

Park Glen Neighborhood Association

Agenda Board of Directors Meeting- In-person Only

Tuesday, February 20, 2024 at 7pm

Generations Church (formerly Alliance Church)

8400 Park Vista Blvd. (near north end of Park Vista Blvd.), Room E100 in the Main Building

The closest parking to the Main Building Entrance door is the southeast parking lot along Desert Falls Dr (second drive from Park Vista).

Please enter through the south drop off entrance.

APPROVED
BY BOARD
OF
DIRECTORS
ON
3/19/2024

Starting at 6:00 pm (before the regular meeting), the Board met in closed session with the PGNA attorney to hear and discuss the repair of the Mailboxes in the HOA.

Call to Order, Welcome, and Introduction of Board Members:

Christina Fountain, Senior Association Community Manager of Neighborhood Management Inc. started the meeting at 7:00 PM. The quorum was met, and the meeting was called to order. The following Board Members were present in person: Paul Grove, Beth Rutkoski, Tom Kaul, Mark Stingley, Ralph Robb, and Alvin Donohue. Susan Kenney was present on the Zoom platform.

Announcement of Board Actions since the January 16, 2024 Board Meeting:

Christina Fountain reported that on 2/12/24 Susan Kenney made a motion to support ZC-23-203 to rezone the entire site to R1 (Residential zero lot line/cluster), currently the site is zoned R1 and E (commercial). The property is located on the west side of Quail Valley, south of Valley Haven Way. Ralph Robb seconded the motion. Those voting in favor were: Susan Kenney, Ralph Robb, Beth Rutkoski, Tom Kaul, Mark Stingley, Paul Grove, and Alvin Donohue. The motion passed unanimously.

Consideration of January 16, 2024 Board Meeting Minutes:

Tom Kaul made a motion to accept the January 16, 2023, Regular Board Meeting minutes. Beth Rutkoski seconded the motion. None opposed. **The Motion passed unanimously.**

Board Member Reports & Comments:

- Gerry Sauls (project coordinator) gave an update on Sidewalk Project #4. They are currently working on the Meadows and have finished pouring the concrete and finishing with minor detail work. They will finish in the Meadows by the end of the month and will start Parkview approximately mid-March.
- Update on last PID6 meeting. The next PID6 Meeting is on Wednesday, February 28, 2024, 6:30 pm - 8:00 pm. Ralph and Beth reported. Their major current project is working on the fencing that is the responsibility of PID6 and this will last approximately one year. (see PID6.org)

Community Manager's Report: Christina Fountain from NMI summarized and reported on the following:

- Neighborhood Updates/Status Report - Management Report (see attached)

- Monthly Financial Reports – January 2024(see attached).

Treasurer's Report: Paul Grove had nothing to report this month but will report during the March 19th Board Meeting:

Events & Activities Report:

- Alvin Donohue (organizer) reported that the Master Gardener Workshop on January 27th was very well attended. A survey was also sent to participants and the responses will be very helpful in the planning of future events.
- Brandy Jones (coordinator) from NMI reported on the Eggstravaganza & Spring Festival scheduled for March 23, 2024. She has emailed several vendors from last year asking for their participation. She has acquired the necessary permits and has been asking for volunteers. Volunteers can sign up at <https://www.parkglen.org/volunteer.html>
- Susan Kenny reported on the Free PGNA Shredding Event scheduled for April 27, 2024. It will be from 9 - 11 AM. The location will be decided during the Business and Motions part of this Board Meeting.

Business & Motions:

- Beth Rutkoski made a motion to approve the Governing Documents Enforcement and Fining Policy as submitted by the HOA attorney to meet the new Texas Property Code 209 requirements. Ralph Robb seconded the motion. None opposed. **The motion passed unanimously.**
- Mark Stingley made a motion to use Vantaca instead of Smartwebs on a trial basis. The Board will review the situation at a later date to establish whether to continue with Vantaca or reevaluate. Alvin Donohue seconded the motion. None opposed. **The motion passed unanimously.**
- Mail box repairs (The Mailbox Motion was tabled for the March 19th Board Meeting).
- Susan Kenney made a motion to increase the maximum budget for the Shredding Event on April 27, 2024, from \$600 to \$700, to move the location to Alliance Methodist Church parking lot, and to approve Susan Kenney as coordinator for the event. Mark Stingley seconded the motion. None opposed. **The motion passed unanimously.**
- Paul Grove made a motion to appoint Julie Grove as the coordinator of the 2024 Scholarship Program and to approve the application and guidelines as written with the following five changes:
 1. Remove the sentence "however the committee may deviate".
 2. Changing the judging scale from a three-point to a five-point scale.
 3. Adding "trade school" so it reads "college, university, or trade school".
 4. Eliminate "full-time" student criteria.
 5. The submitted materials must be originals or PDF files.Beth Rutkoski seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported and made a motion to hold a Yoga in the Park event on Saturdays from April 20, 2024 through June 1, 2024 with a budget not to exceed \$250 and with Susan Kenney as the coordinator. Alvin Donohue seconded the motion. None opposed. **The motion passed unanimously.**

- Susan reported and Alvin made a motion to hold a Coffee/Tea in the Park event on Saturdays from April 20, 2024 through June 1, 2024 with a budget not to exceed \$2,500 and with Susan Kenney as the coordinator. Beth Rutkoski seconded the motion. None opposed. **The motion passed unanimously.**
- Lifestyle Coordinator - The Board will workshop it at a later date.
- Matt McCoy reported and Susan Kenney made a motion to appoint Matt McCoy as the coordinator for the PGNA Trash Clean-Up event from 9 AM - 11 AM on March 23, 2024, which is a Fort Worth city-wide program. Alvin Donohue seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported and made a motion to appoint Matt McCoy as the coordinator for the Tree Planting Event in the Fall for the parkways using free trees from the City Forestry's Neighborhood Tree Program. Tom Kaul seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported on Holiday in the Park (This Motion was tabled for the March 19th Board Meeting).

Member Comments - There were no additional Member Comments.

Adjourn - The meeting was adjourned at 9:22 PM

Next Board Meeting is on March 19, 2024

Project Description: Park Glen Neighborhood Association – Sidewalk Project #4, The Meadows and Parkview

TO: Ms. Susan Kenney PGNA President

Cc: PGNA Board of Directors

FROM: Gerry Sauls, Project Coordinator

Subject: Sidewalk Report – February 2024

Comments since last report:

- The Meadows has 213 homes. 39 homes recently had sidewalks replaced when Mesa Verde Trail pavement was replaced. That left 174 homes of which 76 homes did Opt In with 11 more after sidewalk work began. 87 homes had some form of sidewalk work to be done, whether grinding or remove/replace concrete sidewalk.
- The Meadows is approx. 90% done. All removal and replacement of concrete sidewalk is done minus the remaining backfilling of the sidewalks of the form work areas and the grinding of sidewalks that were not removed but could be brought to grade by grinding.
- Several sprinkler heads had been broken and a couple sprinkler lines were found underneath the removed sidewalk. All has been repaired by CCC. CCC is aware they may need to come back for additional repairs.
- The City forester made a visit to review tree roots and to advise how to proceed. He recommended that 6 trees should be removed – 2 were deemed dead and would be removed at CFW cost, 4 would be paid by PGNA.
- Smith Lawn and Tree Service was contracted by PGNA to remove and grind stumps. Smith is a city vendor and will bill the city directly for the two dead trees. The city does not grind stumps, so PGNA paid for 6 stump grindings. Trees were removed and stumps were ground in a single day.
- City forester stated that all trees within the parkway (the area between the sidewalk and street) are property of the city parks dept. Tree Removal Permits were filed and approved by the forester prior to removal. 1-800-DIG-TESS was called to mark underground utilities at each tree removal site. FYI - If any “city tree” does die, whether from the sidewalk project or something else, the city will remove the tree at no cost to the homeowner.
- PGNA ACC requests were made by Gerry Sauls on behalf of the homeowners.
- One known sprinkler drip line system was damaged by the tree removal/stump grinding process. PGNA to repair the sprinkler system.
- Homeowner complaints – just a couple minor comments. One homeowner didn’t understand why we are tearing up her neighbor’s sidewalks but not doing anything to hers. Her sidewalks are perfect. Another wanted to know how much longer this will go on. It was very busy that day, CCC was replacing a driveway across from her home and the people next door were remodeling a bathroom, creating traffic issues and one other homeowner wanted all of her sidewalk replaced to fix her drainage issue.

Future actions:

- CCC to finish backfilling and sidewalk grinding. One sprinkler system to be repaired. Inspection by Gerry Sauls prior to acceptance of work.
- Next phase – Parkview to begin mid March. Signs will be going up next week.

Park Glen Neighborhood Association

Management Report from January 16, 2024 to February 16, 2024

Administrative

Homeowner Contact:

- 31 regarding violations (this includes violations on their own properties or neighbors).
- 7 resale certificate inquiries and/or mortgage questionnaires.
- 6 requesting contact change information (or adding of email/phone numbers).
- 9 conversations regarding Property Modifications requirements information.
- Management sent several email blasts on behalf of the board.
- 12 conversations regarding the invoices/statements for the 2023/2024 assessment billing, assisting homeowners with payments, portal logins.
- Management processed several invoices and payments on behalf of the Board.
- Management worked with HOA attorney to get the fining policy drafted that meets the new state requirements.
- Management continuing to work with ACC to streamline the modification application process in the new software.

Our office hours are Monday through Thursday 8:30 to 5:00. 8:30 to 3:00 on Fridays. There is a drop box outside the office for after hours. Office address is 5421 Basswood Blvd, Fort Worth 76137 (2 doors down from Premier Eye).

Christina Fountain, Senior Community Association Manager – cfountain@nmitx.com, 972-359-1548
Ashlee Weeks, Administrative Assistant, aweeks@nmitx.com, 972-359-1548 ext. 207
customercare@nmitx.com for all customer care information and assistance.

Change of Ownership

There have been 10 Properties ownership changes since, January 15 (down 11).

Homeowner Emails on File

As of February 16th, we currently we have 2913 emails on file (up 8 from 2,905 in January).

Park Glen Neighborhood Association

Management Report from January 16, 2024 to February 16, 2024

ACC Applications from 1.16.24 to 2.16.24

23 ACC applications were received from owners for the dates above.

Park Glen Neighborhood Association, Inc.

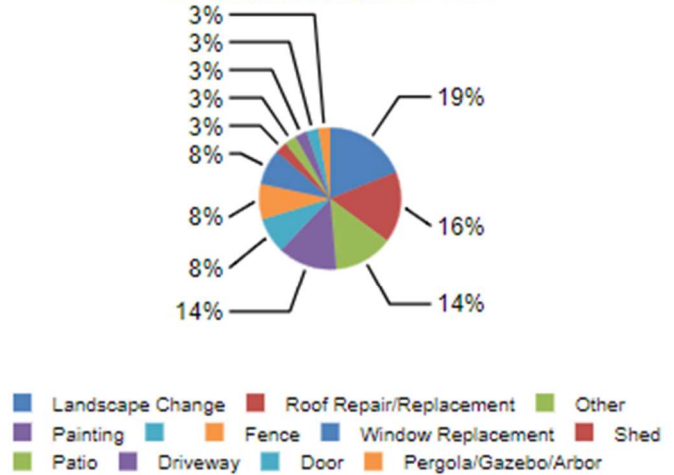
ARC Report - Detail for 1/16/2024 - 2/16/2024

SUMMARY

Approved	24
	2
Door	1
Fence	2
Landscape Change	4
Other	4
Painting	3
Pergola/Gazebo/Arbor	1
Roof Repair/Replacement	4
Window Replacement	3
Approved with Conditions	2
Fence	1
Roof Repair/Replacement	1
ARC Review	7
Driveway	1
Landscape Change	2
Other	1
Patio	1
Roof Repair/Replacement	1
Shed	1
Denied Application	2
	1
Painting	1
Reply to Owner	2
Landscape Change	1
Painting	1

Total 37

TOP DISTRIBUTION BY TYPE



Park Glen Neighborhood Association

Management Report from January 16, 2024 to February 16, 2024

Violation Summary Report 10.15.23 to 12.1.23

Please see attached summary report

Park Glen Neighborhood Association, Inc.

Violation Report - Detail for 1/16/2024 - 2/16/2024

SUMMARY

209 Notice 15

Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Landscape - Ph V & Ph XIII	2
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	8
Tree Requirements	1
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	3

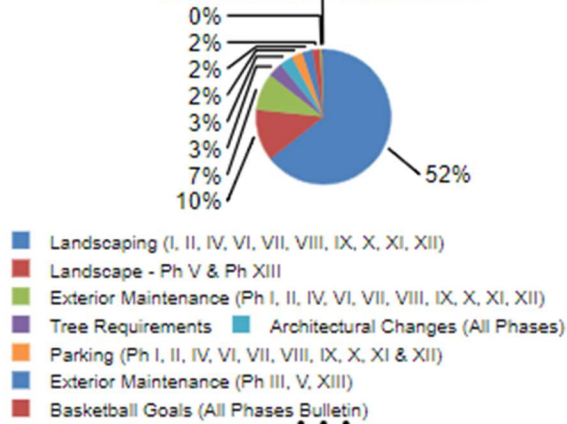
209 Notice - Sent Certified 21

Basketball Goals (All Phases Bulletin)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Exterior Maintenance (Ph III, V, XIII)	2
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	8
Leasing - PKGN	2
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	2
Tree Requirements	2
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	3

Closed 147

Architectural Changes (All Phases)	2
Basketball Goals (All Phases Bulletin)	4
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	13
Fence Screen CL - (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	2
Landscape - Ph V & Ph XIII	20
Landscape - Phase III	2
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	74
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	4
Parking (Ph III, V, XIII)	1
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Storage of Garbage/Recycling	4
Stored/Inoperable Vehicles (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Tree Requirements	2
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	14
Unightly Items (Ph III, V, XIII)	2

TOP DISTRIBUTION BY TYPE



Park Glen Neighborhood Association

Management Report from January 16, 2024 to February 16, 2024

Courtesy Notice **194**

Architectural Changes (All Phases)	7
Basketball Goals (All Phases Bulletin)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	14
Exterior Maintenance (Ph III, V, XIII)	6
Landscape - Ph V & Ph XIII	18
Landscape - Phase III	4
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	93
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	3
Parking (Ph III, V, XIII)	4
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	10
Storage of Garbage/Recycling	1
Tree Requirements	4
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	23
Unightly Items (Ph III, V, XIII)	6

Monitor **44**

Landscape - Ph V & Ph XIII	2
Landscape - Phase III	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	35
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1
Tree Requirements	4
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1

Warning Notice **39**

Architectural Changes (All Phases)	3
Basketball Goals (All Phases Bulletin)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	4
Exterior Maintenance (Ph III, V, XIII)	1
Landscape - Ph V & Ph XIII	4
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	23
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	3

Total 460

Park Glen Neighborhood Association

Management Report from January 16, 2024 to February 16, 2024

Violation Totals:

Open Violations:

Courtesy – 194

Warning - 39

209 Regular – 15

209 Certified – 21

Monitored - 44

Total = 460

147 Closed

****209 Letter is the start of the legal process, these notices contain specific language that is mandated by Texas Property Code to send an account to the attorney, so a lawsuit may be filed to enforce deed restrictions that are not being met.**

Legal (As of 2/16/2024) Collections Only

1 Collection/Pre-Litigation

5 Active Post Judgments

1 Bankruptcy

7 accounts currently with the Attorney

Respectfully Submitted,
Christina M. Fountain,
Senior Community Association Manager
Neighborhood Management, Inc.

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 1/31/2024

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$53,558.69		\$53,558.69
1001 - CIT Operating Money Mkt *9421	\$75,409.88		\$75,409.88
1020 - PPB Operating Account *1794	\$132,768.29		\$132,768.29
1102 - AAB ICS Reserve MM *4845		\$107,092.84	\$107,092.84
1103 - CIT Reserve Money Mkt *4542		\$75,696.67	\$75,696.67
1120 - PPB Reserve Money Mkt *1785		\$87,732.07	\$87,732.07
1200 - CDARS Reserve CD *1072 weeks 08/22/24		\$134,421.16	\$134,421.16
1201 - CDARS Reserve CD *1102 52 weeks 08/22/24		\$134,421.19	\$134,421.19
1600 - Accounts Receivable	\$87,770.61		\$87,770.61
1605 - Allowance for Doubtful Accts	(\$7,050.26)		(\$7,050.26)
Total Current Assets	\$342,457.21	\$539,363.93	\$881,821.14
Total Assets	\$342,457.21	\$539,363.93	\$881,821.14
Liabilities / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$500.00		\$500.00
2050 - Prepaid Owners Assessments	\$19,118.92		\$19,118.92
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$4,275.00		\$4,275.00
Total Current Liabilities	\$23,893.92		\$23,893.92
Equity			
3500 - Fund Balance Retained	\$139,013.57	\$560,109.95	\$699,123.52
3550 - Current Year Gain / Loss	\$179,572.47	(\$20,746.02)	\$158,826.45
3600 - Prior Year Adjustments	(\$22.75)		(\$22.75)
Total Equity	\$318,563.29	\$539,363.93	\$857,927.22
Total Liabilities / Equity	\$342,457.21	\$539,363.93	\$881,821.14

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 1/1/2024 - 1/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	-	-	-	218,922.00	218,922.00	-	218,922.00
4500 - Interest Income	21.48	-	21.48	84.06	-	84.06	-
4550 - Interest on Assessments (Delinquent)	(347.44)	125.00	(472.44)	810.90	500.00	310.90	1,500.00
4603 - Social Event Income	-	1,250.00	(1,250.00)	17,476.05	5,000.00	12,476.05	15,000.00
Total Income	(325.96)	1,375.00	(1,700.96)	237,293.01	224,422.00	12,871.01	235,422.00
Total Income	(325.96)	1,375.00	(1,700.96)	237,293.01	224,422.00	12,871.01	235,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	95.50	-	(95.50)	7,511.70	5,500.00	(2,011.70)	5,500.00
5105 - Postage	342.17	-	(342.17)	1,017.80	7,000.00	5,982.20	7,000.00
5107 - Social Committee/Community Events	-	-	-	14,132.49	20,200.00	6,067.51	31,800.00
5107-02 - Community Programs	-	-	-	1,994.70	1,850.00	(144.70)	2,000.00
5112 - Committee Expense	-	-	-	-	-	-	500.00
5113 - Professional Management	6,942.00	6,942.00	-	27,768.00	27,768.00	-	83,304.00
5114 - Digital/Offsite Storage & Virus Protection	303.00	303.00	-	1,212.00	1,212.00	-	3,636.00
5115 - Website/Portal	242.58	-	(242.58)	945.71	800.00	(145.71)	800.00
5116 - Association Meetings	247.00	-	(247.00)	367.00	250.00	(117.00)	250.00
5117 - Licenses, Permits & Fees	-	-	-	165.00	-	(165.00)	120.00
5118 - Hospitality	-	125.00	125.00	-	500.00	500.00	1,500.00
5120 - Copies	-	-	-	-	500.00	500.00	500.00
5176 - Legal Fees	-	-	-	1,287.50	5,000.00	3,712.50	5,000.00
5177 - Legal Fees Billed Back	(1,472.50)	-	1,472.50	(1,472.50)	-	1,472.50	-
5180 - Other Professional	-	-	-	-	4,000.00	4,000.00	8,000.00
5181 - Audit & Accounting	255.00	-	(255.00)	255.00	500.00	245.00	500.00
5184 - Scholarships/Charity	-	-	-	500.00	-	(500.00)	8,000.00
Total General and Administrative Expenses	6,954.75	7,370.00	415.25	55,684.40	75,080.00	19,395.60	158,410.00

Taxes

5202 - Corporate Income Tax	-	-	-	1,118.00	-	(1,118.00)	2,000.00
Total Taxes	-	-	-	1,118.00	-	(1,118.00)	2,000.00

Insurance

5250 - Commercial Package Insurance	250.00	-	(250.00)	918.14	-	(918.14)	16,588.81
5251 - Directors' & Officers' Ins.	-	-	-	-	-	-	8,365.20
5252 - Umbrella Policy	-	-	-	-	-	-	3,588.44
Total Insurance	250.00	-	(250.00)	918.14	-	(918.14)	28,542.45

Infrastructure and Maintenance

5470 - Community Maintenance & Repairs	-	-	-	-	15,000.00	15,000.00	15,000.00
Total Infrastructure and Maintenance	-	-	-	-	15,000.00	15,000.00	15,000.00

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 1/1/2024 - 1/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	31,469.55
Total Reserves	-	-	-	-	-	-	31,469.55
Total Expense	7,204.75	7,370.00	165.25	57,720.54	90,080.00	32,359.46	235,422.00
Operating Net Total	(7,530.71)	(5,995.00)	(1,535.71)	179,572.47	134,342.00	45,230.47	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 1/1/2024 - 1/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	1,152.58	-	1,152.58	5,828.51	-	5,828.51	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	31,469.55
Total Income	1,152.58	-	1,152.58	5,828.51	-	5,828.51	31,469.55
Total Income	1,152.58	-	1,152.58	5,828.51	-	5,828.51	31,469.55
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	25,268.28	-	(25,268.28)	26,574.53	-	(26,574.53)	-
Total Infrastructure and Maintenance	25,268.28	-	(25,268.28)	26,574.53	-	(26,574.53)	-
Total Expense	25,268.28	-	(25,268.28)	26,574.53	-	(26,574.53)	-
Reserve Net Total	(24,115.70)	-	(24,115.70)	(20,746.02)	-	(20,746.02)	31,469.55
Net Total	(31,646.41)	(5,995.00)	(25,651.41)	158,826.45	134,342.00	24,484.45	31,469.55

GOVERNING DOCUMENTS ENFORCEMENT AND LEASING FINE POLICY
for
PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF TARRANT §

I, _____, Secretary of Park Glen Neighborhood Association, Inc. (the “**Association**”), certify that at a meeting of the Board of Directors of the Association (the “**Board**”) duly called and held on the _____ day of _____, 202__, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Governing Documents Enforcement and Leasing Fine Policy (“**Policy**”) was approved by not less than a majority of the Board members in attendance.

RECITALS:

1. Article IV, Section 4.03(g), of the Declaration authorizes the Association to enforce all covenants, conditions and restrictions set forth in the Declaration.
2. Article VI, Section 6.01 of the Declaration authorizes the Association to levy fines against an Owner solely as it relates to violating the Association’s leasing rules and regulations.
3. Article III, Section 3.2(e), of the By-Laws authorizes the Association to enjoin and seek damages from an Owner for violations of the Declaration or other rules.
4. Section 209.006 of the Texas Property Code sets forth notice requirements prior to the commencement of enforcement action, including the imposition of fines.
5. The Board of Directors desires to adopt a policy relating to the enforcement of the Declaration and the other Governing Documents of the Association consistent with Section 209.006 of the Texas Property Code.
6. This Policy supersedes and replaces any previously recorded fine and enforcement policy.

WITNESSETH:

It is the policy of the Association to enforce its Governing Documents (as defined herein) as provided below.

Section 1. Definitions.

Capitalized terms used in this Policy have the following meanings:

1.1. **Bylaws** – The “By-laws of Park Glen Neighborhood Association, Inc.,” attached to that “Notice of Filing of Dedicatory Instruments for Park Glen Neighborhood Association, Inc.,” recorded in the Official Public Records of Real Property of Tarrant County, Texas under Clerk’s File No. D200041431, as amended and supplemented.

1.2. **Declaration** – The Park Glen – Phase 2 Association Declaration, recorded at Volume 10944, Page 1718, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 9000, Page 2266, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Deed Restrictions, recorded at Volume 9350, Page 1724, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Revised Deed Restrictions, recorded at Volume 9380, Page 2299, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Deed Restrictions, recorded at Volume 9952, Page 398, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 9359, Page 534, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Park Glen – Phase I Association Declaration, recorded at Volume 9565, Page 617, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the First Amendment to Declaration of Covenants, Conditions and Restrictions, recorded at Volume 10207, Page 1944, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 10670, Page 1090, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the First Amendment to Declaration of Covenants, Conditions and Restrictions, recorded at Volume 10741, Page 350, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 10744, Page 528, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 11101, Page 1098, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 11198, Page 604, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 11101, Page 1081, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Amendment of Declaration of Covenants, Conditions and Restrictions for Park Glen Phase VI, recorded at Volume 11685, Page 1632, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; Amendment of Declaration of Covenants, Conditions and Restrictions for Park Glen Phase VIII, recorded at Volume 11685, Page 1635, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 11964, Page 814, et seq. of the Official Public Records of Real Property of

Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 12076, Page 514, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions Correction Instrument, recorded at Clerk's File No. D195192374 of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Clerk's File No. D198175023 of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 10021, Page 785, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; the Declaration of Covenants, Conditions and Restrictions, recorded at Volume 10021, Page 799, et seq. of the Official Public Records of Real Property of Tarrant County, Texas; and the Declaration of Restrictions, recorded at Clerk's File No. D199264219 of the Official Public Records of Real Property of Tarrant County, Texas (collectively, the "**Declaration**"), as same have been or may be amended and/or supplemented.

1.3. **Governing Documents** - Each document governing the establishment, maintenance or operation of the properties within the Community, as more particularly defined in Section 202.001(1) of the Texas Property Code.

Other capitalized terms used in this Policy, but not defined herein, have the same meanings as that ascribed to them in the Declaration.

Section 2. Types of Violations. Section 209.006 of the Texas Property Code refers to curable violations, uncurable violations, and violations which are considered a threat to public health or safety. The types of violations are addressed below.

2.1. **Curable Violations** - By way of example and not in limitation, the Texas Property Code lists the following as examples of curable violations:

- a. a parking violation;
- b. a maintenance violation;
- c. the failure to construct improvements or modifications in accordance with approved plans and specifications; and
- d. an ongoing noise violation such as a barking dog.

2.2. **Uncurable Violation** - A violation that has occurred but is not a continuous action or a condition capable of being remedied by affirmative action. By way of example and not in limitation, the Texas Property Code lists the following as examples of uncurable violations:

- a. an act constituting a threat to health or safety;
- b. discharging fireworks;
- c. a noise violation that is not ongoing; and

- d. holding a garage sale or other event prohibited by the Governing Documents.

2.3. **Violation that is a Threat to Public Health or Safety** – Per the Texas Property Code, a violation that could materially affect the physical health or safety of an ordinary resident.

As provided in this Policy, there are two (2) enforcement procedures to be followed depending upon whether the violation is curable *and* does not pose a threat to public health or safety or whether the violation is uncurable *and/or* poses a threat to public health or safety. If there is reasonable uncertainty as to whether a violation is curable or uncurable or a threat to public health or safety, the Board has the authority to make the determination and, therefore, to decide which enforcement procedure will be followed. Provided that, this Policy will not be construed to impose an obligation on the Board to pursue enforcement action with respect to a violation or alleged violation if the Board, in its reasonable good faith judgment, decides that enforcement action is not warranted or necessary.

Section 3. Enforcement – Curable Violations That Do Not Pose a Threat to Public Health or Safety. If a violation is curable and does not pose a threat to public health or safety, the Owner will be given a reasonable period to cure the violation, as provided below. The time period given to an Owner may vary depending upon the violation and the difficulty involved or the effort required to cure the violation. The Board of Directors may, but is not obligated to, consider any special circumstance relating to the violation and the cost to cure the violation. The enforcement procedure for this type of violation is as follows:

3.1. **Courtesy Letter (Optional)** – Upon verification of a violation, a courtesy letter may be sent to the Owner describing the violation and requesting that the Owner cure the violation within a stated time period. The Association is not required to send a courtesy letter.

3.2. **Violation Letter (Optional)** – After the expiration of the time set forth in the courtesy letter, if a courtesy letter is sent, or as the initial notice, a violation letter may be sent to the Owner. Depending on the severity of the violation and/or the history of prior violations on the Owner’s Lot, the violation letter may be the first letter sent to the Owner. The Association is not required to send a violation letter. If sent, the violation letter will include:

- a. a description of the violation;
- b. the action required to correct the violation;
- c. the time by which the violation must be corrected; and
- d. notice that if the violation is not corrected within the time provided or if there is a subsequent violation of the same restriction, a fine may be imposed or other enforcement action may be initiated.

3.3. **Demand Letter** – Either upon initial verification of a violation, or after the expiration of the time period stated in the courtesy letter and/or violation letter, if sent, a demand letter may be sent to the Owner. The demand letter must be sent by certified mail or by any method of mailing for which evidence of mailing is provided by the United States Postal Service or a common carrier. The demand letter must be sent to the Owner’s last known address as shown in the records of the Association, as well as by any other method that the Board determines will cause the demand letter to be received by the Owner. Depending on the severity of the violation and/or the history of prior violations on the Owner’s Lot, the demand letter may be the first letter sent (rather than a courtesy letter and/or a violation letter), as determined by the Board in its sole discretion.

3.4. **Content of the Demand Letter** – The demand letter will include the following:

- a. a description of the violation that is the basis for the enforcement action, suspension action, charge, or fine and any amount due the Association;
- b. notice that the Owner is entitled to a reasonable period to cure the violation and avoid the enforcement action, suspension, charge or fine;
- c. a specific date, which must be a reasonable period given the nature of the violation, by which the Owner must cure the violation. If the Owner cures the violation before the date specified, a fine may not be assessed for the violation;
- d. a notice that the Owner may request a hearing before the Board of Directors, such request to be made in writing on or before the 30th day after the date the notice was mailed to the Owner; and
- e. notice that the Owner may have special rights or relief related to the enforcement action under federal law, including the Servicemembers Civil Relief Act (50 U.S.C. App. Section 501 *et seq.*), if the Owner is serving on active military duty.

3.5. **Hearing Requested** – If a hearing is properly requested by the Owner, the hearing will be held not later than the 30th day after the date the Association receives the Owner’s written request for a hearing. Notification of the date, time and place of the hearing will be sent not later than the 10th day before the hearing. If a postponement of the hearing is requested by either the Association or the Owner, a postponement must be granted for a period of not more than ten (10) days. Any additional postponement may be granted by agreement of the parties. The hearing may be held by virtual or telephonic means, in which case the access information for the virtual or telephonic hearing shall be the “place” of the hearing for purposes of the notice.

3.6 **Hearing Packet** – The Board shall include with the hearing notice, a hearing packet containing all documents, photographs, and communications relating to

the matter which the Board intends to introduce at the hearing. If the Board fails to provide the hearing packet to the Owner at least ten (10) days before the hearing, the Owner is entitled to an automatic fifteen (15) day postponement of the hearing.

3.7 **Conducting the Hearing** – During the hearing, a member of the Board or the Association’s designated representative shall first present the Association’s case against the Owner. An Owner, or an Owner’s designated representative is then entitled to present the Owner’s information and issues relevant to the dispute. The Board may ask questions of the Owner or designated representative. Additional information regarding the hearing process may be found in the Association’s 209 Hearing Policy.

3.8. **Hearing Not Requested** – If a hearing is not properly requested by the Owner, the violation must be cured within the time frame set forth in the demand letter. Fines, suspension of the right to use the Common Area, and other remedies available to the Association may be implemented after the expiration of the thirty (30) day time frame provided to the Owner to request a hearing.

3.9. **Remedies** – The Owner is liable for, and the Association may collect reimbursement of, reasonable attorney’s fees and other reasonable costs incurred by the Association after the conclusion of a hearing, or, if a hearing is not requested, after the date by which the Owner must request a hearing. Additionally, the Association may, but is not obligated to, exercise any self help remedies set forth in the Declaration. Further, the right to use the Common Area may be suspended.

The Association reserves the right under the Governing Documents and under Texas law to file a suit for the recovery of damages and/or injunctive relief.

A notice of violation may also be recorded in the real property records if the violation is not cured within the specified time frame.

Section 4. Enforcement – Uncurable Violations and/or Violations that Pose a Threat to Public Health or Safety. Upon initial verification of an uncurable violation and/or threat to public health or safety, a demand letter may be sent to the Owner. The demand letter must be sent by certified mail or by any method of mailing for which evidence of mailing is provided by the United States Postal Service or a common carrier. The demand letter must be sent to the Owner’s last known address as shown in the Association’s records, as well as by any other method that the Board determines will cause the demand letter to be received by the Owner.

4.1. **Content of the Demand Letter** – The demand letter will include the following:

- a. a description of the violation that is the basis for the enforcement action, suspension action, charge, or fine and any amount due the Association;

- b. notice that the Owner may request a hearing before the Board of Directors, such request to be made in writing on or before the 30th day after the date the notice was mailed to the Owner; and
- c. notice that Owner may have special rights or relief related to the enforcement action under federal law, including the Servicemembers Civil Relief Act (50 U.S.C. App. Section 501 et seq.), if the Owner is serving on active military duty.

4.2. **Hearing Requested** – If a hearing is properly requested by the Owner, the hearing must be held not later than the 30th day after the date the Association receives the Owner’s written request for a hearing. Notification of the date, time and place of the hearing will be sent not later than the 10th day before the hearing. If a postponement of the hearing is requested by either the Association or the Owner, a postponement must be granted for a period of not more than ten (10) days. Any additional postponement may be granted by agreement of the parties. The hearing may be held by virtual or telephonic means, in which case the access information for the virtual or telephonic hearing shall be the “place” of the hearing for purposes of the notice.

4.3. **Hearing Packet** – The Board shall include with the hearing notice, a hearing packet containing all documents, photographs, and communications relating to the matter which the Board intends to introduce at the hearing. If the Board fails to provide the hearing packet to the Owner at least ten (10) days before the hearing, the Owner is entitled to an automatic fifteen (15) day postponement of the hearing.

4.4. **Conducting the Hearing** – During the hearing, a member of the Board or the Association’s designated representative shall first present the Association’s case against the Owner. An Owner, or an Owner’s designated representative is then entitled to present the Owner’s information and issues relevant to the dispute. The Board may ask questions of the Owner or designated representative. Additional information regarding the hearing process may be found in the Association’s 209 Hearing Policy.

4.5. **Remedies** – Regardless of whether the Owner requests a hearing, fines, suspension of the right to use the Common Area, and other remedies available to the Association may be implemented after mailing the demand letter. The Owner is liable for, and the Association may collect reimbursement of, reasonable attorneys’ fees and other reasonable costs incurred by the Association. Additionally, the Association may, but is not obligated to, exercise any self help remedies set forth in the Declaration. Further, the right to use the Common Area may be suspended.

The Association reserves the right under the Governing Documents and under Texas law, to file a suit for the recovery of damages and/or injunctive relief.

A notice of violation may also be recorded in the real property records should the violation not be cured within the specified time frame.

Section 5. Subsequent Violation. If an Owner has been given notice in accordance with Section 3 or Section 4 of this Policy in the preceding six (6) month period, notice is not required for the recurrence of the same or a similar violation. The Association may impose fines or suspend the Owner’s right to use the Common Area without first sending another demand for compliance.

Section 6. Fines for Leasing Violations ONLY. Subject to the notice provisions set forth in Section 3 or Section 4 of this Policy, as applicable, the Association may impose reasonable monetary fines against an Owner in accordance with the below schedule **ONLY AS IT RELATES TO LEASING VIOLATIONS.**

Pursuant to Section 209.0061 of the Texas Property Code, below is a schedule of fines for each general category of violation for which the Association may assess fines:

Curable Leasing Violations

Notice	Time to Cure (estimate)	Fine Amount if not Cured
1 st Notice (Chapter 209 - Demand Letter)	30 days	\$500.00 per day
Subsequent Notice of Fine Letters for the same or substantially similar violation	n/a	\$500.00 per day

Uncurable Leasing Violations and Leasing Violations Posing a Threat to Public Health or Safety

Notice	Time to Cure (estimate)	Fine Amount
Fine Letter for Uncurable Violations or Violations that are a Threat to Public Health or Safety	N/A	\$1,000.00

Notwithstanding the foregoing and pursuant to Section 209.0061(c) of the Texas Property Code, the Board reserves the right to levy a fine from the schedule of fines that varies on a case-by-case basis. Specifically, the Board has sole and absolute discretion to set the amount of the fine (if any) as it reasonably relates to the leasing violation, taking into account factors including, but not limited to, the severity of the violation and the number of Owners affected by the violation. Any adjustment to this fine schedule by the Board shall not be construed as a waiver of the fine schedule or the Governing Documents. Any fine levied by the Association is the personal obligation of the Owner.

I hereby certify that I am the duly elected and acting Secretary of the Park Glen Neighborhood Association, Inc., and that this Policy was approved by not less than a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Tarrant County, Texas.

TO CERTIFY which witness my hand this ____ day of _____, 202__.

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.

By: _____

Printed: _____

Its: Secretary

THE STATE OF TEXAS §
 §
COUNTY OF _____ §

BEFORE ME, the undersigned notary public, on this ____ day of _____, 202__ personally appeared _____, Secretary of Park Glen Neighborhood Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity therein expressed.

Notary Public in and for the State of Texas

Smartwebs software for ACC.

In the past until December 31, 2023, the cost was \$400 to use Smartwebs, and NMI paid the \$400 per our contract with NMI.

New Smartwebs price is \$663.40 per **month**, so \$7, 960.80 per year. NMI will pay \$400 towards the **annual** cost.

PGNA Cost for Smartwebs would be **\$7,560.80** per year (\$630.07 per month)

PARK GLEN NEIGHBORHOOD ASSOCIATION 2024 SCHOLARSHIP PROGRAM GUIDELINES

A. PURPOSE:

The Park Glen Neighborhood Association has authorized the Scholarship Program to recognize, reward, and develop members of our neighborhood and their dependents who have exhibited commendable academic success, leadership, and volunteer & extracurricular involvement.

B. GUIDELINES

A number of scholarships of \$500 or more will be awarded for graduate or undergraduate (post-high school) study in the upcoming fall semester. The \$ amount of each scholarship will depend on the total number of scholarships awarded (see table at right).

Number Awarded	Value
9 or fewer	\$925
10	\$825
11	\$750
12	\$700
13	\$625
14	\$600
15	\$550
16	\$525

1. Park Glen homeowner Julie Grove will serve as the Scholarship Program Coordinator. In the event of a vacancy in the position of Program Coordinator, the PGNA President shall designate himself or herself, another Board member, or (with approval by the Board) a responsible non-Board member. The Program Coordinator must affirm in advance that he or she knows of no close connection to any potential scholarship applicant. Examples of "close connections" are relatives, close friends, and children of close friends. Later, it is not disqualifying if the Coordinator turns out to know or be acquainted with an applicant.
2. The PGNA President shall appoint a Scholarship Selection Committee made up of at least three Park Glen homeowners, with approval by the Board. The Program Coordinator may not serve on the Selection Committee. It is desirable for committee members to have some insight into one or more of the following, through either personal or a child's experiences:
 - a. involvement in activities during high school
 - b. pursuit of academic success in high school or college
 - c. the process of applying, selecting, and transitioning to college

Selection Committee members must affirm in advance that they know of no acquaintance with any potential scholarship applicant. Later, if it turns out that a selection committee member has an acquaintance with an applicant, that committee member must abstain from giving any score or input on that application, with the average of all other committee members' scores for that application inserted instead.

4. The Selection Committee will select the recipients of scholarships based on eligibility requirements and the Application Scoring System (outlined in the box to the right). ~~However, the committee may deviate from the scoring system and use any other criteria, factors, system, or methods they desire.~~
5. The committee has the flexibility to set the number of scholarship awards between 40% and 80% of the number of valid applications received, not to exceed 16 awards.
6. To award the scholarships, a check will be mailed to the school where each selected recipient is officially registered and has an official student ID. The funds are to be sent directly to the recipient's school and applied to the student's account to cover tuition and fees required to enroll at or attend

Application Scoring System
For each application, score 0 to 5 points for each line below. 0 = Information not provided 1=Poor, 3=Good, 5=Excellent Maximum score per application is 10 lines x 5 points = 50
GPA & Transcript
Repeat GPA & Transcript
Future Study and Career Plans
Volunteer Service
Involvement
Leadership and Awards
Applicant Statement
Reference 1
Reference 2
Overall Impression

plus required course-related expenses, such as fees, books, supplies, and equipment that are required for the courses in which recipient will enroll.

7. The Park Glen Neighborhood Association reserves the right to change the guidelines and procedures of the Scholarship Program at any time, including termination or reduction of the program.
8. Any awarded but unpaid or refunded scholarships will not be awarded to alternate recipients.
9. PGNA bears no responsibility for taxability of a scholarship or impact on a recipient's or family's tax status or financial aid.
10. Any questions or comments should be directed to the Scholarship Program Coordinator at PGNAScholarship@gmail.com.

C. ELIGIBILITY:

1. Applicant must be either:
 - a registered owner of a Park Glen home in county records or
 - someone born on or after 1/1/2001 (no more than 23 years of age on the last day of the current year) who receives over half of his or her support from the owner(s) of a Park Glen home.

In either case, the relevant homeowner must be a member in good standing of the Park Glen Neighborhood Association at the time of application and at the time of payment, if a scholarship is awarded. "Good standing" means no active violations more than 60 days old and no past due amounts owed to the Association.

2. Applicant must have a cumulative grade point average of 80% or better (or 3.00 on a 4.00 scale) for all of the most recent type of school attended (either high school or college).-
3. Applicant must have been active in school and/or community activities and demonstrated leadership and volunteer & extracurricular involvement.
4. Applicant must be registered or planning to register for post-high-school study at an accredited college, university or trade school for the upcoming fall semester.
5. Each scholarship awardee must provide proof of registration and his or her student identification number to the PGNA Treasurer no later than **September 1, 2024**.
6. If an awardee chooses to no longer receive the award, does not attend school, or becomes ineligible for any reason after the scholarship is paid, the awardee is responsible for ensuring that the award is refunded to PGNA.

D. APPLICATION PROCESS:

1. Applications will be available at www.ParkGlen.org in early April 2024. Applications will be accepted beginning May 1, 2024 with a firm submission deadline of June 1, 2024.
2. A complete application package will include all of the following:
 - a. The 3 pages of the Application Form, filled out completely, signed by applicant, by the Park Glen homeowner, and by the applicant's parent or guardian (unless applicant is over 18 years of age).
 - b. Applicant Statement (one or two paragraphs), as described at the end of the application.
 - c. Two recent Letters of Recommendation as described at the end of the application.
 - d. Copy of the most recent official cumulative high school or college transcript, as described at the end of the application.
3. To be fair and consistent, nothing other than the five requested items (application, applicant statement, letter of recommendation #1, letter of recommendation #2, and transcript) will be used in the selection process, so additional items (certificates, confirmation of volunteer service, diploma,

more than 2 recommendations, acceptance letter, etc.) should not be submitted. ~~Submissions must not include images of documents.~~

4. The submitted materials must be either originals or PDF files, not scanned images.
5. Applicants are responsible for gathering and submitting all required information. Since applications are evaluated on the information supplied, all questions should be answered and all information supplied as completely as possible. Applications will be accepted as submitted, but missing information will count against the applicant.
6. The complete application package must be submitted between 12:01 am on May 1, 2024 and 11:59 pm on **June 1, 2024**. We encourage the submission of applications to the Scholarship Coordinator at this dedicated e-mail address: PGNAScholarship@gmail.com. But we have also arranged the opportunity to submit applications, sealed in an envelope, by mail or in person to:

PGNA Scholarship Coordinator
c/o Neighborhood Management, Inc
5421 Basswood Blvd, Suite 710
Fort Worth, TX 76137

NMI's office is 2 doors to the left of Premier Eye Care. Their drop box is located in front of their entrance facing Basswood Blvd.

Please do not staple the pages of mailed / in-person application packets.

6. Mailed applications must be postmarked on or before 6/1/24 and received by 6/5/24. In-person applications must be sealed and deposited in the NMI office or in the drop-box located outside of Neighborhood Management, Inc.'s office (address above). Neighborhood Management, Inc. is open Mon-Thurs 8:30-5:00 PM, and Friday 8:30-3:00 PM. All questions should be directed to PGNAScholarship@gmail.com. NMI personnel are unable to answer any questions or provide any information about the scholarship program.
7. The Program Coordinator will determine whether each applicant meets all eligibility requirements of sections C-1 and C-2 above and notify applicant and/or homeowner in the event of non-eligibility.
8. The Program Coordinator will confirm all applications by e-mail within 72 hours of receipt. If you do not receive the confirmation, contact the Program Coordinator at PGNAScholarship@gmail.com.
9. Once an application is submitted, no further revisions or additions can be made.
10. It is recommended that you retain a copy of your entire application and attachments for your records and for resubmission, if necessary.
11. Applications and all supporting documents will not be returned to the submitter but will be retained for some period of time before being destroyed.
12. Applications are considered confidential and will be handled and viewed only by the Program Coordinator and Selection Committee.
13. The Program Coordinator will assign a unique number to each applicant, write the number on each page of the submitted package, redact confidential information (e.g. Social Security #) throughout the package, and provide the complete package (except for page 1 of the application form) to the Selection Committee. The Selection Committee will refer to applications by their assigned numbers.
14. All applicants agree to accept the decisions of the Selection Committee as final.
15. Selected awardees will be notified by **June 30, 2024**. The list of selected awardees will be published on the www.parkglen.org website and published in the community newsletter. Applicants agree to the publication / announcement of their names for this purpose.

16. Each selected awardee must e-mail the following to the Association Treasurer no later than **September 1, 2024**:
 - a. proof of registration (e.g. enrollment confirmation, fee statement, class schedule) containing the student's name and the name of the institution. Screenshots are acceptable only if they substantiate registration and contain both the student's and institution's names.
 - b. his or her student identification number
 - c. the address of the Bursar, Financial Aid, or Scholarship office to which the payment should be sent.

The Treasurer will confirm receipt of this information within 72 hours.

17. The Association Treasurer will process scholarship payments on or soon after the later of **July 25, 2024** or the date awardee provides proof of registration and student identification number to the Program Coordinator. Awardee forfeits the scholarship award if the proof of registration and student identification number is not provided to the Treasurer by **September 1, 2024**.
18. Awardees are required to timely notify the Program Coordinator of any change in address, school enrollment, or other relevant information.

PARK GLEN NEIGHBORHOOD ASSOCIATION
2024 SCHOLARSHIP PROGRAM APPLICATION FORM

APPLICANT INFORMATION:

Applicant Name: _____ Date of Birth: _____

Address: _____

Phone #: _____ E-mail Address: _____

HOMEOWNER INFORMATION & CERTIFICATION:

Address of Park Glen home that relates to this applicant: _____

Owner(s) of that Park Glen home: _____

Relationship of Applicant to Owner(s): _____

Does applicant receive more than 50% of his or her support from owner(s)? YES NO

I authorize the Scholarship Coordinator to be given information from Park Glen Neighborhood Association records regarding property ownership, the current status of amounts owed, and the existence of any open violations for the property.

Signature of Homeowner Date

Printed Name of Homeowner

APPLICANT (& PARENT/GUARDIAN) CERTIFICATION:

All information provided in this application is true and accurate. I/We understand that if Applicant is chosen to receive a scholarship, final approval is contingent upon meeting all of the requirements described above. If Applicant does not meet the requirements, he or she relinquishes any right to the PGNA scholarship. If Applicant is awarded a scholarship, I/We agree to the publication of Applicant's name in reference to the award. I/We agree to regard the decision of the Scholarship Selection Committee as final.

Signature of Applicant Date

Signature of Parent or Guardian (if applicant is under 18) Date

EDUCATIONAL HISTORY AND GOALS:

School or Institution Last Attended: _____

Date or Semester/Year of Last Attendance (e.g. Spring 2024): _____

Cumulative GPA (either High School or College, whichever most recently attended): _____

Name of college or university you plan on attending: _____

Please describe your proposed field of study and future career plans: _____

VOLUNTEER SERVICE EXPERIENCES - Please list up to four instances of your most meaningful volunteer service experiences during the last four years. Please explain each experience in one paragraph or less.

1. Date(s): _____ Organization or Event: _____

2. Date(s): _____ Organization or Event: _____

3. Date(s): _____ Organization or Event: _____

4. Date(s): _____ Organization or Event: _____

INVOLVEMENT - Please list below up to four organizations and activities in which you have actively participated within and outside of school. Use only the space provided.

1. Organization/Activity/Date(s): _____
2. Organization/Activity/Date(s): _____
3. Organization/Activity/Date(s): _____
4. Organization/Activity/Date(s): _____

If applicable, please list below your employment history (if any) for the last two-year period. Please include Business / Name / Location / Dates (Month/Year)

LEADERSHIP ROLES - Please list below the roles that you have taken within and outside of school, including any clubs or organizations in which you have been involved. Please use only the space below.

AWARDS - Please list below any awards that you have received in the last four years.

IN ADDITION TO THIS THREE-PAGE FORM, please also submit:

1. Applicant Statement (one or two paragraphs typed or handwritten) exhibiting your own writing expressing "What goals or achievements would you like to accomplish in the next ten years?" The intention is for the selection committee to get a sense of the candidates' writing skills as well as provide meaningful insight into the candidates themselves.
2. Two Letters of Recommendation from a teacher, school principal, professor, counselor, employer, minister, or any reference over the age of 21. Letters of recommendation should be dated and recent. Letters over 1 year old or without dates will be accepted but are likely to receive lower scores.
3. Copy of the most recent official cumulative college or high school transcript, as applicable, containing classes taken through at least fall 2023 (graduating high school seniors show classes and grades for at least 3½ years of high school; college students show all classes and grades taken so far in college; if a recent transcript is not available, then the previous year's or previous semester's cumulative transcript plus one or more report cards showing all complete grades since then will be accepted). This transcript should be submitted in the same packet with the rest of the information from the student rather than being sent separately. It must be accurate but does not have to be certified, sealed, or provided directly by the school.

Date: February 16, 2024
Subject: Proposed Coffee/Tea and Yoga in the Park

To: PGNA Board of Directors
From: Susan Kenney, President of Park Glen Neighborhood Association

Yoga in the Park

Offer free yoga classes in the Park in the Spring on Saturdays and Tuesdays from 9 am - 10 am from April 20 through June 1st. This would be a total of 13 classes and the dates would be: 4/20, 4/23, 4/27, 4/30, 5/4, 5/7, 5/11, 5/14, 5/18, 5/21, 5/25, 5/28, 6/1

Cost is \$35/per hour (class) for yoga instructor

Cost is \$35 x 13 days = \$455 Total, Proposed Budget is \$500

We would have a liability form for participants to sign (to be reviewed and approved by attorney. Attorney recommended write something similar to Turkey Trot liability form.

Coffee/Tea in the Park

See separate Cost Estimates sheet.

Approximate cost per day for Coffee/Tea in the Park is \$285/day

7 Saturdays x \$285=\$1,995, Proposed Budget is \$2,500.

Offer free coffee and tea in the Park in the Spring on Saturdays from 9 am - 10:30 am from April 20 through June 1st. This would be for 7 Saturdays and the dates would be: 4/20, 4/27, 5/4, 5/11, 5/18, 5/25, 6/1

I received four estimates, and World Blend offered the best price per cup (approx. \$1.25 not including tax per cup and will deliver).

World Blend Cost is \$30 per metal container holding 192 ounces. Cups and lids included in price. Cups will hold approx. 8 ounces. 192 ounces divided by 8 ounces = 24 cups. This equals 1.25 per cup without tax.

World Blend will deliver the coffee to the park and will give for free a metal container with hot water for those who want to have tea.

If we order 4 metal containers, it provides 24 cups x 4 = 96 cups. 4 x 30 = \$120 w/o tax, **\$129.90 w tax.**

I will purchase stirrers, sugar packets, and cream separately.

Other costs:

Sugar

Per day with approx. 100 cups, 100 x 2 sugar packets = 200 sugar packets per day. 200 x 7 = 1400 sugar packets, or will by large bag of sugar and sugar dispenser, or sugar with dispenser container

Cream

Per day with approx. 100 cups, 100 x 2 cream pods = 200 cream pods per day. 200 x 7 = 1400 cream pods, or 1.2 oz per person = 120 ounces per day (purchase half n half, and one container of almond milk). 120 ounces = 3.75 quarts.

Stirrers

Per day with 100 cups, 100 x 7 = 700 stirrers

Tea

Purchase tea bags. \$5 for 20 tea bags, and will put tea bags in metal container of hot water of 192 ounces -24 cups of tea.

Bottled Waters

Purchase small water bottles (i.e. 80 small bottles at Costco, approx. \$9)

Juice boxes

Purchase juice boxes. (32 boxes at \$14 at Costco. 32x3 - 96 kids, 3x\$14 = \$42)

Signs for Event

For Kiosk and to put in the park by bridge and at location. (just do small simple signs to begin with, \$50 Total)

Proposed Location of Yoga and Coffee/Tea in the Park

Arcadia Park #4, at 4850 Glen Springs Trail. Park is at the intersection of Glen Springs Trail and Rushmore Rd. (Location where we hold Holiday in the Park). The benefits of having the Yoga and Coffee in the Park at this location are:

- * there is a large shady area south of the playground and west of the tennis courts where the yoga classes can be held in the shade.
- * It is also close to the playground, so parents can see their children if they are playing on the playground.
- * There is plenty of parking in the parking lot and along the local streets.
- * It is somewhat centralized for Park Glen residents to walk to and/or stop at when walking in the park.
- * The coffee in the park would take place under the gazebo, where there are picnic tables.

Cost Estimates for Coffee/Tea in the Park and Yoga in the Park

	Cost per day (serving approx. 125 adults and 100 children) for coffee/ tea/juice				
Coffee in the Park - on 7 Saturdays from April 20 - June 1st (4/20, 4/27, 5/4, 5/11, 5/18, 5/25, 6/1), approx. 9 am - 10:30 am					
Container of 192 oz of drip coffee (24 8 oz cups) = \$30 w/o tax, 4 containers x\$30 (96 people) = \$1.25 per person (World Blend provided best price)	\$120.00				
Sugar	\$10.00				
Splenda	\$10.00				
Half n Half	\$12.00				
Almond Milk	\$5.00				
Stirrers	\$5.00				
Tea bags	\$5.00				
Biscotti or other	\$30.00				
Granola bars	\$15.00				
Juice boxes (32 box for \$14) (3x\$14 = \$42, 96 kids)	\$42.00				
Water bottles (80 small bottles)	\$9.00				
Sub-Total	\$263.00				
Total w tax	\$284.70				
7 Saturdays x \$284.70= \$1,992.90					
Coffee/Tea in the Park Proposed budget - \$2,500					
Yoga in the Park Saturdays & Tuesdays April 20 - June 1st (4/20, 4/23, 4/27, 4/30, 5/4, 5/7, 5/11, 5/14, 5/18, 5/21, 5/25, 5/28, 6/1), approx. 9 am - 10am					
\$35 / hour (per day)	\$35.00				
\$35 / hour, 13 days x \$35 = \$455					
Yoga in the Park Proposed Budget - \$500					

Coffee in the Park - on 7 Saturdays from April 20 - June 1st (4/20, 4/27, 5/4, 5/11, 5/18, 5/25, 6/1), approx. 9 am - 10:30 am	
Container of 192 oz of drip coffee (24 8 oz cups) = \$30 w/o tax, 4 containers x\$30 (96 people) = \$1.25 per person (World Blend provided best price)	
Sugar	
Splenda	
Half n Half	
Almond Milk	
Stirrers	
Tea bags	
Biscotti or other	
Granola bars	
Juice boxes (32 box for \$14) (3x\$14 = \$42, 96 kids)	
Water bottles (80 small bottles)	
Sub-Total	
Total w tax	
7 Saturdays x \$284.70= \$1,992.90	
Coffee/Tea in the Park Proposed budget - \$2,500	
Yoga in the Park Saturdays & Tuesdays April 20 - June 1st (4/20, 4/23, 4/27, 4/30, 5/4, 5/7, 5/11, 5/14, 5/18, 5/21, 5/25, 5/28, 6/1), approx. 9 am - 10am	
\$35 / hour (per day)	
\$35 / hour, 13 days x \$35 = \$455	
Yoga in the Park Proposed Budget - \$500	