activities Chairman Report

2016/2017 Budget Proposal

Occupancy Verification Report

Building and Grounds Report

**Nominating Committee – Bob Hobson, Vicki Swartz, Sam Masten,
& Bob Lutz**

Thank you's to outgoing officers

Audit Report Committee

Policies and Procedures Committee

New Business:

Roof – Samples of material available to view. DIJ Commercial Roofing will be available for questions. Present to membership for vote.

Windows – sixteen windows in hall. Tentative bid of \$8,250.

Trees on Hall property – Tree trimmer, Jesse Pena submits a quote of \$500. Present to membership for vote.

Old Business

Announcements

Closing comments

Next Annual Meeting second Monday night in February 13, 2017

Adjourn

Board Members to meet and appoint officers following annual meeting

PALMERA HEIGHTS CORPORATION
MINUTES
FEBRUARY 8, 2016
7:00 P.M.

The annual meeting was called to order by President Don Starcher. Gary Mitzel gave the prayer.

President Starcher lead the group of 61 people in the Pledge of Allegiance.

Minutes of the February 9, 2015 meeting was read by Secretary Barb Brown. A motion of accept the minutes as read by Barb Brock and seconded by Sam Masten, All approved.

Treasurer, John Haines (read by Jane Haines) showed a detailed report showing an ending balance as of January 31, 2016 of \$16,604.82. Motion to accept treasurer's report by Helen Clardy and seconded by Jim Brock. All approved.

Activities chairman, Janice Lutz reported an ending balance as of February 8, 2016 of \$616.32.

The proposed budget for 2016-17 was presented with projected receipts of \$13,380 and projected expenses of \$13,380.

Occupancy report was given by Barb Brown showing 156 lots with 105 occupied. Based on the information provided as of January 31, 2016, we are in 100% compliance with the 55 and over regulations.

Gary Mitzel and Ron Clardy reported chairs have been cleaned. May get 10 new chairs that fold. There are 72 padded chairs. Molded plastic chairs are \$20 each.

The nominating committee (Bob Hobson, Vicki Swartz, Sam Masten and Bob Lutz) presented the following nominees: Barbara Brock, Sam Masten, Barbara Brown and Bob Hobson. Ballots were pasted out to members to vote for three. Ballots were counted by Wally & Linda Engelke and Roger & Dottie LeRoy. The following results were: Barbara Brock 44, Sam Masten 45, Barbara Brown 47, & Bob Hobson 58. Ron Clardy was the board member who was leaving. The board for

2016-17 are: Don Starcher, John Haines, Barb Brown, Bob Hobson, Sam Masten and Gary Mitzel.

President Starcher thanked Ron Clardy for his service.

The Audit Committee consisting of Larry & Cathy Allen reported everything was fine.

Membership, Bob Hobson, reported as of February 8, 2016 there are 128 members and 17 associate members.

New Business:

Gary Mitzel introduced Dale Johnson of DLJ Commercial Roofing. Mr. Johnson addressed how the roof of the hall would be repaired. The roof is in dire need of repair. Cost would be \$9000. This would cover the removal and replacement of nails and would coat the roof. 50% of this charge would be due to start and the balance due at completion. There would be a consistent warranty for 10 years and have a renewable warranty. The roof would be inspected after one year and then every 5 years. To date there is \$2370.68 earmarked for this project with, so far, \$3951 in donations. Motion of accept this bid and start repairs by George Hansen and seconded by Darlene Mawhinney. All approved. Gary Mitzel will contact Mr. Johnson to let him know DJL Commercial Roofing has been approved for repairs. They plan on starting Wednesday.

Also a tentative bid of \$8,250 was reported. No action at this time.

A quote of \$500 was received from Jesse Pena regarding the trimming of the trees on the Hall property. Motion to accept this quote by Kay Falk and seconded by Lee West. All approved.

Janice Hess and Janice Lutz are scheduling an auction. Date to be determined.

Jan Kuran reminded everyone there are containers in the Hall for recycled batteries, empty prescription bottles and can tabs for the Ronald McDonald House.

Next Annual Meeting will be on February ¹³~~6~~, 2017.

Motion to adjourn the meeting was made by George Hanson and seconded by Vicki Swartz. All approved. Meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Barb Brown, Secretary

NOTE: Short board meeting was held immediately after annual meeting. The following officers are: Don Starcher, President; Bob Hobson, Vice-President; John Haines, Treasurer; Barb Brown, Secretary; Gary Mitzel and Sam Masten, Building and Grounds.

PALMERA PARK CORP. PROPOSED BUDGET 2016-2017

RECEIPTS:

ADMINISTRATION	300.00
MEMBERSHIP	6000.00
ASSOCIATE MEMBERSHIP	780.00
ACTIVITY	1300.00
LADIES	2200.00
PANCAKES	2800.00

TOTAL PROJECTED RECEIPTS:	13,380.00
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EXPENSES:

ADMINISTRATION	560.00
INSURANCE	3700.00
CAMERON COUNTY TAXES	190.00
CAMERON COUNTY HEALTH INSP	150.00
BUILDING AND GROUNDS	1300.00
CPL	3290.00
CITY OF LAFERIA	1180.00
MOWING	510.00
PANCAKES	1200.00
HALL SUPPLIES	1300.00

PALMERA PARK CORPORATION

Minutes

March 7, 2016

President Don Starcher called the meeting to order.

All present recited the pledge of allegiance. Sam Masten gave the prayer.

Members present were: Don Starcher, Bob Hobson, Barb Brown, & Gary Mitzel. Janice Lutz and Louise Athon were also present. John Haines was absent due to his health.

Treasurer's report was presented by President Starcher due to the absence of Mr. Haines. Balance as of March 7, 2016 was \$19,675.26. Motion to accept the treasurer's report was made by Bob Hobson and seconded by Gary Mitzel. All approved.

Minutes of the February 1, 2016 meeting were read by Barb Brown. Bob Hobson noted the name correction of Bob Lutz not John Lutz. Motion to accept the minutes was made by Bob Hobson and seconded by Sam Masten. All approved.

Outstanding bills were presented by President Starcher as follows: \$126.50 to Lupe Villarreal for mowing, \$169.80 for pancake supplies and \$298.75 for hall supplies to Cathy Starcher, purchasing agent. Motion by Sam Masten to pay bills and was seconded by Gary Mitzel. All approved.

Also it was motioned to pay Gary Mitzel \$20 for brush removal by Sam Masten and seconded by Bob Hobson. All approved.

Bob Hobson, membership chairman, reported there are 112 members with additional 3 more to join and 5 more doors to check on.

Sam Masten and Gary Mitzel, building and grounds, presented a scheduling chart of things to be done in the hall daily, weekly, monthly, every six months and once a year. This chart will be put on the pantry door.

Gary Mitzel also received the 10 year warranty letter from DLJ for the roof. This letter will be given to John Haines to place in the safety deposit box.

Gary Mitzel stated he will watch the water usage at the Hall during the summer. Also the recycled cans will be taken to recycling center and the Hall will be sprayed for bugs this spring.

Janice Lutz, activities director, reported a balance in the amount of \$1,256.69. Final activity will be the St. Patrick's Day and Country Breakfast. Janice also reported that the BBQ Dinner earned \$858 (\$732 last year) and the Garage Sale earned \$526.37 (\$415.75 last year). She also announced that Barb Brock and Barb Brown will assist her for the 2016-17 year.

Committees for 2016-17 so far are:

Purchasing Agents – Cathy & Jim Starcher

Activities – Janice Lutz, Barb Brock & Barb Brown

Membership – Bob Hobson & Gary Mitzel

Sunshine – Mae Smith

Pancakes – Julia & Sam Masten

Kitchen/Ladies – Louise Athon, President
Marilyn Knoll, Vice President
Bobbi Mitzel, Secretary
Treasurer, Darlene Mawhinney

Directory – Sharron West

Bingo - to be selected

Auditing (2016-17)	- to be selected
Nominating (2016-17)	- to be selected
Covenants (2016-17)	- to be selected

It was reported that as of February 26, 2016 the CD was renewed for two years. The CD is worth \$11,031.99.

The Garage Sale was a success. Will need to appoint new chairman for next year to replace Bobbi & Gary Mitzel and Vicki & Jim Swartz.

Policy and Procedures for fundraising projects and memorial donations were presented to the Board. Motion by Bob Hobson to adopt and put in Queens English. Gary Mitzel seconded. All approved.

Concerns regarding the cost of coffee and donuts for Gabfest was discussed. A motion by Gary Mitzel and seconded by Sam Masten that starting next year (Fall) a charge of a minimum \$2.00 will be required.

In regard to the Montemayer issue with children living in park, it was suggested a letter be sent to Richard Montemayer (son) confirming last verbal conversation that this will not be overlooked during the summer. If a violation occurs, the Board will take action. The Board is asking for Mr. Montemayer's contact information (phone number & address) to keep him informed of any violations.

The next Board meeting will be on April 4, 2016.

Motion to adjourn by Bob Hobson and seconded by Sam Masten. All approved. Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Barb Brown
Secretary

PALMERA PARK CORPORATION
MINUTES
APRIL 4, 2016

The meeting was called to order by President Don Starcher.

Gary Mitzel led the group in a prayer and the Pledge of Allegiance.

Members present were Don Starcher, Bob Hobson, John Haines, Gary Mitzel, and Barb Brown. Jane Haines, Louise Athon, Jim Starcher and Darlene Mawhinney were also present.

Minutes of the March 7, 2016 meeting were read by Barb Brown. Motion to accept minutes as read by Bob Hobson and seconded by Gary Mitzel. All approved.

Treasurer's report was presented showing an ending balance as of April 4, 2016 of \$25,083.92. Motion to accept treasurer's report was made by Gary Mitzel and seconded by Bob Hobson. All approved.

Outstanding bills included \$54.00 for ice maker kit for hall refrigerator, \$110.12 for phone card for clubhouse phone and \$154.33 for hall supplies. Motion to pay bills made by Bob Hobson and seconded by Barb Brown. All approved.

Bob Hobson, membership chairman, reported as of April 3, 2016 we have 123 members, 6 associates and 1 associate for the 2016-17 years.

Gary Mitzel, building and grounds, reported the brick pillars at the entrances to the park have all been power washer, ice maker is running, cans were taken to recycling (received ~~\$36~~¹⁰ for 10 pounds of cans), hall will be sprayed for bugs on April 20, hot water tank will be drained, flushed and shut off, restrooms (mens baseboard has been repaired) womens okay. Final cleanup of hall will be April 18th. Water will be shut off. Contact Gary Mitzel if water is needed in the hall.

End of year committee reports were as follows:

Activities – Don Starcher gave report in the absence of Janice Lutz. For the year activities ended by a balance of \$1,536.26. Tentative chairmen for events have been scheduled for next year.

Bingo -Louise Athon reported that Bingo had \$49.42 left. This money was given to the treasurer for next year.

Pancakes – Jim Starcher reported an ending profit for 2015-16 was \$2,485.60. Profit for 2014-15 was \$1,725.88. Biscuits and gravy was well received and definitely a great addition to the pancake breakfast.

Ladies Group – Darlene Mawhinney reported the Ladies Group will meet on Tuesday, April 5. The final report will be made at that time and report and funds will be given to the treasurer.

To date no summer activities have been schedule.

Members will be able to use the hall, if needed.

The reverse osmosis will also be connected.

Concerns were presented regarding Mr. Santos. He has a caregiver, but the children of the caregiver are spending weekends. Also these children are soliciting residents for jobs. This is in violation of the 55 and over rules. A letter will be written to Mr. Santos informing him of this violation.

Next board meeting will be October 3, 2016, if a quorum of 4 is available, otherwise November 7, 2016 will be the next meeting.

Motion to adjourn was made by John Haines and seconded by Bob Hobson at 6:35 p.m.

Have a great summer. See you in the fall.

Respectfully submitted,

Barb Brown
Secretary

PALMERA PARK CORPORATION

MINUTES

November 7, 2016

6:00 p.m.

Meeting was called to order by President Don Starcher.

Prayer & Pledge of Allegiance was given by Gary Mitzel.

Members present were: Don Starcher, Bob Hobson, Barb Brown, & Gary Mitzel. Janice Lutz, Activities Director all was present.

Minutes of the April 4, 2016, meeting were read by Barb Brown. Correction regarding recycled cans was corrected to read \$10 for 36 pounds of cans. Motion to accept minutes was made by Bob Hobson and seconded by Gary Mitzel. All approved.

In the absence of John Haines, treasurer no report was given. John should be back with us for the January meeting. Checks were mailed to the board to handle any bills needing paid. To date taxes on the hall have been paid. Also, checks to Christopher Phillippe have been paid to cover attorney fees regarding Espinosa and Montemayor cases.

Bob Hobson, membership chairman, reported 129 members and 2 associates with 7 more anticipated.

Gary Mitzel, building and grounds co-chairman (note: Gary has kept in contact with ^{SAM} Tom Maston also), reported pool room waxed, hall waxed, reverse osmosis filer replaced, hot water heater flushed and filled, bug spraying this fall with recommendation of twice per year for now then only once per year. Gary does not see a need for an annual work day at this time, however, the storerooms, sheds and mini blinds need attention. It was suggested that the ladies need to go thru the containers and sort out the contents. It was requested that the ladies pick a day and let the men know so the heavy handling can be handled for the ladies. The board praised Gary for a job well done.

Janice Lutz, activities director, reported only receipts to date was from the Country Breakfast for \$18. Halloween party expenses were donated by Barb Brown. Bingo has not started yet. Need people to chair the garage sale and so far no one interested in chairing movie night.

Old Business:

Espinoza and Montemayor - board meeting ^{w/} Christopher Phillippe, attorney on December 1st regarding preparing and proceeding in filing against Espinoza and Montemayor for violation of the 55 and over regulation. Attorney Phillippe is issuing letters to them regarding action is being taken.

New Business:

- 1) Stray animals – notice to be given to park residents.
- 2) Also, a large trap has been purchased for \$169 and donations to repay is requested.
- 3) January 24, 2017 (Property Owners Meeting) concerning legal fees
- 4) Memorial checks for windows – need to respond to persons sending checks
- 5) Cameron County Health Department – new guidelines, at present will continue as planned except no advertising of event or cost.

Motion to adjourn made by Gary Mitzel and seconded by Bob Hobson. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Barb Brown
Secretary

PALMERA HEIGHTS PARK CORPORATION
BOARD OF DIRECTORS
AGENDA
December 5, 2016 - 6:00 p.m.

Call to Order - Bob

Prayer & Pledge - Gary

Members Present - Bob, Gary, Sam, Barb

Minutes of November 7, 2016 - Gary / Sam all

Treasurer's Report - None at this time

Outstanding Bills - Not at this time

Activities Director, Janice Lutz - No report starts 8+2
Bible Study - 9AM Thursday by Sam

Old Business:

Espinosa - gone for now if they come back we can immediately continue with final

Montemayor - Domestic call to police on Saturday Dec 3, Attorney said that's enough to proceed. People willing to testify of what they have seen.

Stray Dogs - Cage being moved around in park. No luck in catching at this time.
Cats still @ large - Cage has been paid for name \$140 left.
to Ralph +

New Business:

Appoint Nominating Committee - Bob check on working on

Annual Kitchen Inspection by Health Department - Not now til hear from county

Garage Sale Permit - put in Feb mts

Meeting Adjourned - Gary / Sam 7:04 PM

Next meeting January 9, 2017

Bldg of Wash - Gary & Tom
New curbed in east wall - checking on
add plug on same circuit.
Suggest using flexible conduit. Connect to
bathroom outlet!

Membership - 129
Sponsor

Memoval checks -
Still getting money
for membership?

Schedule the cleaning of
shed. w/ ladies group

PALMERA HEIGHTS CORPORATION
MINUTES
DECEMBER 5, 2016
6:00 P.M.

In the absence of President Starcher, Vice President Bob Hobson called the meeting to order.

Gary Mitzel lead the group in the Pledge of Allegiance and gave the prayer.

Members present were: Bob Hobson, Sam Masten, Gary Mitzel and Barb Brown

Minutes of the November 7th meeting were read by Barb Brown. Motion to accept minutes as read made by Gary Mitzel and seconded by Sam Masten. All approved.

No treasurer's report at this time.

No outstanding bills at this time.

Bob Hobson, membership reported 129 members and 5 associates.

Building and Grounds – Sam Masten and Gary Mitzel reported a request to install a new circuit on the west wall of the hall to alleviate the breaker being thrown when plugging in more than one item during Wednesday's Pancake and Biscuit and Gravy event. Looked over possibilities and plan on correcting on Thursday.

Activities Director no report at this time. Sam Masten did say that Bible Study will begin on Thursday at 9 a.m. Bingo also starting on Wednesday.

Old Business:

Espinosa children are gone for now. If they return, immediate action will be taken with final results.

Montemayor – met with attorney and action is being taken to proceed with legal action.

Stray dogs – cage is being moved around in park. No luck to date in catching the dog. Cats still at large. Have collected an excess of \$140 for the cage which was purchased by park resident.

Memorial checks are in question as to the designation.