

Board Meeting Agenda  
February 3, 2020 - 6:00 PM

- Call to Order ✓
- Open with Prayer and Pledge ✓
- Read and Approve the Minutes from last meeting ✓
- Committee Reports
  - Treasure Report ✓
    - Petty Cash? ✓
    - \$1,500 paid to attorney, which account did it come from? ✓
- Building and Grounds Report
  - Water filtration system ✓
- Membership Report ✓
- Old Business
  - Thermostat and lock box update ✓
- New Business
  - If the vote passes, do we cap legal fund?
  - Any discussion of items not on agenda
- Adjourn

China - next -  
Fall

20 empty trailers as of now 2-3-20

9-11<sup>am</sup> Feb 17<sup>th</sup> Count votes

2-

Meeting that night

70 votes

PALMERA PARK CORPORATION  
MINUTES  
February 3, 2020

Meeting was called to order by President Susan Stauch at 5:57 p.m.

Prayer was given by President Stauch. Pledge of Allegiance was recited by all present.

Members present were : Susan Stauch, Bob Hobson, Barbara Brown, Janice Lutz, Carl Thomson and Dan Joslyn. Guests were: Jim Starcher and Bob Lutz

Minutes of the January 6<sup>th</sup> meeting were read by Susan Stauch. Motion to accept minutes as read was made by Carl Thomson and seconded by Dan Joslyn. All approved.

Janice Lutz presented the treasurer's report. As of January 31<sup>st</sup> the ending balance was \$34,867.69. The money market balance as of January 31<sup>st</sup> was \$6,767.82.

Outstanding bills to be paid was \$212.18 for supplies and pancakes. Motion to pay bills was made by Bob Hobson and seconded by Carl Thomson. All approved.

Janice Lutz brought up concern regarding addresses to P.O. Box (Box 749, LaFeria, TX 78559). Susan Stauch will contact necessary places needing this address for future deliveries.

Board discussed the need for petty cash. All decided to use the debit card and to write checks as needed with a receipt.

Carl Thomson, building and grounds, reported the mop boards are done, water filter is in and the next project will be to put new trim on the shuffle board by using PVC pipe.

Also, in the process of purchasing and installing a programmable thermostat for the hall. There will be a box over the thermostat with a key. Carl Thomson will have the key. Discussion was held regarding the temperature to be set for summer.

It was discussed to not purchase 12 new chairs at approximately \$48 each until the fall. It is estimated that 32 chairs will complete the replacement of all chairs in the hall.

Membership was reported by Bob Hobson stating there a total of 105 owners with 74 paid (volunteer) owners to date.

Property owners will vote on 55 and Over on February 17<sup>th</sup> between 9 and 11 a.m. Votes will also be taken at the 7:00 p.m. meeting that night for those who hadn't voted. Ballots will be counted.

There will be no cap set at this time for the Money Market (Legal) account.

With no further discussion the meeting was adjourned at 7:02 p.m.

Respectfully submitted,

Barb Brown, Secretary

PALMERA PARK CORPORATION  
NOTES  
February 17, 2020

On February 17, 2020, at 7:00 pm President Susan Stauch called the group together to inform the results of the election regarding 55 and over status.

The Pledge of Allegiance was recited by all present. She thanked everyone for attending and for the boards assistance.

The results of the vote was: 84 yes, 8 no and 13 not attending votes. A total of 70 yes votes was all that was needed to obtain 2/3 majority. The vote passed by more than needed.

Will be contacting attorney for proper procedures to file to stay in compliance with HOPA.

Side note: Good Samaritan clause was to help property owners in need. Anyone who wishes to help 2 people see Susan or any board member after meeting.

Tax exempt status was lost in 2009. Will collect necessary paperwork and will be taken to tax attorney to help to get reinstated. If can't, possibility to have to pay interest and penalties. This is due by March 15, 2020. Hopefully, attorney can help.

Questions by Helen Fenimore:

Are we in compliance with HOPA? Yes, no longer a voluntary social club. Now we are paying assessment fees used to pay for legal dues and property owners dues.

Meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Barb Brown, Secretary

Board Meeting Agenda  
March 2, 2020 6:00 PM

- Call to Order
- Open with Prayer and Pledge
- Read and Approve the Minutes from last meeting
- Committee Reports
  - Treasurer's Report - Approve
  - Amended Treasurer's Report from Annual Meeting - Approve
- Building and Grounds Report
- Membership Report
- Old Business
  - Tax exemption
- New Business
  - Bylaws, Constitution, Covenants, attorney letter (\$136.00)
  - Electric Contract
  - Paperwork that is passed out to new property owners
  - Floor tiles
  - Tree trimming
- Adjourn

PALMERA PARK CORPORATION

MINUTES

March 2, 2020

Meeting was called to order by President Stauch at 5:56 p.m.

Prayer was given by President Stauch and lead group in the Pledge of Allegiance.

Members present were: Susan Stauch, Bob Hobson, Barbara Brown, Janice Lutz, Carl Thomson, and Dan Joslyn. Guests were Bob Lutz and Jim Starcher.

Minutes of the February 3<sup>rd</sup> meeting were read by Barb Brown. Motion to accept minutes as read was made by Bob Hobson and Janice Lutz. All approved.

Janice Lutz, treasurer, reported an ending balance of \$38,082.65 as of March 2, 2020, and the money market ending balance was \$7,055.26. Motion to accept treasurer's report made by Don Joslyn and seconded by Carl Thomson. All approved.

Outstanding bills to be paid was \$154.43 flowers, \$249.63 pancakes and hall supplies, \$136.00 filing fees. Motion to pay bills made by Barb Brown and Carl Thomson. All approved.

Janice Lutz also reported the garage sale made \$780.

✓ Susan Stauch reported the treasurer's report given at the annual meeting had been revised to read as follows: \$28,455.60 beginning balanced to \$18,964.34 credits equaling \$47,419.94 minus credits \$18,204.16 equaling \$33,912.21 (corrected beginning balance). Motion to accept amended treasurer's report made by Bob Hobson and seconded by Carl Thomson. All approved.

Carl Thomson, building and grounds, reported the shuffleboard is in progress and the cover for the thermostat will be done soon. Repairs to flag pole is done and the dirt in front has been done also.

Bob Hobson, vice president, reported 85 property owners of the 105 have paid the assessment dues. As letter will be sent out on October 1st to collect any delinquent dues by November 1st. If not paid by then, will be turned over to small claims.

Paperwork to reinstate the tax exempt status is ready and will be taken to tax man by Susan Stauch on March 4<sup>th</sup>.

Susan Stauch reported that the revised Bylaws, Constitution and Covenants have been filed as of March 2, 2020.

Electric contract with Direct Energy is due June, 2020. Susan Stauch will check with other providers to be sure to obtain the best value.

Floor tile in main hall is bad. Carl Thomson will check on prices to remove, prep and paint this floor. This does not include the pool room at this time.

Tree trimming on the north boundaries of park needs to be done by the electric company. We will continue to pursue this.

Meeting was adjourned at 6:52 p.m.

Respectfully submitted,  
Barb Brown, Secretary

**Board Meeting Agenda**  
**April 6, 2020 6:00 PM**

- **Call to Order**
- **Open with Prayer and Pledge**
- **Read and Approve the Minutes from last meeting**
- **Committee Reports**
  - **Treasurer's Report - Approve**
  - **Building and Grounds Report**
  - **Assessment Fees Report**
- **Old Business**
  - **Tax exemption update**
  - **Electric Contract**
  - **Paperwork that is passed out to new property owners**
  - **Floor tiles**
- **New Business**
  - **Bingo Money**
  - **Any other items**
- **Adjourn**

PALMERA PARK CORPORATION  
MINUTES  
April 6, 2020

Meeting was called to order by President Stauch at 6 p.m. with members attending virtually. Group recited the Pledge of Allegiance. President Stauch offered a prayer.

Virtual members were Susan Stauch, Bob Hobson, Carl Thomson, Janice Lutz and Barb Brown.

Minutes of the March 2<sup>nd</sup> meeting was read by Barb Brown. Motion to accept by Bob Hobson and seconded by Janice Lutz. All approved.

Committee Reports:

Janice Lutz, treasurer, reported an ending balance of \$34,961.31, money market of \$7,781.78, and assessment fees of \$9,825.02. Motion to accept by Carl Thomson and seconded by Bob Hobson. All approved.

Carl Thomson, Building and Grounds, reported a platform was made for freezer and stove, thermostat guards ready in next couple of weeks, shuffleboard not done yet, humidifier in kitchen to drain in sink and will remain running, shutting thermostat off for summer, no AC, foam on windows to protect curtains and help heat.

Bob Hobson, vice president, reported <sup>13 properties</sup> ~~16 properties~~ not paid. <sup>25 properties</sup>

Old Business:

Susan Stauch reported tax exemption update – all paperwork done. Paid \$600 for processing fee. Probably take a few months to get official approval.

Electric contract – current rate of 6.299 with Direct Energy for 33 months.

Paperwork that is to be passed out to new property owners has been copied by Barb Brock for us and is ready to go to Bob Hobson. Susan will send a thank you note to her.

Floor tiles – have \$2000 to spend w/o vote, \$560 in memorial fund, \$610 in window fund (Orville & Jan Kuran agreed to move to floor). Equals a total of \$3,170 for floor. Cost to remove and dispose of 2,108 square feet of tile is \$1,707.74 and prepping floor is \$2,192.36. Suggest getting 3 estimates and we remove the tiles.

New Business:

Bob Hobson checked post office box and found no check from Rainmaker but got a check from C. Smith which was \$33 overpaid. New man in Rainmaker home. Susan Stauch will contact title company regarding this property.

Janice Lutz reported mowers paid \$511 for June thru May, 2020. Insurance paid in amount of \$4,521 and has \$212.86 for Bingo which was cancelled and will hold until next season and biscuits & gravy/pancakes reported \$1,311.50.

Janice Lutz regarding activities money for next fall to be turned into treasurer within 7 days.

Susan Stauch reported new activities director for 20-21 is Kay Falk. All approved.

Carl and Esta Thomson are making masks for any who need them.

Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Barb Brown  
Secretary



Board Meeting Agenda  
October 12, 2020 6:00 PM

- Call to Order
- Open with Prayer and Pledge
- Read and Approve the Minutes from last meeting
- Committee Reports
  - Treasurer's Report - Approve
  - Building and Grounds Report
  - Assessment Fees Report
- Old Business
  - Final Notice Letter
- New Business
  - Signs for all entrances
  - Gatherings at Hall (ie pancakes, potlucks, games, bingo)
- Adjourn

PALMERA PARK CORPORATION

MINUTES

October 12, 2020

President Susan Stauch called the virtual meeting to order at 5:59 p.m. with Bob Hobson, Carl Thomson, Janice Lutz, Barb Brown and Dan Joslyn. President Stauch offered a prayer.

Minutes of the April 6<sup>th</sup> meeting were read by secretary, Barb Brown. Correction made to change 16 properties to 16 people equaling 25 properties not paid. Motion to accept minutes with correction made by Bob Hobson and seconded by Dan Joslyn. All approved.

Janice Lutz, treasurer, reported an ending balance of \$32,179.<sup>67</sup> and money market of \$7,787.62. Janice wanted to thank Esta Thomson for sending her the bank statements. Susan Stauch reported on the large water bill due to running water at hall. Bill was \$846.84. She contacted the City of LaFeria and was able to get a credit of \$274.15 (sewer charge). No knowledge of what happened or why. Motion to accept treasurers report by Carl Thomson and seconded by Bob Hobson. All approved.

Carl Thomson, building and grounds, reported the thermostat is up and on, shuffleboard not done since no wood is available, humidifier is running, and was able to purchase a large quantity of mops a a super low price. Discussion on floor tiles is being tabled for now.

Bob Hobson, vice president, reported 15 people equaling 24 properties have not paid. A final letter will be mailed to these people stating the amount due and location of property with a due date of December 11, 2020. Any who have not paid will be turned into small claims. Next assessment payments are due January 1, 2020.

Due to the Covid-19 pandemic, there will be no annual meeting. Thus, current board will remain one more year. All agreed. President Stauch will prepare a letter for November mailing regarding this decision.

Regarding Tax Exempt Status, President Stauch has called multiple time with no response but will continue to make contact.

Signs for all three (3) entrances – Esta Thomson has been asked to make the following signs:

- no more than 10 in or outside hall
- 6 feet social distancing
- masks required

Possible county fine or \$1000 if policed are contacted and come. By posting this info, Board has followed our obligation and no longer liable.

Gatherings at the Hall – All activities are cancelled (pancakes, potluck, games, bingo, gabfest, etc). A sign will be posted stating "Planned activities at the present time and until further notice all are cancelled."

Next board meeting will be November 2, 2020 at 6 p.m. via telephone.

Meeting adjourned at 6:39 p.m.

Respectfully submitted,

Barb Brown, Secretary

**Board Meeting Agenda**  
**December 7, 2020 6:00 PM**

- Call to Order
- Open with Prayer
- Read and Approve the Minutes from last meeting
- Committee Reports
  - Treasurer's Report - Approve
  - Building and Grounds Report
  - Assessment Fees Report
- Old Business
  - Final Notice Letter - Do we want to send one more?
  - Signs for all entrances - face mask requirements, number of people meeting
- New Business
  - Small claims court
- Adjourn

Palmera Park Corporation  
Minutes  
December 7, 2020

President Susan Stauch call the virtual meeting to order at 5:54 p.m. with Bob Hobson, Carl Thomson, Janice Lutz, Barb Brown and Dan Joslyn. President Stauch offered a prayer.

Minutes of the October 12, 2020 minutes were read by secretary Barb Brown. Correction made to correct the ending balance of \$32,179.69 to \$32,179.68. Motion to accept minutes with correction by Bob Hobson and seconded by Janice Lutz. All approved.

Janice Lutz, treasurer reported an ending balance of \$34,145.14 and money market of \$7,789.10. Motion to accept treasurer's report by Carl Thomson and seconded by Dan Joslyn. All approved.

Carl Thomson, building and grounds, had nothing to report except waiting to be able to purchase PVC pipe for the shuffleboard. There was a rut near the hall that he filled to avoid any possible accidents.

Bob Hobson, vice president, reported 9 people equaling 17 properties have not paid. For 2021 54 people have paid.

Regarding final notice letter – cost \$138 per property to take to small claims court. (Court is closed at this time). \$207 to have Constable to deliver the judgment. Discussed sending letter to the non-paying people to inform them the small claims and Constable have been contacted. This letter will be send by registered mail with return receipt requested.

All signs are up at the hall. Small groups are meeting at the hall (Singles). Air conditioning is off.

President Stauch adjourned the meeting at 6:32 p.m.

Respectfully submitted,

Barb Brown  
Secretary



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

PALMERA PARK CORP  
1205 N PALMERA PO BOX 749  
LA FERIA, TX 78559

Date:  
11/10/2020  
Employer ID number:  
74-2281220  
Person to contact:  
Name: Sally Davenport  
ID number: 31050  
Telephone: (877)829-5500  
Accounting period ending:  
December 31  
Form 990/990-EZ/990-N required:  
Yes  
Effective date of exemption:  
March 20, 2020  
Contribution deductibility:  
No  
Addendum applies:  
No  
DLN:  
02953086331000

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(7). This letter could help resolve questions on your exempt status. Please keep it for your records.

As an organization described in IRC Section 501(c)(7), you're permitted to receive up to 35 percent of your gross receipts, including investment income, from sources outside of your membership without losing your tax-exempt status. Of the 35 percent, not more than 15 percent of your gross receipts can come from general public use of your club facilities or services. Income in excess of these limits may jeopardize your continued tax-exempt status.

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the postmark date of your application.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

January 19, 2020

To All Property Owners:

As discussed at the Annual Meeting on January 13, 2020, we will vote to make additions to the Protective Subdivision Covenants on **February 17, 2020**, from 9:00 a.m. to 11:00 a.m. Voting ballots will also be taken at a meeting to be held that evening beginning at 7:00; the purpose of this meeting is to answer any questions you may have. The proposed addition to our Protective Subdivision Covenants is to create an annual assessment of each property within Palmera Heights Subdivision. It is the desire of the Board to not only protect our status as a senior community but to protect the interest of all property owners as well. If we are to stay in compliance with HOPA, (the Housing for Older Persons Act), prepare for unexpected legal expenditures and maintain our common areas, we must have adequate funding. Therefore, it is in good faith that the Board proposes the following addition to the Palmera Heights Subdivision Covenants:

All property owners will be assessed an annual assessment fee of \$100.00 per year, with the ability to designate the disbursement of their paid assessments. Lots that are joined for the purpose of creating one property will be assessed as one property. Those who own multiple properties that are not joined for the purpose of one property will be assessed \$100.00 for each property owned.

If you are unable to vote at the above stated time you may request an absentee ballot from Bob Hobson or Susan Stauch and return it to them in a sealed envelope or mail it to, Palmera Park Corp, P.O. Box 749, La Feria, TX 78559, provided your ballot is received by midnight February 17, 2020.

February 20, 2020

To All Property Owners,

This letter is intended to make you aware of the outcome of the vote that took place on February 17, 2020, in which we proposed the following amendment change to our Protective Subdivision Covenants:

All property owners will be assessed an annual assessment fee of \$100.00 per year, with the ability to designate the disbursement of their paid assessments. Lots that are joined for the purpose of creating one property will be assessed as one property. Those who own multiple properties that are not joined for the purpose of one property will be assessed \$100.00 for each property owned.

We have 105 properties within the Park that have the right to vote. Each property owner was contacted either by door-to-door communication, by phone, email or mail. Of the 105 properties, 92 voted either in person that day or by absentee ballot. The results of that vote are as followed:

Yes votes	84
No votes	8
No votes by way of a non-vote	13

In order for the proposed change to pass we needed  $\frac{2}{3}$  or 70 properties to vote yes. As you can see, we had overwhelming support for this change because we believe that everyone who lives within this community wishes for us to remain a senior community.

We have contacted our attorney and will be filing the change to our Protective Subdivision Covenants with the County **very soon**. ~~The Board~~ would like to thank everyone for taking the time to vote and for caring about our community as well as your friends and neighbors who live alongside you.

Palmera Park Corp Board