

Minutes

Park Glen Neighborhood Association Board Meeting

February 10, 2015

Final – as Approved by the
PGNA Board 3/17/2015

Board Members in attendance:

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

Property Management

Solutions: Dawn Kelly, Janna Perez, Jullie Wilburn

Homeowners and Guests in attendance: Dana Hammack, Cecilia Shilling, Lyn Linder, William Grove, Sian Vrana, Carla Kelman, Diane Cape, Tal Finley, Joe Swearingen, Mark Thiessen, Kate & David Barnes, Erin Lauginiger, Dan Thunder, Keat Thompson, Lynn Gettemy, Dan Self, Justin Machacik, Cindy Suggs, Susan Kenney, Victoria Anderson

Meeting began at 7:03pm. Quorum was met.

Proof of Notice of Meeting:

- Kevin Hammack 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. Russell Zwerg is also recording the meeting.

Reading of Minutes of Preceding Meeting:

- Teresa Biery motioned to approve the January 27, 2015 minutes, Sterling Rice seconded this motion, and the motion passes.

President's Report:

1. ***Meeting on Neighborhood Security and Code Compliance:*** Kevin Hammack stated that around 55 people showed up for the two hour meeting with Scott Cryer, Tim Gonzales, and Officer Pugh. Scott Cryer stated that he received 10 applications from homeowners for the neighborhood COPS program.
2. ***COPS training on 2/14/2015:*** Kevin and Dana Hammack and Tal Finley will be attending this COPS training class on 2/14/2015.
3. ***Eagle Scout of Honor, Nathan Zaccaria (February 7, 2015 at AUMC):*** Kevin and Dana Hammack attended a Methodist church ceremony where Nathan Zaccaria, from Troop 205, received the Eagle Scout of Honor.
4. ***Board meeting schedule discussion/decision:*** Board members will need to decide if future board meetings will be once per month or twice per month.

Vice President's Report:

1. ***Scholarship proposal update:*** Russell Zwerg stated that at the last meeting the scholarship program was approved by the board and this

program will be announced in the March newsletter. The next step is for Kevin to appoint a Scholarship Program Coordinator and the Scholarship Selection Committee.

2. **Violations Committee:** Russell Zwerg stated that the committee has met several times to develop recommendations for Violations Enforcement policies and practices.
3. **2014 Vendors 1099 Forms:** Russell Zwerg stated that PMS sent out the 1099 forms for 2014.

Property Manager's Report:

1. **Street Sweeping:** PMS stated they received two bids for neighborhood street sweeping. Sweeper King charges \$765.00 per month or \$918.00 quarterly to clean the entire community. Brooklyn Sweeps charges \$250.00 per hour, plus drive time, with a minimum of 5 hours. This was in addition to the original bid of \$2,200 from Elite.
2. **One Stop:** PMS will have One Stop Printing submit the violation letters directly to the board members.
3. **Eggstravaganza Permit:** Board members want PMS to get the permit for the Eggstravaganza event.

Reports of Committees:

- **ACC:** Kevin Hammack stated for the week ending January 30, 2015, the ACC committee had 1 request that was approved.
- **Communications:** Dana Hammack stated that she has received 39 responses from homeowners about the mailboxes.
- **Social:**
 1. **Eggstravaganza:** Teresa Biery stated she spent \$900.00 at Rebecca's for trinkets to fill 15,000 eggs. She reserved the portable toilet for the event, and she will be renting three bounce houses from Let's Jump. Teresa Biery suggested hiring a bunny rather than using the stained bunny suit that the Association owns, but PMS and Sian Vrana stated that the bunny suit just needs to be dry cleaned before the event and instead of paying someone to dress up as the bunny, that project graduation volunteers could be used for free for this event. Teresa Biery stated that she is not getting very many vendor responses, but she thinks it's because vendors are waiting in regards to the weather for the event. Teresa Biery surveyed the Board about asking the Methodist Church if we could use their building as a contingency site in case of bad weather on the day of the event, and the Board agreed. Teresa Biery has asked McDonalds and Chick-fil-a to donate ice cream cone coupon for the 1-3 year olds. Sian Vrana stated that more volunteers need to be utilized for this event to save the HOA money.
- **Hospitality:** Nothing
- **Development:**
 1. **Kevin owes Susan a letter to the City requesting tougher building standards:** Susan Kenney stated that Kevin Hammack has provided the tougher building standards letter and she is waiting to hear back from Danny Scarth to arrange a meeting.

2. *Kevin and Susan to meet with Carey Moon (Heritage HOA Pres.) regarding community planning meeting (Charrette):* Susan Kenney explained what a "Charrette" meeting is. This community meeting would last 5 days and involve the community, the city council, and design teams. Homeowners would get together and offer ideas and the design team would create drawings of homeowners' neighborhood building ideas. The purpose of this meeting is to bring the community together and design the best plan for future building ideas for the community. Kevin Hammack stated that Susan Kenney's involvement is a huge step for the PGNA. Susan Kenney encouraged homeowners to attend the Blue Zone project meetings and North Fort Worth Alliance meetings. Susan Kenney passed out flyers regarding the Blue Zone project meeting dates to homeowners.

Unfinished Business:

- ***Street Sweeping:*** No action taken. Request for clarification of what the quote includes, could we have sweeping done just once (rather than monthly or quarterly), and could we do just part of the neighborhood?
- ***Appeal for Case 14-16:*** Homeowner presented her case to the board on building the 10-12 inch retaining wall in her yard to prevent yard erosion from washing away due to the high slope of her yard. Homeowner provided pictures and descriptions of how an experienced contractor will build a solid retaining wall in her yard. Kevin Hammack stated that the board would discuss this case with the ACC committee and get back with the homeowner with their decision in around three days. Homeowner stated that if her request is denied again, that the board needs to provide a solution to her problem that will be approved by the board and ACC committee.
- ***Scholarship Program:*** Teresa moved to change the allocation to scholarships and charitable contributions that was previously set at \$5,000 for Scholarships and \$5,000 for the Epilepsy Foundation of Texas to instead be \$7,500 for Scholarships and \$2,500 for the Epilepsy Foundation of Texas. Russell Zwerg seconded this motion, and the motion passed.

Budget and Financials:

- ***Review unapproved monthly financials:*** Russell Zwerg presented tentative balance sheets and income statements that he had created and explained the numbers and items that need to be clarified and/or corrected. Russell Zwerg moved to post his tentative balance sheets to the website, Janet Jones seconded this motion, and the motion passes.
- ***Audit:*** Russell Zwerg stated he talked to the auditors and because changes were made to the September 2014 financials, there have been complications in finalizing the audit. Sian Vrana asked when the audit should be completed and Russell Zwerg stated that the auditors are saying around 2 weeks for them to finalize their report and then request any missing information or items from PMS.

New Business/Motions Passed:

- ***Limestone fish on Arcadia Trail:*** Kevin Hammack stated that a homeowner contacted him about the ground stonework in the shape of a fish on Arcadia

Trail. PMS provided Kevin Hammack with the ACC approval letter for the fish that was submitted to the old homeowner on July 7, 2014. Kevin Hammack stated that the board will look into this issue, but that there might not be anything they can do about this issue since the ACC request was approved by the last board and ACC committee.

- **ACC case 15-04 (10x10 shed) appeal:** Kevin Hammack stated that this ACC case is tabled until the homeowner can attend the next board meeting.
- Russell Zwerg motioned that the Association reimburse Russell Zwerg \$97.91 for the 2.5' x 12' "Park Glen Neighborhood Association - a great place to live" banner purchased from Vistaprint, Teresa Biery seconded this motion, and the motion passes.
- Russell Zwerg moved "that the signers on all Park Glen Neighborhood Association bank accounts be Kevin Hammack (President) and Russell Zwerg (Vice President/Treasurer). Russell Zwerg is authorized to make these changes in coordination with the banks. Effective immediately, all checks are to be personally signed by Russell or Kevin." PMS asked if the management company would not be allowed to sign on the account, and Kevin Hammack confirmed this change. Janet Jones seconded this motion and the motion passes.
- **Meetings:** Barry Bryan moved to have one meeting on March 17th and two meetings in April on the 14th and 28th, Russell Zwerg seconded this motion, and the motion passes.

Member Comments:

- Tal Finley asked the board if Election America will once again be used for the 2015 election and Kevin Hammack stated that the board has not discussed this issue.
- Homeowner asked about the city bond issue and Kevin Hammack and Barry Bryan stated that city officials have begun walking the community and these officials will provide their report to Kevin Hammack once they finish and then another neighborhood meeting can be set up for further discussion.
- Homeowner asked about the possibility of a community garden and several board members stated that PGNA does not have any land to create a community garden, but that a community church participates in a community garden and this church contact information will be provided to this homeowner.
- Joe Swearingen mentioned the code compliance issue that is not resolved, but that the HOA is working with code compliance toward resolving this issue.

Next meeting scheduled for February 24, 2015 at the Longhorn Council at 7:00pm.

Meeting adjourned at 9:06pm.