

# **Rancho La Cantera Homeowners Association (HOA)**

## **Annual Meeting Minutes**

**February 22nd, 2020**

### **Board members present:**

- Amanda Carlson-President
- Emma Mitchell- Treasurer
- Eduardo Caso-Secretary

### **Other in attendance:**

Nine (9) homeowners. Please refer to the attendance list

### **Call to Order:**

The regular annual meeting of Rancho la Cantera Homeowners Association was held at First Community Bank located at 470 E. Morrison Rd, Brownsville, TX 78520. The meeting was convened at 10:10 am with President Carlson presiding.

### **Approval of Minutes:**

The minutes of the previous meeting held on January 19<sup>th</sup>, 2020 were presented and reviewed. Mrs. Mitchell made a motion to approve said minutes as presented. Mrs. Carlson seconded the motion and they were unanimously approved.

### **Financial Report:**

Mrs. Mitchell distributed the YE 2019 financial results and the 2020 proposed budget. Mrs. Mitchell provided a thorough report of the financial condition of the HOA. She indicated the HOA ended 2019 with a surplus totaling \$1,380.68. She stated that the reason the HOA had this surplus was because no street repairs and landscaping were done during this year. Total contributions (HOA fees) during 2019 amounted to \$10,800.00. Expenses totaled \$9,419.76. She also pointed out that 85 percent of all the expenses (\$8,012.52) for 2019 were concentrated on the following 3 line items:

- Lawncare and maintenance
- Utilities
- Gate Repairs

In addition, Mrs. Mitchell presented the proposed 2020 Budget which shows a deficit of \$443.00 due to additional expenses that the HOA must incur (e.g. website maintenance, office supplies, postage, etc.).

Mr. Caso motioned to approve the financial report and the proposed budget as presented, and was seconded by Mrs. Carlson.

#### **Architectural Control Committee Report:**

Representatives of this committee were not present at this meeting. Mrs. Mitchell indicated that all the contractors interested in building in the subdivision must submit the construction plans according to the HOA's specifications. In addition she reminded those present at this meeting that any changes to that the residents want to do to their homes (e.g. exterior paint color, structure additions, such as sheds and/or pools) needs to be approved by the board before any work is done. Furthermore, Mrs. Mitchell stated that the HOA needs to inform the residents of Rancho La Cantera that property fences need to be installed within one year after the residence has been built.

A motion was made by Mrs. Carlson to approve the Architectural Control Committee report as presented. Mr. Caso seconded the motion and it was unanimously approved.

#### **Old Business**

- a) Mrs. Carlson indicated that Mario Hernandez resigned as President of the HOA on August 22<sup>nd</sup>, 2019 and that on January 19<sup>th</sup>, 2020 she was voted to serve as President of the Board until January 2121.
  
- b) Mrs. Carlson informed that on the board meeting held on January 19<sup>th</sup>, 2020, the board discussed and agreed to conduct a Special Assessment meeting for capital improvements to replace the gate doors and repair the gate entrances. Said meeting will take place on March 21<sup>st</sup>, 2020 at First Community Bank in Brownsville, TX at 10:00 am. Mr. David Carlson reported on the past and present condition of the gates and the motors. He also indicated that the total cost to do the capital improvements would be \$20,000.00 ( \$600.00 per household) as follows:
  - Replacement of the gates-\$15,000.00
  - Fixing the gate sensors- \$2,500.00
  - Street repairs-\$2,500.00
  
- c) In addition, the board also voted to do a Special Assessment to increase the maximum annual HOA fees from \$300.00 to \$600.00, with an option of a 3% increase for inflation. If approved by the members of the HOA on the meeting on March 21<sup>st</sup>, 2020, the new rate will take place in January of 2021.

#### **Open Session**

Mrs. Connie Cristiano presented to the board a landscaping plan for the subdivision that includes the plating of royal palms and other indigenous plants. She stated that she has already obtained an estimate from the company The Tree of Life.

After discussion, it was agreed for Mrs. Cristiano to head the beautification committee.

Mrs. Carlson, suggested a temporary open gate policy from 8:00 am to 7:00 pm to accommodate the traffic for the construction of current and future homes within the subdivision. Motion was made by Mr. Caso and it was seconded by Mrs. Mitchell.

The meeting was adjourned at 12:05 pm.

Next meeting was tentatively scheduled for January 23<sup>rd</sup>, 2021

Eduardo Caso

Secretary