

Plantation Homeowners Association, Inc.
Regular Board Meeting – Monday, January 8, 2024, 6:30 PM
Activity Center, 600 Plantation Drive, Pharr, Texas 78577

MINUTES

On the 8th day of January 2024, the Plantation Homeowners Association, Inc. Board of Directors met for a Regular Board Meeting.

- 1) Mr. Robert Hummell called the meeting to order at 6:31 p.m.
- 2) Mr. Robert Hummel led the Pledge of Allegiance, and Mr. Ramon Martinez offered the prayer.
- 3) Mr. Robert Hummell established a quorum with the following **Board of Directors** present:

Robert Hummell, President	Romeo Cantu, Secretary (Electronically)
Jesus Marvin Flores, Vice President	Rosy Ayala, Director
Ramon Martinez, Treasurer	Terry Welborn, Director
- 4) Mr. Ramon Martinez moved, and Mr. Terry Welborn seconded the motion to approve the agenda. The motion carried unanimously.
- 5) Mr. Romeo Cantu moved, and Mr. Jesus Marvin Flores seconded the motion to approve the December 11, 2023 Regular Board Meeting minutes. The motion carried unanimously.
- 6) Plantation Board of Directors, Management, and Committee Reports:
 - a) President's Report: Mr. Robert Hummell presented the report.
 - b) Manager's Report: Mrs. Leticia Guerra presented the report.
 - c) Finance Committee's Report: Mr. Ramon Martinez presented the report.
 - d) Covenant/Bylaws Committee's Report: Mr. Robert Hummell presented the report.
 - e) Election Committee's Report: Mr. Robert Hummell presented the report.
 - f) Architectural Committee's Report: No report was presented.
 - g) Activity Committee's Report: Mrs. Nora Garcia presented the report.
- 7) Old Business
 - a) None
- 8) New Business
 - a) **Discussion And Possible Board Action To Adopt 2024 Budget:** Mr. Robert Hummell moved, and Mr. Ramon Martinez seconded the motion to adopt the 2024 budget. The motion carried unanimously.
 - b) **Discussion And Possible Board Action To Remove Victor Farias As An Authorized Signatory For Plantation Homeowner's Association, Inc. Bank Account:** Mr. Romeo Cantu moved, and Mr. Jesus Marvin Flores seconded the motion to remove Victor Farias as an authorized signatory for the Plantation Homeowner's Association, Inc. bank account with Lone Star National Bank. The motion carried unanimously.

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9) Mr. Romeo Cantu moved, and Mr. Jesus Marvin Flores seconded the motion to adjourn. The motion carried unanimously. There being no further business to discuss, the meeting was adjourned at 6:59 p.m.

10) Open Forum was held.

ATTESTED BY: 
Romeo Cantu/Board Secretary

Minutes were approved
at February 12, 2024
Regular Board Meeting

MANAGER REPORT

DATE OF REPORT 01-08-2024

SUBMIT TO

Board of Directors

KEY POINTS:

GATE:

Is in working condition.

POOLS:

The timer for the Jacuzzi has been replaced due to not working.

VEHICLES:

N/A (Nothing to Report)

CAMERAS:

I have submitted the bids but is on hold due to funds.

POTHOLES:

We started on Friday 01-04-24 to cover up potholes and we also worked on them today.

BALLROOMS:

No update

GYM AND ADDITIONAL ROOMS AND STORAGE

No Update

KITCHEN:

No Update

WOMEN'S BATHROOM INSIDE THE FACILITY:

No Update

LIGHTS AROUND THE BUILDINGS:

No Update

LANDSCAPING EQUIPMENT:

No Update

VIOLATIONS: ()

105	6.5	Storage
7	6.6	
70	6.7	Off Street Parking
2	6.8	Nuisances
4	6.9	Signs
4	6.13	Garbage and Refuse Disposal
73	6.16	Owner's Maintenance of the Yard
4	6.17	Owner's Maintenance of Residence and Accessory Buildings
269		
260		Previous month

SECURITY:

Pharr PD Came 36

Vehicle Break In --0

Home Break In--0

Stolen Property --0

Damaged Gate--0

Criminal Mischief--

Home Raid--

Loud Music--

Family Disturbance--

Fire Department--

Ambulance--2

Plantation Homeowner's Association
Operating Budget Fiscal Year 2024

Budget was approved
at January 8, 2024
Regular Board Meeting

Revenues

HOA Homeowner Monthly Fee	\$	558,720
<i>1,200 Properties at \$40 a month at a 97% Collection Rate</i>		
Fines and Fees	\$	10,000
<i>Tall Grass, Vehicle, Parking Violations, Etc.</i>		
Ballroom Rentals	\$	25,000
<i>\$1,100 / \$750 for Big/Small Ballroom with a 20% Discount for Homeowners</i>		
Property Resale Certificates	\$	18,000
<i>At \$250 per certificate</i>		
ID Cards Sale	\$	1,000
Entrance Remote Control Sales	\$	9,000
Vending Machine and Snack Sales	\$	1,800
Donations and Miscellaneous Revenues	\$	1,119
<i>Donations, Bank Interest, etc.</i>		
Total Revenues	\$	<u>624,639</u>

Expenses

Payroll - Wages

Manager	\$	41,200
Assistant Manager	\$	23,566
Office Clerk	\$	16,604
Office Clerk	\$	8,034
Violation Specialist	\$	10,712
Maintenance	\$	25,709
Maintenance	\$	25,709
Housekeeping	\$	10,712
Vacant - Maintenance	\$	-
<i>If considered it would add an additional \$24,960 + \$2,000 of tax</i>		
<i>Total Salaries</i>	\$	<u>162,246</u>

Payroll Taxes - Employer Portion

Social Security	\$	10,059
Medicare	\$	2,353
Federal Unemployment Tax	\$	378
Texas Workforce Commission	\$	4,860
<i>Total Payroll Taxes - Employer Portion</i>	\$	17,650

Contracted Services

Security Contracted Labor (Defensecom)	\$	150,000
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At an average of \$12,500 a Month

Professional Services

Accounting - Monthly Payroll Services	\$	3,600
Accounting - Bookkeeping Services	\$	6,000
Accounting - Tax Services	\$	500
Audit - Annual Audit	\$	6,000
Attorney - Legal Fees	\$	6,000
<i>Total Professional Services</i>	\$	22,100

Common Grounds

Common Grounds Repairs and Maintenance	\$	11,000
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Paving, Paint, Equipment, Supplies, etc.

Pool Supplies, Maintenance and Repairs	\$	17,500
Building Supplies and Repairs	\$	3,000
Gym Supplies and Equipment	\$	1,500
Vehicle Gas, Repairs and Maintenance	\$	5,000
Landscaping	\$	5,000
AC Maintenance & Repairs	\$	5,000
Security Gate Repairs and Maintenance	\$	5,000
<i>Total Common Grounds</i>	\$	53,000

Office and Office Supplies

Office Supplies	\$	5,000
Quickbooks Billing System Fees	\$	12,000
Postage - Certified Letters	\$	6,000
Bank Fees	\$	1,500
Snack Supplies	\$	500
<i>Total Office and Office Supplies</i>	\$	25,000

Property Taxes	\$	28,000
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Insurance

Building Insurance	\$	25,000
General Liability Insurance	\$	30,000
Auto Insurance	\$	4,320
<i>Total Insurance</i>	\$	<u>59,320</u>

Utilities

Utilities - Electricity	\$	46,500
<i>Average of \$3,875 a month for 5 accounts</i>		
Utilities - Water & Sewer	\$	4,000
Utilities - Waste	\$	3,500
Utilities - Phone and Internet	\$	5,000
Utilities - Gas	\$	8,000
<i>Total Utilities</i>	\$	<u>67,000</u>

Loan Repayment to Ramon Martinez	\$	33,333
<i>Monthly Payment of \$2,777.77</i>		

Events	\$	1,500
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Board Meetings	\$	300
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Advertisement	\$	1,000
<i>Includes signage, newspaper ads, internet ads</i>		

Other Miscellaneous Expenses	\$	1,000
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Total Expenses \$ 621,449

Net Revenues + Expenses \$ 3,190