

Rancho La Cantera Homeowners Association

Board of Directors Meeting Minutes

First Community Bank

470 E. Morrison Rd.

Brownsville, TX 78526

Meeting Called to Order at 9:08 AM By President David Carlson

Board Members Present Were

1. David Carlson, New President
2. Jaime Ochoa, New Secretary
3. Armour Chambers, Current Treasurer
4. Kemp Dubea, Past President
5. Cynthia Dubea, Past Secretary

Minutes approved

1. Motion Passed by Jaime Ochoa
2. Motion Seconded by David Carlson

Old Business

1. Financial Reports
 - a. Budget was presented at the last meeting
2. Delinquent HOA Fees
 - a. Five people were informed about paying old fees.
 - b. There were concerns and speculation from previous years because some homeowners have not seen action in used for homeowners fees.
 - c. Since Mr. Dubea is the developer for the lots, he is and was not obligated to pay for the HOA fees for the lots. There were several lots being available for sale and not much money was accrued in the past. Because more people are buying lots, more money is being accumulated.
 - d. Motion previously passed to wait until February, 28, 2017 to start assessing late fees on delinquent homeowners.
3. Delinquent Fees for Grass
 - a. Send violation notices for delinquent grass lawns not being cut
 - b. Call/ Email Lot Owners when their grass is too high
 - c. If no action is taken, HOA will take action in cutting the homeowners grass.
 - d. HOA will assess \$50 Service Fee for cutting grass.
 - e. Plus \$50 for notice charge
 - f. Plus \$10 for extra month late fee.
 - g. If no action is not taken, legal action will be taken.
 - h. Motion passed by David Carlson
 - i. Motion Seconded by Jaime Ochoa

4. Light Project Reporting (See Mr. Carlson's Street Proposal)
 - a. Cameron County Light Project
 - i. Consists of 75% of Lot owners agreeing to get the service with their signatures
 - ii. Will have to the County Commissioner and arrange for us to be part of the program
 - iii. Set up will cost \$18/ month
 - iv. Each Homeowner would have to pay \$7.50/ year to keep the lights on.
 - b. Reliant Energy
 - i. Lights are maintained by AEP
 - ii. Uses 750 kilowatts for 7 lights
 - iii. Certain lights can be turned on for less price, but AEP will charge service fee
 - c. Breeze Energy
 - i. Lights are maintained by AEP
 - ii. Uses 700 kilowatts of energy for 7 lights
 - iii. Three month fixed rate available
 - iv. Will be go to HOA but through a physical person's name mailed to HOA Mailbox
5. Subdivision Gate Project (See Mr. Carlson's Gate Proposal)
 - a. Things to consider:
 - i. Fence Maintenance
 - ii. Sensor Maintenance
 - iii. Painting
 - iv. Motor Maintenance
 - v. \$1050 for Liability policy
 - b. Will further explore more companies to establish a more competitive bid process.
 - c. Special assessment/ quorum will be made in the future.
6. Private Drive Signs
 - a. President David Carlson personally paid for the signs with concrete support
 - b. Used 40-50 lbs of concrete per sign.
 - c. Mr. Carlson will not charge the HOA

New Business

1. PO BOX established by Mr. Carlson
 - a. Our Post Office Box is in Olmito
 - i. P O Box 344 Olmito, TX, 78575
 - ii. Closest Post Office to La Cantera Subdivision
 - b. \$54 cost to open box
 - c. \$9 charge to replace key if broken
 - d. \$25 charge to rekey all keys
2. Handover of HOA books Accounts & Budget Set for Expenses and Supplies
 - a. We are requesting a budget change for office supplies from \$300 to \$1000 to buy necessary office supplies:
 - i. Scanner/Printer

- ii. Laptop for filing system to centralize all HOA documents
 - iii. Licenses for Quickbooks and Microsoft Office
 - iv. Printer Cartages
 - v. Labels
 - vi. Envelopes
 - vii. Stamps
 - viii. Reams of Paper and Envelopes
- b. Motion passed
- c. Mrs. Dubea handed out HOA box with Budget Books from years past and Supplies
- 3. Implement One time Newsletter to Inform HOA members of New Business
 - a. Making all correspondents to our Rancho La Cantera Email and PO Box
 - b. Just giving information to inform homeowners what we are doing to our subdivision.
- 4. Subdivision Lighting
 - a. Motion implemented to turn on all 7 lights.
 - b. Board chose Breeze Energy as our provider for our street lights
 - c. Mr. Carlson forwarded the motion, Mr. Ochoa second the motion.
 - d. Board will further investigate on how proper lit the subdivision is.
 - i. Board will further investigate if any changes need to be made such as:
 - 1. Changing Light Bulbs,
 - 2. Alternate Entergy Provider
- 5. Purchase of Cluster Mail Box
 - a. Board will hire Sun Valley Enterprises to add New Cluster Mail Box. The cost of the mail box will be \$1600.
 - b. Will be placed symmetrical to the first mailbox placed on the eastern side.
 - c. The estimate date of completion will be around April 15, 2017
 - d. Motion Passed
- 6. Implementation of Electronic Payment Method for HOA Dues and Fees
 - a. Rancho La Cantera HOA will implement www.duespayment.com
 - b. Homeowners can also mail the check to PO Box 344 Olmito, TX, 78575
 - c. Board members can still accept payments by cash or check.
 - d. Mr. Carlson will be responsible for implementing dues payment system.
 - e. Website will assess a small convenience fee.
 - f. Motion passed to implement Electronic Payment System.
- 7. HOA Liability Insurance
 - a. Will be discussed on next board meeting
- 8. Next meeting will be set at
 - a. Saturday, May 13, 2017, may be subject to change.
 - b. First Community Bank
- 9. Meeting adjourned at 10:35 AM