

**Minutes**  
**Park Glen Neighborhood Association Board Meeting**  
**October 21, 2014**

Board Members in attendance:

Kevin Hammack-President  
Russell Zwerg-Vice President/Treasurer  
Scott Newell-Secretary  
Teresa Biery-Director  
Berry Bryan-Director  
Sterling Rice-Director

Board Member not in attendance: Janet Jones-Director

Homeowners in attendance: Dana Hammack, Tal Finley, Cecilia Shilling, Dale Biery, Sian Vrana, Brandie Barton, Jennifer Jacoby, Melanie Fletcher, Stephanie Klick, Robin Barrow, Mark Thiessen, Diane Cape, Dave Lieber, John Pickett, Bill Grove

Property Management Solutions: Dawn Kelly, Janna Perez, Jullie Wilburn

Meeting began at 7:01pm. at the Longhorn Council Activity Center; 5350 Basswood Blvd; Fort Worth, TX. Quorum was met.

Proof of Notice of Meeting: Kevin stated that the proper meeting notice was given to Board members and homeowners.

Kevin asked for anyone recording the meeting to announce that. Dawn said that she is recording the meeting for PMS' notes and offered to send a copy to Scott, if he wants. Russell asked if she could automatically send a copy to Scott after each meeting, and Dawn said that she would.

Minutes of October 7 Meeting: Discussion, revisions, and approval. All in favor.

Officer Reports:

- *President:* Kevin stated that the HOA board has signed a contract with Pulman, Cappuccio, Pullen, Benson, and Jones law firm to represent the HOA. The signed contract is available for homeowners to view.
- *Vice President/Treasurer:* No report.
- *Secretary:* No report

Property Manager's Report:

**Turkey Trot:** Dawn listed the sponsors as of now. She has received a new, lower bid from a potential T-Shirt provider whose owners live in Park Glen. More volunteers are needed for the run but not for the Monday-Tuesday pickup or runner packets at the Longhorn Council.

Committee Reports:

**Architectural Control Committee:** ACC member Cecilia stated that request 14 - 07 was submitted, but the work has already been completed. Cecilia also listed the requests received and approved to date.

- Communications: Chairperson Dana said that the November newsletter was completed and will be delivered to homeowners by November 3rd. She has asked Susan Kenney and Scott Cryer for articles to place in the December newsletter and has made contact with several high schools to get volunteers for the Turkey Trot. The Epilepsy foundation will have a table set up and will donate bracelets at the Turkey Trot race. Dana will work closer with Susan Law at the PID 6. She requested an updated link on the parkglen.org website to the new Facebook page. She requested information and the date on Holiday in the Park and a calendar for the next 12 months by November 8th. Kevin asked PMS to post the November newsletter on the website and provide a potential event calendar. Kevin also asked for the Park Glen website to not show "Property Management Management Solutions" in the address domain. In response to a request, Dawn said that she would find out who owns the domain names "ParkGlen.org" and "PGNA.org."

**Social:**

- Holiday in the Park - Tal Finley suggested that Larry Hawkins, who is a professional Santa, be called by PMS to participate in the event.
- United Methodist Fall Festival - Barry will be soliciting for community volunteers and Turkey Trot runners at Park Glen's table at the event. Kevin, Teresa, and Russell will also be volunteering for this event.

**COPS:** Kevin will set up a meeting with Neighborhood Patrol Officer Scott Cryer

**Service:** Kevin Hammack explained this committee program. Robin expressed interested in volunteering for this committee.

**Hospitality:** Chairperson-designate Teresa requested approval of \$1,000 to make welcome gift bags to give to new homeowners. Kevin asked Teresa to come back to the board with a dollar figure per gift bag.

**Development:** No report.

Unfinished Business:

- Monthly Meetings each second Tuesday (Beginning January 13th) - PMS told the board that they are awaiting email confirmation from Longhorn Council on the dates that were submitted for the 2015 meeting.
- Set 2015 Annual Meeting Date- After discussion, Teresa moved to hold the next annual meeting on September 1, 2015. Sterling seconded, and the motion passed. PMS will ask to reserve the Longhorn Council for September 1, 2015 at 7:00pm.

Budget and Financials:

- Russell presented his proposed 2015 budget. There were questions and discussion by Board members and homeowners, including:
  - Russell explained that it has been the practice to pay all late fees paid by members to PMS as a collection fee. Because of this, PGNA cannot see any benefit from late fees. All late fees paid by members will become collection fee expense, and all late fees written off will be a bad debt expense, so he proposes reserving all \$40,000 of "late fee income," which appears on the budget as the \$40,000 "Collection Fees-Management Company" expense.
  - Russell proposes budgeting 15% of "Assessment Income," "Legal Fees Reimbursement," "Letter Fees Reimbursement," "Payment Plan Fees," "Collection Fees Reimbursement,"

"Interest on Receivables," "Forced Maintenance Reimbursement," and "Fines and Violations." This estimate of what will ultimately be uncollectible appears on the budget as the \$38,285.70 "Bad Debt Expense."

- PMS will get with the PID 6 on fixing cracks/cleanup of Park Glen monuments.
- PMS suggested that the board make a budget for mailbox repairs. Russell put \$8,000 on the budget as "General Maintenance & Repair" expense.
- In response to a homeowner inquiry, Cecilia explained that the grey fences are being repaired and painted as the PID 6 budget allows. Sian asked if the PID 6 is still testing the grey paint color, Cecilia stated that this is complete.
- Dave stated that it is illegal for merchants to charge a fee for credit card use in Texas. Dawn and Russell said that they would check into this. Kevin stated that the we could ask our attorney.

Teresa Biery moved to accept the proposed budget as presented, Sterling seconded, and the motion passed. The accepted budget has total income of \$306,938.00, total expense of \$310,996.10, and a net loss of \$4,058.10.

- Russell moved to accept the August financials as presented at the October 7 meeting pending corrections and audit adjustments. Sterling seconded, and the motion passed.

- Russell said that there was not an opportunity to receive responses on his questions and comments on the September financials, so he does not feel comfortable requesting a Board vote tonight.

- PMS asked Russell when the invoices for Collection Fees would be approved for payment to PMS. Russell said that he would expected to soon get answers and advice that he requested, hopefully leading to the approval of those invoices.

- Russell said that preliminary work is progressing so the scope can be set with the audit company. A homeowner asked if an agreement had been signed, and Russell said that the he expects to be able to provide the preliminary information requested by the auditing company to them by tomorrow so the scope and their engagement agreement can be finalized. Russell made the following motion, seconded by Barry:

*The Board reaffirms their selection of Thomas Stephen and Company LLP to perform an audit for the Association. Property Management Solutions is directed to cooperate with this firm and provide all information, documents, data, and access as requested. The Association exempts Property Management Solutions from any claims of violation of confidentiality with regard to information and documents provided to this firm.*

There was discussion, including:

- Dawn stated that PMS wants a signed contract with the audit company to safeguard homeowners' privacy.
- Sian expressed her agreement with PMS' request.
- Russell said that his motion is being made because of pushback from PMS on Thomas Stephen's request for information to prepare for the audit. The management company and Association do not have significant confidential homeowner information.
- Dave said that he is familiar with the accounting firm Thomas Stephen & Company, and they have to operate by ethical standards.

The motion passed. Kevin stated that PMS can get their attorney to advise them on the passed motion.

#### New Business:

- Russell made the following motion, seconded by Sterling:

*The Board reaffirms that their primary legal counsel is Pulman, Cappuccio, Pullen, Benson & Jones LLP. Property Management Solutions is directed to cooperate with this firm and provide all information, documents, data, and access as requested. The Association exempts Property Management Solutions from any claims of violation of confidentiality with regard to information and documents provided to this firm.*

The motion passed.

- Barry moved to approve Teresa as chairperson of the Hospitality Committee. Russell seconded, and the motion passed.

- Russell made the following motion, seconded by Barry:

*I move that the Association contract with Alliance Imprinting & Design to provide t-shirts for the Turkey Trot, at a maximum cost after sales tax of \$4.65 per shirt (quantity to be ordered will be estimated based on experience and the number of pre-registrants) and contract with Let's Jump to provide the items for the Turkey Trot for which they quoted \$2,753.83. This is a replacement of an earlier-passed motion left out of the minutes in error.*

The motion passed.

- Russell made the following motion, seconded by Teresa:

*Property Management Solutions is directed to:*

- *close the certificate of deposit at Legend Bank when it matures on 11/7/14,*
- *open a Savings Account for the Association at Capital One or another institution approved by the Treasurer that pays at least 0.4% interest,*
- *transfer at least \$60,000 to that account by November 12, and*
- *keep surplus funds (funds in excess of what is needed for 30 days of operation) in this account.*

The motion passed.

- Russell made the following motion:

*Property Management Solutions is directed to charge late fees and interest to homeowner accounts, as appropriate, on the last day of every month and post to Accounts Receivable with that date. This resolution is effective starting October 2014, unless these charges have already been assessed in October, in which case this resolution is effective starting in November.*

There was some discussion. Russell said that he made this motion because late fees and interest have been posted to homeowner accounts on all different dates, sometimes twice in a month and sometimes not at all for a month or two. Dawn suggested that the 10th of each month would be a better date, as she had expressed in an e-mail to Russell. Russell said that he had not received that message. He asked Dawn if he and she could work this out. She said "yes," and Russell withdrew the motion.

- Sterling asked PMS to provide a monthly variance analysis report.

- Barry wants PMS to provide a copy of the insurance policy. Russell asked Dawn to provide copies of the Directors and Officers policy and the General Liability policy to the Board.

- Barry asked PMS to show the board the PMS contract paragraph and clause references in the 2011 and 2013 management agreements.

- Sterling said that the City of Fort Worth does not sweep streets anymore. He called three companies to get bids, but these companies are going to need plot maps. Dawn offered to email a soft copy of the plot map to Sterling.

- Yard of the Month: Teresa suggested that yard of the month be awarded per village. PMS stated that this would cost Callaway's \$25.00 x 13 villages. Barry suggested acknowledging homeowners who do a great job on their lawns, even if acknowledged only with an HOA letter.

Sian stated that board members used to drive the communities and pick the homes for yard of the month. Kevin Hammack said that this issue would be discussed more in the future.  
- Holiday Light Judging: Kevin said that this issue would be discussed at the next meeting.

Member Comments:

- Dave complimented the new board on their agenda, the chosen law firm, the upcoming audit, the use of a presentation projector in meetings, and the way meetings are now run. He recommended that CMA Management Company be hired when the PMS contract is over.  
- Stephanie spoke on the importance of homeowner votes.  
- Bill mentioned that he has noticed tree branches and clippings that have been dumped in the park and asked whom he should talk to on this to get it cleaned up. He said that the city had told him that this was an HOA issue. Cecilia stated that Bill should talk to the PID 6 manager, Susan Law, and go to the PID 6 meetings.

Meeting adjourned at 9:04pm.

Next meeting will be November 4, 2014 at 7:00pm at the Longhorn Activity Center

Actions since Oct 21 meeting:

- Motion by Russell Zwerg, "I move that the Hospitality Committee, led by chairperson Teresa Biery, be authorized to prepare and distribute welcome baskets to new homeowners, spending up to \$1,000, with a maximum cost of \$6.00 per basket."

Motion seconded by Teresa Biery and passed.

- Motion by Russell Zwerg, "I move that the Board President give or authorize written notice to Foster & East, Attorneys at Law, to:
  - Terminate the firm's representation of PGNA
  - Request the transfer of PGNA documents, files, and property to our primary law firm, and
  - Require that they gain the Board President's approval before doing any billable work, effective with the date of the notice."

Motion seconded by Janet Jones and passed.