

**PALMERA PARK CORP  
BOARD OF DIRECTORS AGENDA  
January 8, 2018 @ 6:00 PM**

**Call to Order**

**Prayer & Pledge of Allegiance**

**Board of Directors Recognition**

**Members Present**

**Minutes of December 4, 2017 Approval**

**Treasurer's Report**

Actual vs Proposed Budget? New Budget year dollar amounts.

**Outstanding Bills**

**REPORTS:**

**Membership**

'Master' Key?

New owner folders & keys in BOD file cabinet?

Roger & Dottie paid \$80 cash & have key. No paper work completed.

**Building & Grounds**

Pool room door lock and keys

South side outdoor night light

Maintenance List status (Add palm tree trimming?)

Sky Med

**Activities**

**OLD BUSINESS:**

Mailing of Owners meeting invitation and ballot status. Setup hall time?

Review Policy changes. Need Ballot?

Temporary Injunction update 12/20/17.

**NEW BUSINESS:**

Nominating Committee (Vetting)

Ballot counters?

**Other Items / Comments / Questions**

**NEXT BOARD MEETING – February 5, 2018 @ 6 PM**

**– Annual Club Meeting: February 12, 2018 @ 7 PM**

**MEETING ADJOURNED**

PALMERA PARK CORP  
MINUTES  
January 8, 2018

President Mitzel called the meeting to order at 6:00 p.m.

Prayer was given by President Mitzel and led the group in the Pledge of Allegiance.

Board recognition was given to Sam Masten and Barb Brown for the efforts in notifying all residents of Property Owners meeting to be held January 16, 2018.

Members present were: President Gary Mitzel, Vice President Bob Hobson, Secretary Barb Brown, Treasurer Barb Brock, Maintenance Carl Thomson and Sam Masten.

Minutes of December 4, 2017, meeting was read by Barb Brown. Motion to accept minutes as read.

Barb Brock, treasurer, reported ending balance as of January 8<sup>th</sup> is \$19,790.48. Discussion regarding CD. Very difficult to deposit and withdraw from the CD. Motion by Barb Brown to close out CD and pay back general fund for legal fees and open a savings account for legal fees money. Seconded by Sam Masten. All approved.

Outstanding bills of \$19.19 to Barb Brown for mailings, \$126.50 for mowing by Lupe for February, March & April. (Note: utilities for Hall are paid every month.) Motion to pay bills by Sam Masten and seconded by Bob Hobson. *All approved*

Bob Hobson, Membership, reported 130 members and 18 associates.

Concerns regarding key – Motion by Sam Masten to change all door locks including storage room and keyed to the current master key for all doors. New keys will be distributed as needed. Seconded by Barb Brock. Bob Hobson and Carl Thomson requested to cut 50 new keys to fits new door locks. All approved.

Sam Masten and Carl Thomson, maintenance reported the following:

- 1) Will be moving back light or installing other light to correct problem of light shutting off during activities.
- 2) Repair pool table
- 3) Replace US Flag
- 4) Repair picnic table

Carl Thomson reported SkyMed will be making a presentation In Hall on January 31<sup>st</sup>. He will post a notice.

**Old Business:**

- 1) Mailing of Property Owners meeting – All notices were mailed on December 16<sup>th</sup> to residents not currently in park.
- 2) Temporary injunction from attorney (Mary Lou, paralegal) stating:
  - a. Santos Espinoza temporary injunction is open ended with no expiration date.
  - b. Bond money will not be returned while status is temporary.
  - c. Closes all action items for both cases (Montemayor & Espinoza)

**New Business:**

- 1) Nominating committee is Bob Hobson, Don Starcher and Esta Thomson
- 2) Ballot Counters are Roger & Dottie LeRoy and Wally & Linda Engelke

Next board meeting to be Monday, February 5, 2018 at 6:00 p.m.

Motion to adjourn made by Barb Brock and Sam Masten. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Barb Brown  
Secretary

PROPERTY OWNERS MEETING

January 16, 2018

Minutes

Meeting was called to order by President Gary Mitzel at 7:00 p.m.

Sam Masten led the group in prayer with a moment of silence for those we've lost and the Pledge of Allegiance.

President Mitzel introduced the Board (Bob Hobson, Vice President; Barb Brown, Secretary; Barb Brock, Treasurer; Carl Thomson, Maintenance; and Sam Masten, Maintenance.

Officer Cardova, LaFeria Police Department, discussed the animal issues in the park. He is aware of the concerns. You can defend your property, but no poison or throwing out moth balls. Working with the Fire Department and others to catch the dog. Will meet at Barb Barbo's home on Monday at 5:15 p.m. to make effort to catch or dart the dog. Larry Henke addressed the cat problem. Officer Cardova stated if you feed the animal, you own it. Mrs. Barbo will provide the names and addresses of the violators.

Barb Griffith announced Feb 2 Ground Hog Day Soup and Pie tickets are available.

Kay Falk announced she posted a list of trips on bulletin board and to let her know which ones were of interest.

Carl Thomson announced Skymed would be making a presentation in the Hall on January 31<sup>st</sup>. Sign up sheet is posted.

Barb Brown announced a celebration for Grace Davison's 102 birthday on February 3<sup>rd</sup> at Ol 'ds Soda Shop in Harlingen and to contact her, Bob Hobson or Arnold Lance.

Minutes of January 24, 2017, meeting was read by Barb Brown. Motion to accept minutes as read by Leonard Lentz and seconded by Kay Falk. All approved.

Summary of 55+ Violations Litigation:

- 1) President Mitzel stated on March 30, 2017, the judge ruled:
  - a)Extended temporary injunction-Santos (cost \$500 bond)
  - b)Permanent injunction-Montemayor (cost \$500 bond-got back \$475)
- 2) Palmera Park Corp is our legal name
- 3) Occupancy form has been corrected showing this name
- 4) Solicitation of children
- 5) Deed rewrite
- 6) Fees and advance costs \$10,000

Covenant Addition and Vote:

Long discussion regarding ballot concerning 35 and younger people in park (see ballot). Karen Cade made a motion to add caregivers. Motion was denied. If an under age caregiver is needed, a letter from the property owner's doctor stating need for caregiver is all that is needed. Lee West stated he was for but disagreed with vote. Became very uncooperative and was asked to sit down or leave the meeting. Lee and his wife Sharon left commenting that Gary was not the only person in the park with money. After they left, Gary proceed to address Mr. West's concerns regarding vote. As per our attorney an honest effort must be made to notify all property owners of the meeting. Every property owner was hand delivered a written notice. Any property owner not in park at time of vote or property owners

were mailed a written notice w/ballot on December 16, 2017. Anyone who did not answer their door, a written notice was mailed to them, also. All property owners were officially notified of the meeting. Motion of vote on ballot made by Helen Clardy and seconded by Leonard Lentz. All approved.

Ballots were counted by Roger & Dottie LeRoy and Wally & Linda Engelke. Motion passed. Total votes of 40 (34 yes & 6 no).

President Mitzel presented slides regarding:

- 1) ZIKA
- 2) ICE
- 3) 15 mph in park
- 4) Solicitation – Motion was made by Ron Clardy to put up NO SOLICITATION signs. Jim Swartz seconded. All approved.
- 5) US Flag – Barbara Barbo will take any tatter flags for proper disposal
- 6) City Hall
- 7) Clutter Corner
- 8) Red (dog) Isis
- 9) Cats
- 10) Trees
- 11) TIDY
- 12) Animal Control
- 13) Set back Property Lines

Other Comments:

- 1) Donations request-anyone made contribute money for legal fees
- 2) Copies of all updated covenants and bylaws will be available, if interested, for \$2.00

Motion to dismiss made by Esta Thomson and seconded by Barb Brock. All approved. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Barb Brown  
Secretary

## **PALMERA PARK CORP ANNUAL PROPERTY OWNERS MEETING**

Please plan to attend the Annual Property Owners meeting as detailed below. Your input and vote are important to the decisions made for the welfare of all property owners.

**When: January 16, 2018 @ 7PM**

**Where: Palmera Park Corp Club House**

**Who: All Property Owners**

**What: Additional verbiage is being proposed to be added to Paragraph 5 of the Protective Subdivision Covenants to make violators of the 55+ HOPA (Housing for Older Persons) Act responsible for the litigation fees and expenses.**

The full agenda is listed below:

- Call to Order
- Prayer
- Pledge of Allegiance
- Minutes of January 24, 2017
- 55+ Violations Litigation Summary
- Proposed Paragraph 5 Protective Subdivision Covenants Addition & Vote
- Closing Comments
- Motion to Adjourn

Sincerely,  
Board of Directors

**PALMERA PARK CORP**  
**ANNUAL PROPERTY OWNERS MEETING BALLOT**  
**Paragraph 5 Protective Subdivision Covenants Addition**  
**January 16, 2018**

Furthermore, Palmera Heights Park/Subdivision mandates that a Park Resident who has a person or persons under the age of 35 that will be staying/living/visiting temporarily with said park resident is required to report to the Palmera Park Corp President within 24 hours. The resident is required to make this report in order to keep the Palmera Park Corp informed so that the 30 (thirty) day limit visitation rule may be enforced. Failure to inform the Palmera Park Corp President will subject the Park Resident to a \$100.00 (One Hundred and no/100) Dollar fine for each daily violation, and subject the Park Resident to a possible eviction of the person or persons under the age of 35 staying/living/visiting temporarily with said Park Resident from Palmera Heights Park/Subdivision.

Park Resident must provide proof of age for any person when requested by the Palmera Park Corp President. Valid forms as proof of age are current: Birth Certificate / Driver's License / Passport.

The fine will be considered a lien against the Park Resident's property and may be enforced according to Texas State Law. The fine will be an Obligation of the Park Resident and will accrue interest at the maximum amount allowed by law until paid.

By the recording of this Amendment to the Declaration of Covenants, a lien to secure the payment of all regular assessments, special assessments, dues, fees, charges, interest, late fees, fines, collection costs, attorneys fees, and any other amounts due to Palmera Park Corp for Palmera Heights Park/Subdivision is hereby created as of the filing of the original Declaration, September 26, 1978.

Cut or Tear Along Dashed Line Below

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

THIS IS YOUR BALLOT. Please check 1 of the following two choices, sign and date. You may either bring your ballot to the meeting or give it / send it to one of the Board of Directors.

Yes, I agree with proposed addition to Paragraph 5.

No, I disagree with proposed addition to Paragraph 5.

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Signature

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Date

PALMERA PARK CORP  
MINUTES  
February 5, 2018

Meeting was called to order at 5:54 p.m. by President Mitzel.

President Mitzel gave prayer and led the group in the Pledge of Allegiance.

Board recognized President Mitzel for how well he presented the Property Owners meeting. President Mitzel recognized Sam Masten, Bob Hobson and Barb Brown for their years of service on the Board.

Members present included Gary Mitzel, Bob Hobson, Barb Brown, Barb Brock, Carl Thomson and Sam Masten. Guests present were Susan Stauch and Bob Lutz.

Minutes of the January 9, 2018 meeting were read by Barb Brown, secretary. Motion to accept minutes as read by Sam Masten and seconded by Carl Thomson. All approved.

Treasurer, Barb Brock, reported an ending balance as of February 5, 2018, of \$16,150.15. The CD currently has \$11,275.44. CD will not be moved until March, 2018 to a savings account. Outstanding bills include: \$3,846.00 for hall insurance to State Farm, \$12.44 for wire basket for holding monthly calendars to Janice Lutz, \$70.80 for hall supplies to Jan Kuran, \$156.25 for lumber for picnic tables to Carl Thomson, \$79.23 for reverse osmosis water filters and smoke detector batteries to Carl Thomson, and \$40.00 for trimming palm tree on Palmera Park Corp property to Sam Masten. Motion to accept treasurer's report and pay outstanding bills made by Sam Masten and seconded by Carl Thomson. All approved.

Bob Hobson, vice president, reported to date we have 130 members and 20 associate members.

Sam Masten and Carl Thomson, building and grounds, reported:

- 1) New locks and keys have been ordered, waiting to receive
- 2) Outside rear light – found 2 photo cells and unplugged one, light working ok for now
- 3) Smoke detector batteries replaced
- 4) Reverse osmosis filters changed
- 5) Palm tree has been trimmed
- 6) Repair of picnic tables nearing completion
- 7) No solicitation signs – will be ordering and placing at the 3 entrances to park
- 8) Hall phone not working – motion by Sam Masten and seconded by Barb Brock to removed. All approved.

Known activities:

- 1) February 13 – Men's Valentine Dinner
- 2) March 8 - Split Image entertainment *Jan 18, 2018*
- 3) Soup & Pie netted \$784.55 profit
- 4) President Mitzel reported from Jan Kuran of 9 welcome baskets were distributed.

Old Business:

- 1) Board will set up for Annual Meeting at 3:00 p.m. on Monday, February 12<sup>th</sup>
- 2) Went over agenda for Annual Meeting

- 3) Prepare ballots for Annual Meeting. Candidates are Richard Carson, Bob Lutz & Susan Stauch. Ballot to include write ins. Nominating committee was: Bob Hobson, Don Starcher and Esta Thomson. Board members leaving board are: Sam Masten, Bob Hobson and Barb Brown.

New Business:

- 1) Audit committee; Barb Brock, Leonard Lentz and Ron Clardy. Report to be given at Annual Meeting.
- 2) Need to make sure all documents are available to all members upon request.

Motion to go to executive session at 7:12 p.m. by Barb Brock and seconded by Bob Hobson. All approved.

Motion to exit executive session at 7:31 p.m. by Bob Hobson and seconded by Sam Masten. All approved.

Next board meeting will be on Monday, March 5, 2018, at 6:00 p.m.

Motion to adjourn by Bob Hobson and seconded by Sam Masten. All approved. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Barb Brown  
Secretary

PALMERA PARK CORP  
ANNUAL MEETING  
February 12, 2018  
7:00 p.m.

At 7:00 p.m. President Gary Mitzel called the meeting to order and welcomed all present. Fifty-three members were in attendance plus six guests.

Prayer was given by Sam Masten. Pledge of Allegiance was recited by all present.

Minutes of February 13, 2017 were not requested to be read.

Barb Brock presented the treasurer's report showing a beginning balance as of February 15, 2017 of \$21,615 with receipts of \$19,768 and expenditures of \$24,894 leaving an ending balance of \$16,499 as of February 5, 2018. Motion to accept treasurer's report was made by Orville Kuran and seconded by George Hansen. All approved.

No Activities Director but thanks to volunteers some activities are being held.

Budget for 2018-19 was presented by Barb Brock, Treasurer, showing projected receipts of \$13,950 and projected expenses of \$13,950. Before the vote President Mitzel informed the membership of the possible increase in hall insurance. Presently we have a \$300,000 liability which covers a low risk operation. The dart board which was installed in the hall after the January Board meeting and contacting our insurance agent a \$1,000,000 insurance policy is needed which will increase our current insurance fee of \$4000 to an additional \$1500 per year. Board recommends removing the dart board by this Friday and not increasing our insurance. Motion to accept budget made by Bob Brown seconded by Kay Falk. All approved.

Occupancy Verification Report was given by Barb Brown, Secretary. Barb stated there are 156 lots in the Park with 104 occupied lots and all are 55 and over.

Sam Masten with Carl Thomson, building and grounds, reported the following:

- 1) Yearly worksheet schedule going well
- 2) Outside light going off – found it was wired with 2 photo cells in session – 1 removed, seemed okay now
- 3) Adding 2 more lights on southside of hall with LED lights
- 4) Palm tree has been trimmed
- 5) All new locks on doors – if need new key see Bob Hobson
- 6) Rebuilt picnic tables – thanks to Carl Thomson, Gary Stauch and Ron Clardy
- 7) New seats for concrete benches in progress
- 8) Pool table to be recovered and one new rail
- 9) Fire extinguishers have been checked and 3 still out
- 10) Osmosis filters have been changed
- 11) Wire cage for aluminum cans has been removed and a new trash can was donated by Sam Masten. A can crusher has been installed on the wall and is requested that everyone crush their own cans from now on.
- 12) Tabs from cans may be saved and placed in little house in hall.
- 13) Also, recycled batteries may be saved and a can is available in the hall.

President Mitzel thanked the outgoing board members for their years of service. The board members leaving are: Bob Hobson, Vice President; Barb Brown, Secretary; and Sam Masten, Building and Grounds.

Nominations for the 2018-19 board are: Susan Stauch, Bob Lutz and Richard Carson. No motion to make any other nominations. Motion by Kay Falk and seconded by Esta Thomson to accept the nomination as presented. All approved.

No audit report given at this time. Motion by Susan Stauch and seconded by Vicki Swartz to publicly post audit at a later date. All approved.

**New Business:**

- 1) Injunction Financial Breakdown and Execution
  - a) Total Cost of Injunctions was \$10,037.39
  - b) Temporary Extended Injunction against Espinoza
  - c) Permanent Injunction against Montemayor
  - d) Injunction clause is posted on the bulletin board for future reference
- 2) Article II: Proposed By-Law Change – board requesting increase of buying power of \$500 to \$2000 due to the costs of repairs and upkeep of hall. Motion to approve the \$2000 made by Gary Stauch and Seconded by Bob Brown. All approved.
- 3) Policy Revision Addition regarding statement on deeds to show the words existing, future and instruments added to deeds was presented and discussed. Motion to table the deed issue made by Leonard Lentz and seconded by Bob Brown. All approved.
- 4) Policies no longer relevant and removed:
  - a) 30 day free membership
  - b) Outside bulletin board no longer exists
- 5) President Mitzel showed that the Sales Tax Exempt Number, Employee ID Number and Tax Payer Number are non existing.
- 6) Membership dues are to be given to the Vice President only by March 1, 2018, at \$75 per member.
- 7) Cameron County Housing Authority Public Housing Notice regarding Rabb Road low incoming housing project information was presented by Susan Stauch. This project will include 35 duplexes on the 19 acres located at 27250 Rabb Road. The units are to be 55 and over. A meeting will be held in Brownville regarding concerns on March 12, 2018. A petition is being circulated amongst the residents of Palmera Park Corp and plans to attend this meeting.

Motion to adjourn meeting made by Kay Falk and seconded by Sharron West. All approved. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

*Barb*

Barb Brown

Secretary

Special meeting with new board members to determine offices was held immediately after annual meeting. The results are as follows:

President – Gary Mitzel

Vice President – Susan Stauch

Secretary – Richard Carson

Treasurer – Barbara Brock

Carl Thomson – Building and Grounds

Bob Lutz – Building and Grounds

## **PALMERA PARK CORP ANNUAL Club MEETING**

Please plan to attend the Annual Club meeting as detailed below.

**When: February 12, 2018 @ 7PM**

**Where: Palmera Park Corp Club House**

**Who: All Club Members**

**What: Voting on several minor By-Laws & Policy changes and new Board of Directors members.**

**The full agenda is listed below:**

- Call to Order
- Prayer
- Pledge of Allegiance
- Minutes of February 13, 2017
- Treasurer's Report
- Activities Chairman Report
- 2018/2019 Budget Proposal & Vote
- Occupancy Verification Report
- Building and Grounds Report
- 'Thank you' to outgoing Officers
- Nominating Committee Report & Vote
- Audit Committee Report
- New Business

Injunction Financial Breakdown & Execution

By-Laws Article 11 Change & Vote

Policy Revisions & Vote

Texas Sales Tax Exemption

\$75 Membership Dues due March 1<sup>st</sup>

- Closing Comments
- Board Members to meet and appoint Officers
- Motion to Adjourn

**Sincerely,  
Board of Directors**