

PARK GLEN GENERAL BOARD MEETING MINUTES

DECEMBER 2, 2014

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

ROLL CALL - In attendance:

Kevin Hammack – President
Russell Zwerg-- Vice President
Scott Newell – Secretary
Barry Bryan – Director
Teresa Biery – Director

Dawn Kelly – PMS
Janna Perez - PMS

Meeting began at 7:01pm with a quorum.

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

Meeting recordings: Kevin asked if anyone recording the meeting to announce that they are. PMS is recording the meeting their minutes.

Reports of officers:

a. President:

- i. Reminder on City Bond Issue. City meeting scheduled for Dec 4 at Longhorn Center. Community concerns over the removal of trees in conjunction with sidewalk repairs. Signs are posted.
- ii. North Fort Worth Alliance meeting with City Council Reps on Sat Nov 22, 2014 at the Fossil Ridge Club House. Meeting attended by Kevin Hammack, Barry Bryan, Teresa Biery, Dana Hammack, Susan Kenny, Kyle Jenson. Topics included community zoning, park clean up, etc.

b. Vice President : Russell noted that PMS had provided the Board with the past Board Meeting Minutes as requested.

c. Secretary: N/A

d. Treasurer:

Bank Update – Legend Bank

- i. “After the Cd rolled over for another 6-month term at Legend Bank rather than being withdrawn, I told Dawn at PMS that this takes away the primary reason for my wanting to set up a new savings account, so we should look at our banking situation again in the spring.

Amber at Legend Bank notified Russell, Dawn, and Veronica on 11/21 that additional signatures would be necessary to establish Russell, Dawn, and Veronica as signers on the checking account and two certificates of Deposit at that bank. Amber said that she would prepare the documents and send them to us, but that has not yet happened. I contacted Amber today (12/2) but did not hear back from her.”

ii. Accounts Receivable Report 9/30/2014: *See Attachment

Russell walked us through the report, pointing out various areas of concern that he has questions about. Open discussions on collection policies, establishing a reserve for receivables. These to be revisited once Russell has answers to some of the questions he has.

Property Managers Report: Dawn Kelly

- Turkey Trot Summary: 603 Total Runners.
 - o Proceeds Estimated by Russell of \$13,130.
 - o Expenses so far equal \$13,366.37
 - o Event total Net Expense (Estimated) of \$236.37
 - o Donation amounts to Epilepsy Awareness and scholarships to be determined at a later date.
- Discussion on bounce house liability – Our current liability insurance does not cover the use of bounce houses.
 - o Question: Can 'Let's Jump' name PGNA as an additional insured on their insurance and can they provide a certificate as evidence to such coverage? To be looked into.
- Mail Box Repair – We may have enough funds to repair up to 6 mailboxes. Please forward Dawn any pictures of leaning mail boxes as we will need to select the worst.
- Audit started on November 18.
 - o Audit firm is asking for lots of information – Reasonable? Are the requested items normal for the scope of a balance sheet audit?
 - o Audit firm has requested 4 Days field work in PMS offices
 - o Scope of audit is 511 lines – PMS feels this is beyond the scope of the audit presented
 - o PMS needs more time to prepare for what is being asked of them
 - o Some scheduling conflicts noted due to time of year and current events (Turkey Trot, etc)
 - o Dawn to review and provide the Board with a date that PMS can be fully ready

Reports of committees:

- ACC
 - a. Week ending November 21, 2014 – no requests
 - b. Week ending November 28, 2014 – no requests
- Communications Committee – Dana Hammack update
 - a. Put out signs to notify the community about the Nov 4th meeting about the City Bond
 - b. Getting a lot of Facebook activity
 - c. Website – Took the Turkey Trot down, Put up info about Holiday in the Park
 - d. Newsletter update – articles – keep them coming
- Social Committee – Teresa Biery update
- 2015 Calendar of event to be decided on
 - a. Holiday in the Park is set for December 13, 2014
 - b. Proposed March 28, 2015 for the Easter Egg Hunt
 - c. Spring Event to include Battle of the Bands? Possibly May 2, 2015
 - d. Independence Day event on July 4, 2015 - Proposed
 - e. Annual Meeting – September 1, 2015
 - f. Turkey Trot – Thanksgiving morning, November 26th, 2015 - Proposed
 - g. Holiday in the Park – December 12, 2015 - Proposed
 - h. Possible activity in August...Pool/Movie Night at the Longhorn Activity Center?
- COPS (neighborhood security) – chair still needed
- Service – chair still needed

- **Hospitality** – Dana Hammack update
 - a. Welcome bags ready for new residents of our community
- **Development** – Susan Kenny update

Susan met with the City of Fort Worth Zoning Office about new developments and possible future development happening in and around the Park Glen area:

 - a. Possible McDonald's going in at the SW corner of Park Vista and North Tarrant Parkway
 - b. Possible Kroger and gas station going in at the NE corner of Park Vista and North Tarrant Parkway
 - c. Lustig Orthodontics looking to build a stand alone office at Park Vista and North Tarrant Parkway
 - d. Possible NTP Bank at North Tarrant Parkway and Quail Valley
 - e. Possible assisted living center in the NE area of Park Vista and Basswood.

Unfinished Business: N/A

New Business:

- Teresa Biery motion: "I move that we host the Easter Egg Hunt event on March 28, 2015."
Motion is seconded by Russell Zwerg. All in favor

Next meeting is December 16, 2014.

Meeting adjourned at 8:55pm

*Actions taken since this meeting:

Legend Bank has asked that it be made clear what the Board's intent is regarding the signers on the Association's accounts at the bank, since the motion approved by the Board on November 4 did not specifically mention the Association's Certificates of Deposits.

Motion by Russell Zwerg on December 11, 2014:

"I move that the following persons:

Veronica Zerpa, President of Property Management Solutions

Dawn Kelly, Property Manager with Property Management

Solutions

Russell Zwerg, Treasurer of Park Glen Neighborhood Association

be the signers, each will full access and authority, on Park Glen Neighborhood Association's checking account and two certificates of deposit at Legend Bank."

Motion was seconded by Janet Jones and in favor by Janet Jones, Sterling Rice, Kevin Hammack, Russell Zwerg, Barry Bryan, and Scott Newell

These minutes adopted as written on 12-16-2014.

Teresa Biery - PRESIDENT

Scott Newell - SCOTT NEWELL, SECRETARY

Stacy Rice - director