

**BOARD OF DIRECTORS
MINUTES OF INFORMAL BOARD MEETING
APRIL 8, 2025**

The Informal Board Meeting of Palmera Park Corp. was held at the Palmera Park Recreation Hall in La Feria, Texas at 6:00 PM on April 8, 2025.

CALL TO ORDER

President Frances Petska called the Informal Board Meeting to order at 6:00 PM.

BOARD MEMBERS PRESENT:

Frances Petska, President; Bill Patrick, Vice President; Helen Fenimore, Secretary; Brenda Stokes, Treasurer; Arnold Lance, Building & Grounds; Em Williams, Building & Grounds; Quorum is met.

Helen Fenimore called an Informal Board Meeting to review several items she felt needed to be addressed as listed:

OLD BUSINESS:

Vote on Recreation Hall usage from the previous board meeting was discussed. The board approved in the April 7, 2025 Regular Board Meeting that Recreation Hall usage must be comprised of 75% Property Owners to comply with federal law.

The Covenant amendment for 614 was discussed regarding setting a date for the attorney to review the 2024 law to be added to our governing documents. Board will be advised when attorney has scheduled a date and time.

NEW BUSINESS:

Communications with the board and Property Owners were discussed. State and federal laws require email and allow text, and telephonic methods for communications. A phone committee will be formed to be responsible for collecting email addresses of each Property Owner. It is understood that many Property Owners do not wish their email address to be public. If requested, email addresses will not be put in the directory. The law requires Palmera Park Corp. to have Property Owners' emails to distribute notifications, governing documents, communication purposes, etc. The board requested they be provided with the opportunity to read this law.

Legal communications were discussed regarding attorneys' attending our meetings. The board decided this was not an issue. No changes will be made at this time.

Recreation Hall use was discussed regarding 75% of people using the Hall must be Property Owners. The board requested they be provided with the opportunity to read this law. The membership needs to be advised of the change. Francis Petska will review what rules we presently have regarding reservations and advise the board at the next meeting.

Printing for a charge of \$.25 per page was discussed. It was determined we need to specify what we will and will not charge. Topic tabled.

Ballots in safety deposit box are to be destroyed after 30 days of the vote, which can free up space in the “loaded” box. Bill Patrick and Frances Petska will make an inventory of contents this summer for us to determine what records are not necessary to preserve.

Membership dues were discussed. The board was not aware Texas law requires a payment plan to be allowed for a minimum of three months up to 18 months after the due date. Helen Fenimore read the law to the board.

Frances Petska and Em Williams said requesting an extension and not responding to the payment request are two different things.

A request for Good Samaritan help was made. Frances Petska will check on it.

Records and retention Years 2003 to present should have restricted access. Helen Fenimore reported over the years, pages were removed and not replaced and often not put back in the proper order. The existing records are now in chronological order. Minutes, financial records, correspondence, contracts, equipment records, insurance, etc. are kept in the locked Permanent Filing Cabinet in the Annex.

The 2007 – 2023 IRS tax returns were completed by the secretary. It was decided the job descriptions need to be reviewed to determine who is to complete and file future returns. It was suggested that the Treasurer file the form at the end of each fiscal year. Treasurer, Brenda Stokes, questioned reporting taxes by filing 990-EZ because a CPA told her we did not have to do it, we should use the “990-N” e-card. At no charge, the CPA filed the “E” card for us in February. He stated we should send it in February, but it was not due until June. Helen said IRS advised us we had to file the form 990-EZ for the years 2007 to 2023 to reinstate for non-profit tax-exempt status. Helen Fenimore said, according to our records, our fiscal year was changed to a calendar year, and she recently advised IRS of the change.

When requested, A Resale Certificate will be provided stating the status of membership dues owed by seller, current lawsuits, corporate financial information, etc. for the purpose of selling a property. Usually this is completed by the realtor.

Previous board minutes need to be addressed regarding that board’s overreach and placed in current board minutes.

Em Williams motioned meeting adjourned. Helen seconded. Motion carried. Meeting adjourned at 7:30pm. This is the last Regular Board Meeting until November 2025.

Respectfully submitted by: