

Minutes

Park Glen Neighborhood Association Board Meeting

January 27, 2015

Final – as Amended
and Approved by the
PGNA Board 2/17/2015

Board Members in attendance:

Kevin Hammack-President
Russell Zwerg-Vice President/Treasurer
Berry Bryan-Director
Janet Jones-Director
Sterling Rice-Director

Property Management

Solutions: Dawn Kelly,
Janna Perez,
Jullie Willburn

Board Members not in attendance:

Teresa Biery-Director
Scott Newell-Secretary

Homeowners and Guests in attendance: Dana Hammack,
Cecilia Shilling, Lyn Linder, William Grove, Sian Vrana,
Carla Kelman, Diane Cape, Tal and Linda Finley, Ralph
Robb, Dan Self, Kent Thompson, Dan Thunder, Patrick
Orzano

Meeting began at 7:00pm 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 records the meetings for notes.

Minutes of January 13 Meeting: The minutes were approved with 3 typographical changes and the instruction to add the list of community members who were present at the meeting (motion by Barry; second by Janet).

President's Report:

- Kevin reported on the Code Compliance training that was attended by seven Park Glen residents. He publicly thanked Ralph Robb, Quentas Jones, Michael Roper, Piotr Gerstenkorn, and Thomas Downey for attending, along with Kevin and Dana.
- Kevin announced that the Fort Worth Police Department will be conducting their next COPS training on 2/14/15.
- Kevin sent pictures of the mud areas in the center median of Basswood to the Public Improvement District and requested that the PID plant grass in those areas. He announced that we need someone to represent PGNA at the 1/29/15 PID6 meeting. Kevin mentioned his concern at consistent paint overspray on brick columns from the contractor who was repainting the wooden fences around PID6. Cecilia said that she would make sure that these topics are discussed at the next PID meeting.
- Kevin reported that he and Russell had driven by the two newest mailboxes, and they looked good. Russell said that the contractor had successfully cleaned up both mailboxes after they looked dingy and mortar-stained, and Russell stated that he wished that the bricks at 7559 Arcadia Trail (rebuilt in January) could have been more consistently red, like the mailbox at 5416 Lake Powell (rebuilt in December). Dawn said that TST Construction has been buying the same color and brick number, but she will double-check with this contractor. Lyn asked if some of the brick that is taken away from the damaged mailboxes could be salvaged and used on replacement mailbox projects. Dawn will check with TST Construction on this issue as well.
- Kevin reported that a homeowner has appealed an ACC decision (case 14-16) that will tentatively be heard by the board on 2/10/15.
- Kevin announced the Town Hall meeting on Security and Code Compliance that will be held at 7pm on February 5. Signs have been ordered (will be put up by Board members) and the Longhorn Activity Council building has been reserved. Scott Cryer and others plan to be in attendance.

- Kevin forwarded a member question regarding train noise to Barry. There was a request to add the railroad's phone number to the list of community "Important Phone Numbers." Barry gave homeowners the Union Pacific phone number: 800-848-8715.
- Kevin reported that he has drafted a letter to the Fort Worth City Council regarding neighborhood priorities for funding. Kevin wants the city to hear Park Glen's voice on budget issues such as park security lighting, etc. The letter will be presented by Kyle Jensen at the 1/27/15 City Council meeting.

Vice-President's Report:

- Russell announced that PMS had helped Dana and Russell combine the two community Facebook accounts into one: facebook.com/parkglenhoa.
- Russell reported that the Violations Study Committee had met again and made progress on their goal of developing recommendations regarding policies and enforcement.
- Russell reported that he and Teresa had gone through the 10'x20' storage unit being rented by PGNA. Russell showed a pictorial inventory of items in the storage unit, including signs for all kinds of events, three folding tables, two kiddie pools, approximately 13 tubs of Easter eggs, a tub of can "coozies," many boxes of spongy balls, safety pins, trophies, medals, and T-shirts from the Turkey Trot, a pop-up canopy, approximately 14 boxes of PID6 files, a bullhorn, a large white cane chair, paper and other bags, extension cords, a Santa costume, a Bunny costume, and miscellaneous supplies.
- Russell showed the Bunny costume and stated that he and his family had found it to be very hard to effectively wear, though it seems to be undamaged, except for a stain on the front that has probably resisted previous attempts at cleaning. Russell showed some bunny costumes for sale on eBay in the \$100 to \$400 price range as possible replacements. No action was taken. One member tried on the bunny head and reported that it was sufficiently comfortable and usable.
- Russell presented a proposal for the 2015 scholarship program. The Board and members went through the proposal point-by-point, with discussions and revisions. Russell moved to adopt the program as revised, and the motion passed.

Property Manager's Report:

- Dawn stated that TST Construction will begin mailbox repairs next week.
- Dawn reported that she had purchased Property Management Solutions from Veronica Zerpa, something which she said has been in the works for some time. The PGNA/PMS contract is not affected by this ownership change. Barry asked if Veronica Zerpa is still available to contact regarding the audit, and Dawn stated that she can contact Mrs. Zerpa, arrange a conference call, or the board members can contact Ms. Zerpa with questions regarding the audit. Dawn said that she would remain the PGNA property manager and that PMS would be taking on more staff to accommodate community needs. Dawn stated that PMS is growing and at this time manages 15 HOA communities.

Committee Reports:

- Architectural Control Committee: Lyn and Cecilia touched briefly on the three submitted ACC requests regarding a shed, screening fence piece to hide trashcans, and the appeal request by one homeowner.
 - Communications: Communications Chairperson Dana Hammack asked about the status of the February newsletter. Dawn stated that the newsletter will be posted on the website by February 1, 2015 and mailed out to homeowners. Dana requested that PMS send her a vendor list for the Eggstravaganza, a homeowner email list, and a list of the entire Association membership. Dawn stated that a new IT guy has been hired and will be revamping the websites in the near future.
- Social: Russell relayed that Social Chairperson Teresa Biery plans to have 30,000 eggs from the storage unit stuffed by volunteers and high school groups for the March Eggstravaganza event. Dana stated that 5 giant bags of candy have been donated by Costco. Dawn said that PMS will supply Dana with the past Eggstravaganza vendor list.
- Hospitality: Dana reported that approximately 50 bags had been delivered, thanks to volunteers Lauren Bray and Robin Barrow. Dana asked Dawn for a list of recent move-ins, which was given to Dana right then.
- Development: Kevin reported that Kyle Jensen got city approval for park paths in the neighborhood.

Unfinished Business:

- Dawn reported that PMS is still gathering quotes for street sweeping in the community.

Budget and Financials:

- Russell reported that he unfortunately has not yet put the September through November financials into a format to be presented. He stated that the Board received October and November financials on December 30 that did not balance in one key account to the ending balance of the September financials that the Board received. The Board received revised September financials on January 13. Russell asked Dawn for the December financials that were due to the board by January 20. Dawn stated that these financials have not been sent due to the audit. Russell asked Dawn to send those financials, even if the financials might change after the audit report, and stated that a review of those financials is not within the scope of the auditors.
- Dawn stated that PMS has under-billed PGNA by \$19,000.00 and gave the documentation for this to Russell.
- Russell said that he has had little contact with the auditors, but this is typical. The auditors (Thomas Stephen & Company) did fieldwork at PMS' office on 1/20/15. The projected completion date is February 6, but these deadlines often slip.

New Business:

- Russell moved to repair the mailbox at 7659 Arcadia Trail at a cost of \$250, as quoted by TST Construction on 12/31/14. Janet seconded, and the motion passed.
- Russell to change the allocation to scholarships and charitable contributions that was set at the last meeting from: \$5,000 – Scholarships / \$5,000 - Epilepsy Foundation of Texas to: \$8,000 – Scholarships / \$2,000 - Epilepsy Foundation of Texas. There was some discussion of the appropriate allocation amounts and the indecorum of possibly acting too quickly in the past and also proposing to change a previous decision. There seemed to be no consensus, so Russell withdrew the motion until the next meeting, when more Board members might be present.
- Russell moved as follows: *Property Management Solutions is directed to e-mail to Russell and Janet copies of all violations letters from September 1, 2014 to the present, and ongoing in the future in the same timeframe that they are created and mailed. In addition to that ongoing request, PMS is directed, from now through March 14, 2015, to e-mail to Russell & Janet all correspondence from homeowners and notes of conversations with homeowners regarding violations.* Russell stated that this motion is a re-proposal of a motion passed on 12/16/14, because the motion was omitted from the minutes of that meeting. Janet seconded, and the motion passed.
- Russell moved as follows: *Section VII-C of the management agreement currently in force calls for "a transfer fee and/or resale certificate disclosure fee" to be "payable to Property Management Solutions, LLC at the close of escrow for each lot or unit sold as provided in Exhibit A." Exhibit A that was part of the management agreement when signed and was included in the "Board Books" provided to the current Board by PMS in September 2014 lists a "Resale Certificate Fee" of "\$150 per transaction payable by seller or buyer" and does not list a transfer fee. Therefore, per the allowable charges listed in this Exhibit A, Property Management Solutions is authorized to charge a maximum of \$150 per home sale, regardless of who pays the fee. PMS is directed to notify the Board within one week that they are in compliance with this motion.* Janet seconded, there was no discussion, and the motion passed.

Member Comment:

Tal wanted to know if a stop sign or stop light could be requested at the intersection of Gila Bend and Seneca off of Beach Street. There was some discussion on this issue. Kevin stated that Tal would have to contact the city regarding this request.

The next Meeting will be February 10, 2015 at 7pm at the Longhorn Council.

The meeting was adjourned at 8:44 pm.

PARK GLEN NEIGHBORHOOD ASSOCIATION

2015 SCHOLARSHIP PROGRAM

A. PURPOSE:

The Park Glen Neighborhood Association has authorized the Scholarship Program to recognize, reward, and develop members of our neighborhood and their dependents who have exhibited commendable academic success, leadership, and volunteer & extracurricular involvement.

B. GUIDELINES

1. A number of \$500 scholarships will be awarded for undergraduate, graduate or vocational-technical study in the upcoming fall semester. A check will be mailed to the school where each selected recipient is officially registered and has an official student ID. The funds are to be applied to the student's account to cover tuition.
2. The President shall designate himself or herself, another Board member, or a responsible non-Board member (with approval by the Board) to serve as the Scholarship Program Coordinator. The Program Coordinator must affirm in advance that he or she has no close connection to any potential scholarship applicant.
3. The President shall appoint a Scholarship Selection Committee of at least three members, with approval by the Board. The Program Coordinator may not serve on the Selection Committee. Selection Committee members must affirm in advance that they have no close connection to any potential scholarship applicant. The Selection Committee will select the recipients of scholarships, based on eligibility requirements and using methods and criteria set by the Selection Committee.
4. The Park Glen Neighborhood Association reserves the right to review the guidelines and procedures of the Scholarship Program and to make changes at any time, including termination or reduction of the program.
5. Any awarded but unpaid or refunded scholarships will not be awarded to alternate recipients.
6. The Selection Committee may choose to award fewer than the authorized number of scholarships, depending on eligibility, selection criteria, application content, and other factors.
7. PGNA bears no responsibility for impact of a scholarship on a recipient's or family's tax status or financial aid.
8. Any questions or comments should be directed to the Scholarship Program Coordinator at PGNAScholarship@gmail.com.

C. ELIGIBILITY:

1. Applicant must be an owner or dependent of an owner of a Park Glen home. That homeowner must be a member in good standing of the Park Glen Neighborhood Association at the time of application and at the time of payment, if a scholarship is awarded. "Good standing" means no current or outstanding violations and no past due amounts owed to the Association.
2. Applicant must be/have been active in school and/or community activities and demonstrate leadership and volunteer & extracurricular involvement.
3. Applicant must have a minimum cumulative grade point average of 3.00 on a 4.00 scale (or the equivalent (80% or better) in high school and/or college, if applicable).
4. Each scholarship awardee must provide proof of acceptance and his or her student identification number to the Program Coordinator no later than **September 1, 2015**.
5. If an awardee chooses to no longer receive the award, does not attend school, or becomes ineligible for any reason after the scholarship is paid, the awardee is responsible for ensuring that the award is refunded to PGNA.

D. APPLICATION PROCESS:

1. A complete application package will include all of the following:
 - a. The 3 pages of the Application Form, filled out completely, signed by applicant, and also signed by the applicant's parent or guardian, unless applicant is an independent student.
 - b. Two Letters of Recommendation from a teacher, school principal, professor, counselor, employer, minister, or any reference over the age of 21.
 - c. The most recent high school or college transcript, as applicable.
2. Applicants are responsible for gathering and submitting all required information. Since applications are evaluated on the information supplied, all questions should be answered as completely as possible.
3. The complete application package must be submitted no later than 11:59 pm on **June 1, 2015** by e-mail to the Program Coordinator at PGNAScholarship@gmail.com or by mail or in-person delivery (sealed in an envelope marked "Scholarship Application") to the Association's management company at the address shown on the Association website (and then to be forwarded unopened to the Program Coordinator).
4. The Program Coordinator will confirm all applications by e-mail within 48 hours of receipt. If you do not receive the confirmation, contact the Program Coordinator or the Association's management company.
5. Once an application is submitted, no further revisions or additions can be made.
6. It is recommended that you retain a copy of your entire application and attachments for your records and for resubmission, if necessary.
7. Applications and all supporting documents will not be returned to the submitter, but will be retained for some period of time before being destroyed.
8. Applications are considered confidential and will be handled and viewed only by the Program Coordinator and Selection Committee.
9. The Program Coordinator will assign a unique number to each applicant, write the number on each page of the submitted package, redact the applicant's name and other identifying information (e.g. address, Social Security #) throughout the package (except for page 1 of the application form), and provide the complete package (except for page 1 of the application form) to the Selection Committee. The Selection Committee will consider the applications by the assigned numbers only, without knowing the identities of the applicants.
10. All applicants agree to accept the decisions of the Selection Committee as final.
11. Selected awardees will be notified by **June 30, 2015**.
12. Each selected awardee must provide proof of acceptance and his or her student identification number to the Program Coordinator no later than **September 1, 2015**. The Program Coordinator will confirm the receipt of this information by e-mail within 48 hours.
13. The Program Coordinator will process scholarship payments on or soon after the later of **July 21, 2015** or the date awardee provides proof of acceptance and student identification number to the Program Coordinator. Awardee forfeits the scholarship award if the proof of acceptance and student identification number is not provided to the Scholarship Program Coordinator information by **September 1, 2015**.
14. Awardees are required to timely notify the Program Coordinator of any change in address, school enrollment, or other relevant information.
15. Award winners may be recognized on the Association website and newsletter and at the Annual Membership Meeting. Applicants agree to the publication / announcement of their names for this purpose.

PARK GLEN NEIGHBORHOOD ASSOCIATION SCHOLARSHIP PROGRAM 2015 APPLICATION FORM

GENERAL INFORMATION:

Applicant Name: _____

Address: _____

Phone Number: _____ Cell Number: _____

E-mail Address: _____

Name of owner(s) of Park Glen home: _____

Number of Years as a Park Glen homeowner: _____

Relationship of Applicant to Homeowner(s): _____

All information provided in this application is true and accurate. I/We understand that if Applicant is chosen to receive a scholarship, final approval is contingent upon meeting all of the requirements described above. If Applicant does not meet the requirements, he or she relinquishes any right to the PGNA scholarship. If Applicant is awarded a scholarship, I/We agree to the publication of Applicant's name in reference to the award. I/We agree to regard the decision of the Scholarship Selection Committee as final.

Signature of Applicant

Date

Signature of Parent or Guardian (if applicant is not an independent student)

Date

In addition to this 3-page form, please also submit two letters of recommendation and your most recent high school or college transcript, as applicable.

EDUCATIONAL HISTORY AND GOALS:

Year of High School Graduation or Equivalent: _____

Cumulative High School GPA: _____ Cumulative post-High School GPA (if any): _____

Name of College / University / Vocational-Technical School you plan on attending:

Please describe your proposed field of study and future career plans: _____

VOLUNTEER EXPERIENCES:

Please list up to four instances of your most meaningful volunteer experiences during the last four years. Please explain each experience in one paragraph or less.

1. Date(s): _____ Volunteer Organization: _____

2. Date(s): _____ Volunteer Organization: _____

3. Date(s): _____ Volunteer Organization: _____

4. Date(s): _____ Volunteer Organization: _____

LEADERSHIP ROLES:

Please list below the roles that you have taken in any clubs or organizations that you are involved in. Please list both school organizations and community organizations. Use only the space provided.

EXTRACURRICULAR:

Please list below organizations/professional organizations and activities that you have been involved with in and outside of school. Use only the space provided.

1. Organization/Activity/Date(s): _____
2. Organization/Activity/Date(s): _____
3. Organization/Activity/Date(s): _____
4. Organization/Activity/Date(s): _____

Please list below any awards that you have received in the last four years.

EMPLOYMENT:

Please list below your employment history for the last two-year period, if applicable:
Business / Name / Location / Dates (Month/Year)

EXTENUATING CIRCUMSTANCES:

Please describe briefly any special circumstances which you feel may have had an impact on your or your family's financial situation.
