

MINUTES - PARK GLEN NEIGHBORHOOD ASSOCIATION BOARD MEETING

JANUARY 13, 2015

LOCATION: Longhorn Activity Center, 5350 Basswood Blvd., Fort Worth, TX 76137

In attendance:

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

Dawn Kelly – PMS
Janna Perez - PMS

Final – as Approved by the
PGNA Board 1/27/2015

Members: Dana Hammack, Cecilia Shilling, Lyn Linder,
Jack Webb, Ashley Jordan, Bonnie Hoke, Cynthia Coe,
Don Lagerhausen, William Grove, Sian Vrana, Carla
Kelman, Diane Cape, Susan Kenney, Bob Kilburn

Meeting began at 7:03pm with a quorum.

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

Meeting recordings: PMS is recording the meeting for their notes.

Minutes from the December 16, 2014 meeting. Minutes were approved with 4 wording revisions. Motion to approve minutes by Russell Zwerg. Seconded by Teresa. All in favor.

Reports of officers:

a. President:

- i. City Bond Issue: A neighborhood walk thru is to take place towards the end of January followed by another meeting to discuss the planned actions. Kevin will advise when the city determines the time and location for the meeting. Sterling Rice drove the neighborhood and feels there should be a better solution than to remove up to 90% of the trees – noted that we need to keep in mind property values.
- ii. Kevin Hammack to send the PID pictures of mud under the trees on Basswood.
- iii. Mail Box Update: PMS is in the process of having one mailbox rebuilt with an upgrade in the brick, incorporating stone – more discussion on this under the Property Manager’s Report.
- iv. Recent Child abduction Reports: Discussion on the several recent child abduction attempts in the community. Kevin suggested a town hall meeting to bring about awareness in the community.
- v. City Code Rangers: We have been contacted by the City Code Rangers for residents to get involved in the Code Rangers Program. The Code Rangers program seeks to promote healthy neighborhoods through community empowerment and action by establishing and maintaining a strong relationship between citizen’s, organizations, and the Fort Worth Code Compliance Department. The next class will be on:

January 24th, 2015.

9:00 a.m.-1:00 p.m.

818 Missouri Ave

Fort Worth, Texas 76104

RSVP by January 20, 2015 no later than 4:00 p.m.

Call Officer Shelly Garcia @ 817-269-8652 or Officer Charles Ibisio @ 817-733-0819 to register.

- b. Vice President / Treasurer:
 - i. “The temporary ‘Violations Study Committee’ (Russell Zwerg, Janet Jones, Lyn Linder, & Cecilia Shilling) had its first meeting. We discussed our covenants, enforcement and fining policies, and enforcement practices in a general way. Our goal is to evaluate policies, enforcement procedures, & state law to make recommendations for fairness and effectiveness at the March Board meeting. Any homeowner or Board member may give suggestions or input to Russell or Janet or even join the committee.”
 - ii. Shredding Event: “Russell signed a contract with Expanco of Fort Worth to do shredding for our neighborhood on 5/2/15 from 10am to Noon, at a cost of \$250. In conjunction with that event, we will also do a ‘Talk to the Board’ meet and greet for homeowners. We may spend up to \$100 for that.” Location to be determined.
 - iii. Follow up on surcharges: Two attorneys from the Office of Consumer Credit Commissioner (which regulates credit cards) returned Russell’s call and their interpretation is that PGNA should not be charging a 3% fee, since homeowners can pay by check in PMS’ office or by mail without a fee. Russell challenged their interpretation, noting that the Department of Banking (which regulates debit cards) had determined that our fee is allowed, since a person paying by e-check on the website could not avoid the fee. The Office of Consumer Protection then informed Russell that they would do some more research and get back to him.
 - iv. Audit Report: “Dawn communicated to the Board yesterday that she has turned in everything that has been requested from Bridget at Thomas Stephen. Bridget told me that they have not gone through everything but believes that they have received all or very close to all that was requested, although it is very likely for there to be follow-up requests and/or some missing items. Dawn and Bridget are in the process of scheduling a day of fieldwork in PMS’ offices, probably for next Wednesday.”
- c. Secretary: N/A
- d. Other - Barry reported that he attended the recent League of Neighborhood Associations meeting. Awards were given to various neighborhood associations. Barry indicated it was good to see what other associations are doing for events and community participation. Membership is \$35 per year.

Property Managers Report: Dawn Kelly

- i. Covenant violations – PMS is following the findings and processes. Noted that new legal representation charges \$250 for each violation demand letter sent out. Discussion and the Board notes that we are in the process of evaluating the covenant violation process. Russell will report on the committee’s findings in March.
- ii. Mail Box Repair – Discussion on how many mail boxes need completely replaced and how many need leveled due to ground shifting. Discussion about whether to keep the mailboxes as close to the same style or to go with an upgraded style using stone. 4 mailboxes need to be completely replaced at \$1,500 each and 4 more need to be leveled at a cost of \$400 each. Open Discussion about options.
- iii. Motion by Russell Zwerg to level the 4 mailboxes where the ground has shifted under them at a cost of \$400 each. Seconded by Scott Newell. All in favor.
- iv. Audit – PMS has turned over all records to the auditor and field work is to begin on January 21st.

Reports of committees:

- a. ACC - No new requests thru January 1, 2015
- b. Communications Committee – update by Dana Hammack
 - i. No longer posting on the old PMS Facebook page.
 - ii. Park Glen website possibly being updated soon, per PMS.

- iii. Walt is the webmaster of the PGNA site. PMS commits that website change requests will be responded to within 24 hours.
 - iv. Gift card prizes have been awarded to the winners of the holiday light contest. Winners are posted on the website and Facebook page.
- c. Social Committee – Teresa Biery update
- i. Looking for a sign to be made to clarify neighborhood events put on by PGNA. Suggestion to check with a couple of local vendors.
 - ii. Easter Eggs. There are 50,000 eggs to stuff. Teresa has been reaching out to school organizations for volunteers. Teresa will report back with recommended donations to school organizations that help out. The Boy Scouts typically stuff 10,000 to 12,000 eggs for the event.
 - iii. Looking for a couple of different bounce houses to have for the Easter Egg Hunt (Eggs-travaganza).
- d. Hospitality – Update by Dana Hammack - Welcome bags now being delivered to new residents of our community

Unfinished Business:

- a. Turkey Trot: Motion by Barry for \$5,000 to be allocated to scholarships and a \$5,000 donation to be made to Epilepsy Foundation of Texas. Teresa seconded. All in favor except Sterling Rice. Motion passed.
- b. Street sweeping: Sterling has been doing some research on cost for street sweeping once per month, estimated at \$2,200 per month for the service. Request is made for PMS to acquire bids for street sweeping to occur once per month for calendar year.
- c. Financials – Russell Zwerg: “PMS provided the financials for October 2014 and November 2014 to the Board on December 30. PMS has apparently made a number of revisions to the September 30, 2014 financials, and the Board received those revised reports yesterday. I have not had a chance to analyze and reconcile the revised September through November financials, so I cannot answer questions about them and am not comfortable presenting them.”

New Business:

- a. Barry Bryan motion to submit membership application to the League of Neighborhood Associations and to pay the membership fee of \$35. Seconded by Russell. All in favor.
- b. Kevin Hammack motion for the Board to authorize up to \$240 to advertise a town hall meeting about the recent attempted child abductions. Russell Zwerg seconded. All in favor.
- c. Russell Zwerg motion: “I move to contract with Kimberling, McFarland & Associates, P.C. to review the Association’s last two federal tax filings and prepare the tax return for the year ended 9/30/2014, at a cost of \$350 (assuming the use of a form 1120-H). Sterling Rice seconded. All in favor.
- d. Russell Zwerg motion: “The Board reaffirms the motion passed on 12/16/14 directing Property Management Solutions turn over to the President and Communications Chairperson the login and password to the Facebook account for Park Glen Neighborhood Association that is managed and maintained by PMS. Further, Property Management Solutions is directed to turn over to the President and Communications Chairperson the login and password to the registrar accounts (i.e. at GoDaddy.com) for the domains ParkGlen.org and PGNA.org, which are owned by Park Glen Neighborhood Association, Inc.” Seconded by Janet Jones. All in favor.
- e. Motion by Barry Bryan to have 2 meetings in January and 2 meetings in February. Russell seconded. All in favor except Scott Newell and Teresa Biery. Motion passed.

Next meeting is January 27, 2015 at the Longhorn Council Activity Center.

Meeting adjourned at 9:06pm