

5722
2-16-2018

**PALMERA PARK CORP
CONSTITUTION AND BY-LAWS**

January 16, 2018

(This Version supersedes all previous Versions of this Document)

Adopted December 14, 1982

(Revised February 13, 1989, February 5, 1990, February 13, 1995, February 12, 1996, February 12, 2001, February 10, 2003, February 9, 2004, February 10, 2014, February 7, 2015, January 16, 2018)

ARTICLE 1: (Name) PALMERA PARK CORP

ARTICLE 2: (Definition) This organization is a non-profit, property/home owners association.

ARTICLE 3: (Membership) Each resident land owner who complies with the Palmera Heights Subdivision Unit One and Palmera Heights Subdivision Unit Two age restrictions shall be eligible for membership and pay a fee per person per year as approved by the membership. Membership dues run from March 1 to the last day of February the following year.

At the time the proper forms are given to new owners in the subdivision, they will have ten (10) working days (Monday thru Friday) to return these forms with age verification as per HOPA Regulations: Information Collection Requirement 100.306 and 100.307.

This membership will entitle persons the use of the Recreation Hall and/or Recreation Area and its facilities, with the right to vote on anything pertaining to the Recreation Hall and Area and the use thereof. However, no members shall use the Recreation Hall or Area for a private gathering or any purpose without first obtaining permission from the Board of Directors.

If a member has paid his or her dues and then sells his or her home, their right to use Palmera Park Corp facilities shall be given to the new owner for the balance of the membership year.

The Board of Directors shall establish a fee for Associate members. An Associate member is a person who does not own property in the Park. This fee shall cover their participation in activities of Palmera Park Corp but they shall not have a vote in the business of Palmera Park Corp.

Article 3A: (Budget) The Board of Directors will prepare a budget for each fiscal year (February 1st to January 31st) and present the budget at the Annual Meeting of Palmera Park Corp.

A proper accounting will be kept of all receipts and expenditures and books will be audited before each Annual Meeting of Palmera Park Corp.

ARTICLE 4: (Annual Meeting) The Annual Meeting shall be the 2nd Monday of February at 7:00 p.m. Each member shall have one vote.

ARTICLE 5: (Special Meetings) Special meetings of Palmera Park Corp may be called by the Board of Directors or at the written request of one fourth of the members.

Notice of Special Meetings shall be posted on the doors of the Recreation Hall 10 days prior to date selected and shall state time, date, place and purpose of meeting.

ARTICLE 6: (Notice of Palmera Park Corp Meetings) Notice of all Palmera Park Corp Annual Meetings shall be posted on the doors of the Recreation Hall ten (10) days in advance and shall state time, date, place and purpose of the meeting.

ARTICLE 7: (Election) A Nominating Committee of three (3) shall be appointed by the Board of Directors sixty (60) days prior to the election. A director shall act as chairman of this committee. Two additional committee members shall be selected from the general membership. This committee shall present their nominations at the January Board of Director's meeting. The nominations will be presented at the Annual Meeting and further nominations may be made from the floor.

Resident members shall receive their ballots at the annual meeting. If a member finds that he or she cannot be present at the annual meeting, he or she may obtain an absentee ballot from the secretary and return it in a sealed envelope to be counted with the others. All mailed absentee ballots shall be unopened until the meeting. The presiding officer shall appoint a tally committee to collect and count the votes. There will be no proxy votes.

ARTICLE 8: (Directors and Officers) The Board of Directors shall consist of six (6) members. These members shall be elected for two year terms. No director shall serve for more than two consecutive terms (4 years). The Board of Directors shall elect their own President, Vice President, Secretary and Treasurer annually. The President shall preside at Board Meetings but not vote except in case of a tie. In case of the resignation or death of a member of the Board of Directors, his or her successor shall be named by the Board of Directors to serve until the next annual meeting. The bonding of the Treasurer shall be paid by the Corporation.

ARTICLE 9: (Meetings) The Board of Director's meetings shall be held on the first Monday of each month, commencing in November and as often as possible consistent with a quorum of four. All meetings shall be open to members of Palmera Park Corp. Any member who wishes to speak must contact the Board of Directors prior to the Meeting. The Secretary shall keep a permanent record of all Board and Annual Meetings.

ARTICLE 10: (Committees) The Board of Directors shall appoint the following committees. A Board member shall be a representative on each of these committees.

- A. Building & Grounds
- B. Kitchen & Ladies
- C. Constitution & By Laws

- D. Nominating
- E. Auditing – This committee shall be composed of three (3) members of the general membership who shall audit the Treasurer's books and report at the Annual Meeting.
- F. Activities
- G. Membership
- H. Other Committees may be appointed by the Board of Directors

ARTICLE 11: (Palmera Park Corp Building and Grounds) Any replacement of existing items or improvements shall be replaced as long as funds are available and approved by the Board of Directors. Any new purchases or improvements amounting to over \$2,000 shall be brought to a meeting of the Corporation membership and require 60% vote of those in attendance for approval.

ARTICLE 12: (Guest Regulations) The Board of Directors may make necessary rules about the use and conduct in the Recreation Hall and the Recreation Area to prevent unnecessary expense and abuse. Any member may bring guests who are not park residents to dinner and parties if they provide for their share of the expense and food and such members shall be responsible for their guest's good conduct. No guest shall utilize the Recreation Hall or Recreation Area unless accompanied by a member who can be responsible for them.

ARTICLE 13: (Land Owners Covenant) Should it become advisable to revise or add to the covenant, all land owners shall be notified and invited to a General Meeting called by the Board of Directors to consider such changes. All land owners attending this meeting shall have one vote per family whether they own one lot or multiple lots.

ARTICLE 14: (Amendments) The Constitution and By Laws may be amended or additional articles incorporated at the Annual Meeting only with an approval vote by the majority of the membership in attendance.

Gary Mitzel

President

Gary Mitzel
Date: FEB 16, 2018

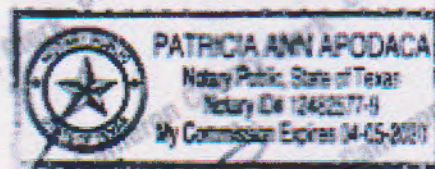
Robert R. Hobson

Vice President

Robert R. Hobson
Date: 2-16-18

Notarized:

This instrument was acknowledged before me on Feb. 16, 2018, by Gary Mitzel and Robert R. Hobson.



Notary Public



73 2018 00005722

Brownsville, TX 78520

Instrument Number: 2018-00005722

As

Recorded On: February 16, 2018

Real Property

Billable Pages: 3

Number of Pages: 5

Comment:

(Parties listed above are for Clerks reference only)

** Examined and Charged as Follows: **

Real Property	44.00
Total Recording	44.00

DO NOT REMOVE. THIS PAGE IS PART OF THE INSTRUMENT

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY, because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number: 2018-00005722

Receipt Number: 850859

Recorded Date/Time: February 16, 2018 09:54:52A

Book-Vol/Pg: BK-OR VL-23211 PG-245

User / Station: D Jacinto - Cash Station #11 SB

Record and Return To:

GARY MITZEL

1216 N PALMERA DR

LA FERIA TX 78559



I hereby certify that this instrument was filed on the date and time stamped herein and was duly recorded in the Official Public Records in Cameron County, Texas.