

## PARK GLEN GENERAL BOARD MEETING MINUTES

OCTOBER 7, 2014

LOCATION: BOY SCOUTS OFFICE, 5350 BASSWOOD BLVD., FORT WORTH, TEXAS 76137

In attendance:

Kevin Hammack – President  
Russell Zwerg– Vice President  
Scott Newell – Secretary  
Janet Jones – Director  
Barry Bryan – Director  
Teresa Biery – Director  
Sterling Rice - Director  
Dawn Kelly – PMS  
Walt Mills – PMS  
Jullie Wilburn – PMS  
Janna Perez – PMS

Meeting began at 7:02pm with a quorum

Sept 23 Meeting Minutes: Discussion, Edits, and approval. All in favor.

Property Managers Report:

- Turkey Trot: Review of past budget
  - Code violations: Review of most frequent violations – Board can prioritize which ones to prioritize
- \*5 minute break called by the President at 7:35 to ask the property manager to excuse their attorney from the meeting.
- Budget

Reports of committees:

- Communications Committee – Dana Hammack update
  - a. Newsletter update – articles
  - b. Discussion about signs to notify community of Board Meetings – Discussion
  - c. Facebook page
  - d. Next Door website
  - e. PGNA website
- Social events
  - a. Battle of the Bands – Not enough time to organize for this fall.
  - b. Turkey Trot
    - Discussion about cause to support Epilepsy Awareness charity with Turkey Trot proceeds.
    - Discussion about college scholarships funded with Turkey Trot proceeds.
    - Motion by Barry. Discussion.
    - Russell makes an amended motion, “I move that the Turkey Trot be held with an expense budget not to exceed \$15,000, with part of the proceeds, to be decided by the Board later, to be donated to Epilepsy Awareness and scholarships.”
    - Discussion. All in favor.
- Budget and Financials – Russell Zwerg: Review financials next meeting

- a. 2015 budget proposal: Russell Zwerg presented a multi-year report of income and expenses via overhead projector. Expecting a proposal for the next year's budget at the next meeting.
- b. Audit: Russell Zwerg consulted with 3 auditing firms and made a presentation with the overhead projector showing the comparison between the 3 firms. Russell makes a recommendation that we select Thomas Stephen & Company. Discussion. Teresa Biery makes a motion that we use Thomas Stephen & Company, an estimated cost of \$3,500-\$5,000. Kevin Hammack amends the motion to include that the scope of the audit to be determined by Russell Zwerg and Janet Jones. Seconded by Barry Bryan. All in favor.

#### New Business:

- Russell Zwerg and Dawn Kelly to meet to discuss past Foster and East invoices and other requests asked by Russell.
- Discussion on dead trees in the community
- Barry Bryan provides information about the Fall Festival at Alliance Methodist Church that will take place on October 25, 2014 from 9am to 3pm. Teresa Biery makes a motion that the PGNA set up a booth at the Fall Festival at a cost not to exceed \$100. Barry Bryan seconded. Discussion. All in favor.
- Barry Bryan provides information on Blue Zone Project.
- Russell Zwerg motion: "I move that the Association President be authorized to spend up to \$1,000 to consult with an independent attorney on the issue of our agreement with our property management company in general and on the \$400 'resale certificate fee / transfer fee' charged by the management company at the sales of homes in particular." Seconded by Teresa Biery. All in favor.
- Russell Zwerg motion: "I move that copies of all invoices and other items to be paid by the Association, regardless of amount, be provided to the Treasurer electronically and paid only after approval by the Treasurer. If the Treasurer has not acted on an invoice/item within 5 calendar days of that item's availability to the Treasurer, the management company may, if they feel the need, reach out to the Assistant Treasurer or President in lieu of the Treasurer." Seconded by Janet Jones. All in favor.
- Motion by Kevin Hammack to appoint Gerry Sauls to Chair the ACC Committee. Seconded by Russell Zwerg. All in favor.
- Teresa Biery motion to increase the Turkey Trot entry fee from \$15 to \$20 for individuals and from \$45 to \$50 for family of 4. Seconded by Russell Zwerg/Barry Bryan. Discussion. All in favor.

Meeting adjourned at 9:10pm

#### Follow up/other actions since October 7<sup>th</sup> meeting:

- PMS executed the approved contract with Race Chip Timing for the Turkey Trot – October 8<sup>th</sup>
- October 13 motion by Russell Zwerg: "I move that PGNA accept the agreement proposal from Pullen, Cappuccio, Pullen, Benson, & Jones and designate this firm as the Association's primary law firm for all future matters, with the Association President authorized to speak for the Board with the firm and give a monthly report of the firm's activity to the Board." Second by Janet Jones and passed unanimously on October 13, 2014. The Board has signed a legal representation agreement with Pulman, Cappuccio, Pullen, Benson and Jones.
- Case 14-00: Motion by Russell Zwerg, "I move to instruct Susan Ross to respond to the September 26 homeowner letter that she received, in the way she feels best serves the interests of the Association, at a maximum cost to the Association of \$150." Seconded by Barry Bryan. Motion is passed October 18, 2014.