

**Park Glen General Board Meeting Minutes**  
**December 16, 2014 – 7:00pm**  
**Longhorn Council, 5350 Basswood Blvd., Fort Worth, TX**

**In attendance:**

Kevin Hammack- **President**  
Russell Zwerg- **Vice President/Treasurer**  
Scott Newell- **Secretary**  
Teresa Biery- **Director**  
Sterling Rice- **Director**  
Berry Bryan- **Director**  
Janna Perez- **PMS**  
Jullie Wilburn- **PMS**

Guests: Dana Hammack, Tal Finley, Mark Thiessen, Cecilia Shilling, Lyn Linder, Dale Biery, Lynn Gettamy, Cynthia Coe, Diane Cape, Carla Kelman, Jack Webb, and Susan Kenney

Meeting began at 7:02pm. Quorum was met.

**Proof of Notice of Meeting:** Russell Zwerg stated that the proper meeting notice was given to homeowners per the website.

**Notice of Recordings of Meetings:** PMS is recording the meeting to assist with the preparation of the meeting minutes.

**Reading of Minutes of Preceding Meeting:** Barry Bryan motioned to approve the December 2, 2014 meeting minutes as submitted without changes, Teresa Biery seconded this motion, and the motion passes.

**Reports of Officers:**

• **President:**

***Bond Issue Meeting:*** Kevin Hammack stated that, at the December 4 community meeting sponsored by PGNA, more than 80 homeowners and some members of the board met with a city councilman, Danny Scarth, and the project manager about the city bond sidewalk replacement project and that the city is willing to evaluate the neighborhood tree situation before removing the trees from the neighborhood. The city will be contacting all homeowners who will be losing trees beforehand. The city will be making assessments first by walking through the neighborhood with a few board members and Susan Kenney and then another homeowner meeting with be scheduled with the city councilman, Danny Scarth, and the project manager before the city bond is begun. Susan Kenney wants to hold the city accountable and definitely put up meeting signs regarding the next meeting date and time. Sterling Rice said that the trees define Park Glen and we need to work on saving the trees for property values and helping to control air pollution. Sterling Rice wants to encourage all homeowners to participate in wanting to save trees for the community. Kevin Hammack stated that the community sidewalks are dangerous and the city is willing to listen to homeowner opinions regarding this bond.

• **Vice President:**

1. ***Convenience Fee Charge:*** Russell Zwerg contacted the Texas Office of Consumer Credit Commissioner and the Texas Department of Banking to determine the legality of the 3% convenience fee that we add to payments made via our website. Russell Zwerg sent copies of the webpage screenshots and explained that the 3% fee is added to all payments on the website, whether by credit card, debit card, or e-Check. The Department of Banking, which regulates the use of Debit Cards, replied by email that *“Merchants in Texas may charge an itemized and disclosed 'service fee or convenience fee' on a consumer transaction, provided*

that the fee is not limited to the use of a debit card.” Despite two phone calls and an email message, Russell Zwerg did not hear back from the Office of Consumer Credit Commissioner which regulates credit cards. But Russell Zwerg feels confident that their answer would have been the same regarding credit cards.

2. **Bounce House Insurance:** After we discussed at our last meeting, Dawn Kelly (PMS) requested and Let’s Jump provided an insurance certificate naming PGNA as “additional insured” on their policy, thru 9/7/15. This provides protection to PGNA when we rent bounce houses from Let’s Jump.

- **Secretary:** Nothing

- **Treasurer:**

1. **Legend Bank Update:** Russell Zwerg was contacted by a manager at Legend Bank who explained the confusion stemming from minutes they were given that did not specifically list the certificates of deposit as accounts to have new signers. She provided signature change documents that Russell Zwerg signed. Russell Zwerg believes that the signers on all 3 accounts (checking and two certificates of deposit) have been changed or will be changed soon.
2. **Audit Update:** Bridget, the partner at Thomas Stephen, gave information requests to PMS on November 18 and 20. On December 2, Bridget notified Dawn Kelly (PMS) that she would have to assign her staff to other projects until the PGNA audit planning can be set. Bridget has also told me that there is a risk of increased cost if the audit is not completed in mid-January. Bridget and Dawn spoke last week about the nature of “fieldwork” but did not make a plan. Dawn has communicated to the Board her concerns about the requests from the auditor and the time that they will take to fulfill. She has stated a goal of providing the requested information by December 31 if the Board will agree to pay PMS for their time to be spent on the audit. PMS has agreed that a payment of \$500.00 plus \$50.00 per hour of audit fieldwork (in PMS’s office) would meet their request.
3. **Turkey Trot Proceeds and Expense Recap:** Russell Zwerg went through the numbers from 2012, 2013, and 2014 Turkey Trot events. The 2014 Turkey Trot event made a net profit of \$78.35.
4. **Holiday in the Park Expense Recap:** Russell Zwerg went through the 2012, 2013, and 2014 numbers on the Holiday in the Park event. The 2014 event cost a total of \$1,305.37 which was under budget by \$694.63.

#### **Property Manager’s Report:**

- **Turkey Trot Numbers:** Russell Zwerg covered in his projection presentation.
- **Covenant Violations:** Nothing
- **Resident Bankruptcy Notification:** Nothing
- **Mail Box Repair:** Russell Zwerg encouraged homeowners to email pictures of damaged mailboxes to Dawn Kelly (PMS). A homeowner mentioned that a mailbox (7559 Arcadia Trail) had been hit by a car and that PMS had been provided with the name and insurance information of the driver. Russell said that he would follow up with Dawn regarding a claim to that driver’s insurance for the damage.

#### **Reports of Committees:**

- **ACC:** Week Ending 12/05/2014- 1 request (approved) Cecilia Shilling discussed the ACC request in more detail without disclosing the property address.
- **Communications:** Dana Hammack stated that the January newsletter is 16 pages long and almost ready to send out to the printer. Dana Hammack wants the PMS created Facebook page to be made into just one PGNA page. Dana Hammack stated that the Holiday light contest was added to the website and the board will vote on the prizes that will be given to the homeowners regarding this contest.

• **Social:** Teresa Biery went through ideas for 2015 events:

1. **Easter Egg Hunt - March 28th, with no rain date:** Teresa Biery went through a projected expense report for the event. Teresa Biery is interested in using a company that will stuff 10,000 eggs with one piece of candy in each egg for around \$1,600.00 instead of trying to solicit for egg stuffing volunteers. Teresa Biery wants to hire a professional face painter and balloon animal maker for the event. Several homeowners offered mixed opinions about these expense proposals. The board discussed the charging of vendors for the event and limiting the number of vendors that can participate. **Russell Zwerg moved to authorize the Easter Egg Hunt on March 28, 2015 with a net expense budget (cost minus proceeds) of \$4,000.00, with Teresa allowed to plan the event. Teresa Biery seconded this motion, and the motion passes.**
2. **Free Shredding and "Talk to the Board" Event for May 2 (Backup Dates April 25th or May 9th):** This event was approved by the Board with a budget of \$350.00.
3. **Battle of the Bands Spring Event:** There was discussion about the appeal, cost, and components of this idea. No action was taken on this event.
4. **July 4th Event:** Teresa Biery wants to have a homeowner old car show, encourage parade participation from all neighborhood high schools, have the face painting and animal balloon vendor, have the doggie palooza, encourage homeowner children to decorate bicycles for the parade, and use the Methodist Church parking lot. The board set the date for this event as Saturday, July 4, 2014, with details and the budget to be discussed later.
5. **Pool/Movie Night at Longhorn Activity Center:** No action was taken on this event.
6. **Annual Meeting for September 1st:** Date was previously set by the board.
7. **Turkey Trot Event November 26th:** Teresa Biery wants to change the Turkey Trot running trail with Race Chip. The date was set by the board with details and the budget to be discussed later.
8. **Holiday in the Park Event December 12th:** The date was set with details and the budget to be discussed later.
9. **Motion Passed for Calendar Events: Russell Zwerg motioned to approve the July 4th, Turkey Trot, and Holiday in the Park events and Teresa Biery is allowed to plan these events with more details and budgets to come later. Teresa Biery seconded this motion and the motion passes.**
10. Teresa Biery wants to purchase a banner that reads "This event sponsored by the Park Glen Neighborhood Association" and will need this banner before the Easter event on March 28th. The board wants Teresa Biery to obtain banner pricing and options prior to the next board meeting for more discussion.

• **Hospitality:** Dana Hammack has one volunteer that will help her make new homeowner "welcome bag" deliveries in the community.

• **Development:** Kevin Hammack and Susan Kenney met with the PID 7 president and all three want to work together to encourage the city to listen to homeowners wanting "higher building standards" for the neighborhoods in regards to commercial development. Kevin Hammack stated that by combining PGNA HOA and Heritage HOA, there would be over 6,000 homeowners' voices for the city to listen to and that involvement and combining together with more HOA communities is the right thing to do for neighborhood development. Susan Kenney wants the board to pass a motion to approve the drafting of a letter to the City regarding improved zoning standards.

**Unfinished Business:** Nothing

**Budget and Financials:**

- ***Review Unapproved Monthly Financials:*** Nothing
- ***Audit:*** Covered under Russell Zwerg's Treasurer's Report.

**New Business/Motions Passed:**

1. Sterling Rice motions to approve four \$25.00 Calloway gift cards to be issued to winning homeowners regarding the Holiday lights contest, Barry Bryan seconded this motion, all board members agree except Teresa Biery who opposes this motion. The motion passes.
2. Kevin Hammack motions for approval to draft a letter to the City regarding improved building standards, Russell Zwerg seconded this motion, and the motion passes.
3. Russell Zwerg motioned "It is the board's expectation and direction that Property Management Solutions fully comply with the pending audit and all requests for documents and information. In consideration of PMS's stated goal of providing all requested information to the auditor by December 31, 2014, the Board authorizes payment to PMS of \$500.00 plus \$50.00 per hour of fieldwork by the auditor in the offices of PMS." Barry Bryan seconded this motion and the motion passes.
4. Russell Zwerg motioned "Property Management Solutions is directed to provide financials for October 2014 and November 2014 to the Board on or before December 20, 2014, following direction from the Treasurer." Sterling Rice seconded this motion and the motion passes.
5. Russell Zwerg motioned "Property Management Solutions is directed to turn over to the President and Communications Chairperson the login and password to the Facebook account for Park Glen Neighborhood Association managed/maintained by PMS." Sterling Rice seconded this motion and the motion passes.
6. Russell Zwerg motioned "I move that the Association establish a temporary "Violations Study Committee" to analyze violations data, evaluate policies and enforcement procedures, and make recommendations for fairness and effectiveness at the March board meeting. Russell, Janet, and hopefully one or more concerned homeowner will serve on the committee." Barry Bryan seconded this motion and the motion passes.
7. Russell Zwerg motioned "Property Management Solutions is authorized to use appropriate judgment in waiving (adjusting off) charges on Accounts Receivable accounts in conjunction with payments from homeowners, as long as the amounts waived (adjusted) are less than the amount being paid, account by account. Beyond this, all future write-offs, adjustments, or waivers require Board approval. Property Management Solutions is authorized to apply "Prepaid Owner Assessments" to corresponding account on Accounts Receivable, as appropriate. Beyond this, all future adjustments of Prepaid Owner Assessments require Board approval." Sterling Rice seconded this motion and the motion passes.
8. Russell Zwerg motioned "PMS is directed to provide to the Board the "Accounting Summary" and "Charge Code Recap" pages of the "Reprint Cash Receipt Deposits" report (the same report as Dawn emailed to Russell at 11:01am on 10/10/14) for each entire month from September 2014 through November onward into the future, either included in the monthly financials package or separate." Sterling Rice seconded this motion and the motion passes.
9. Russell Zwerg motioned "I move that the March 2015 board meeting be moved from March 10 to March 17 or another date selected by the President, to avoid Spring Break." Teresa Biery seconded this motion and the motion passes.

**Additional Business:**

***Street Sweeper:*** Sterling Rice wants to hire a street sweeper for the neighborhood. This topic was tabled until the next board meeting.

**Member Comments:** Nothing

Next Meeting will be January 13, 2015 at 7:00pm at the Longhorn Council.

Meeting adjourned at 9:01pm.