

# Minutes

## Park Glen Neighborhood Association Board Meeting

### February 24, 2015

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

#### Board Members in attendance:

Kevin Hammack-President  
Russell Zwerg-Vice President/Treasurer  
Teresa Biery-Director  
Janet Jones-Director  
Sterling Rice-Director

#### Board Members not in attendance:

Barry Bryan-Director  
Scott Newell-Secretary

#### Property Management Solutions:

Dawn Kelly, Jullie Willburn

Homeowners and Guests in attendance: Dana Hammack, Cecilia Shilling, Lyn Linder, Bill Grove, Linda Finley, Tal Finley, Larry Enslangel, Shannon Jennings, Jodie Roberts, Chad Jennings, Todd Hayes, Kyle Jensen, Mark Thiessen, Andres Bolivar, David Virella, Dave Thunder, Kent Thompson, David Roberts, Christine Roberts, Bob Kilburn, Jack Webb, Sandra Zwerg

Meeting began at 7:00pm at the Longhorn Council Activity Center; 5350 Basswood Blvd; Fort Worth, TX. Quorum was met.

Kevin asked for anyone recording the meeting to announce that. PMS and Russell are each recording the meeting for notes.

Proof of Notice of Meeting: Kevin stated that the meeting notice was published on the website.

Minutes of February 10 Meeting: Minutes of the last meeting were not available, so no action was taken.

#### President's Report:

- Kevin reported that he and Dana attended the COPS (Citizens on Patrol) training class on February 14, along with nine other homeowners from the community. Sixty five people attended the training class altogether. NPO (Neighborhood Police Officer) Scott Cryer is getting more volunteers all the time. Dana said that Officer Cryer is having another training from 6 pm to 10 pm on March 3 at Heritage Church of Christ. Kevin said that our effort to bolster the Citizens on Patrol program is going well. He encouraged more homeowners to participate in this program to promote community awareness of crime. Park Glen has a low crime rate, but we need a presence in Park Glen to take it down further.
- Kevin stated that he has received a tentative proposal from the Boy Scouts on possible use of the Longhorn Activity Center pool by Park Glen residents. The tentative proposal is for availability of 3 days per week and a price of \$150 per family of five, with some special considerations for smaller family sizes. We will put information on Facebook or the website when we get more details, because we want to get neighborhood feedback on this. At that price, we'd need to get about 100 people signed up. Cecilia asked about prices for an individual.
- Kevin said that he has an e-mail out to an individual who hopefully will serve as the Scholarship Program Coordinator. Kevin reported that the scholarship program will be announced in the March newsletter. Dawn said that she had sent the newsletter to print.
- Kevin said that he had attended a meeting of the North Fort Worth Alliance this past Saturday, where they talked about transportation and the five-year plan. There should be more communication coming out, because they want public feedback on the plan. They are talking about a bus line up Beach, primarily near Golden Triangle and rail service from Fort Worth to the airport, going the north way. More information is available on the Fort Worth website.
- Kevin reported that Barry represented Park Glen at the Fort Worth "Blue Zones" meeting.

Vice-President's Report: Russell stated that the Violations Study Committee has slowed their work and now expects to present recommendations on policies and practices for violations enforcement at the May meeting.

Sterling reported that he and Barry have continued to walk with city personnel in the original Park Glen village and the Knoll (regarding the city sidewalk replacement bond project). Certain trees are being identified to be cut down. Thanks to the City Arborist and because he and Barry were there to challenge each time a tree was designated to be cut down, the number of trees to be removed will be minimized to where maybe 30-35% of the trees will be lost (because so much of the roots must be removed that the trees will not survive). Sterling also talked about the city replacing street panels to eliminate standing water that does not run off. He reported that the city said that they will repair mailboxes if they get damaged or moved by their work. Sterling stated that he had noticed some disappointing code violations (a turquoise house and some junked cars left for long periods of time). Kevin said that as soon as the city gets all their numbers together into a spreadsheet, the information will be relayed to a volunteer group of homeowners who will meet to give their input to the city. The city will then schedule another town hall to explain their plans to affected homeowners and receive input. He projects mid to late summer for the start of work.

#### Property Manager's Report:

- Dawn handed a draft copy of the 2/10 minutes to Kevin. Kevin stated that the Board would consider the 2/10 minutes at the next meeting.
- Dawn stated that PMS has received a huge response to the article in the February newsletter from people concerned about property values. She said that there has been a decrease in home values from 2009 to now. She said that, starting next week, PMS will be "upping" violations. There are 62 possible violations, and we have gotten a little lax. We need to bring it back up to the standard of 10 years ago. There are a lot of companies coming in and buying up properties, there are a lot of leased properties, there are a lot of empty properties that we're starting to have problems with, and we have squatters, and we need to get more proactive with violations. There will be a lot more letters coming.
- Dawn stated that the basketball goal that had been an issue in past discussions had been moved from the street. Kevin said that he had noticed a number of basketball goal issues throughout the community that will be a challenge to address. The Violations committee will be making recommendations and setting some priorities for the Board to consider.
- Lyn asked if PMS could send letters to homeowners who are leaving leaves in the street that eventually get washed down the storm drain. Dawn said that she could check the covenants to see where that might fit. Lyn said that she does not want to make it a violation so much, but maybe send a reminder. Dana said that we could possibly put something in the newsletter. Kevin said that he would address this issue in his newsletter column.
- Dawn said that PMS is starting a new list of mailboxes to be repaired, and she encourages homeowners to let them know if they see mailboxes that need repair. She reported that TST ran into some problems on some mailbox repairs with utility lines underneath. We may have to start moving some of these mailboxes. She stated that TST Construction is saving all of the rounded brick from old mailboxes to use on mailbox repairs.
- PMS received donations of 14,000 pieces of candy from a couple of vendors to save expense on the Eggstravaganza event. Teresa and the members expressed their appreciation.

#### Committee Reports:

- *Architectural Control Committee:* Kevin reported that, for the week ending February 20, 2015, the ACC had 1 pending request (15-06) for a backyard concrete retaining wall, 1 approved patio extension request (15-07), 1 pending painting request (15-08), and 1 pending landscaping request (15-09).
- *Communications Committee:*
  - Dana stated that they got the newsletter out. Dawn confirmed that it should arrive next week.
  - Dana reported that a majority of responses to the mailbox survey in the February newsletter and on social media have favored the current brick for mailbox rebuilds over the proposed stone and brick appearance.
- *Social Committee:*
  - Eggstravaganza (10 a.m. to 1 p.m. on March 28) - Teresa thanked PMS and TST for the donation of 14,000 pieces of candy and reported that Pam Brown has volunteered to ask Basswood businesses for additional candy donations. Teresa has gotten candy from JoAnn Anderson Realtors and Circle J so far. We will hand out some candy that won't fit into the eggs. Also, McDonalds and Dairy Queen have donated

ice cream coupons. A volunteer is needed for the bunny suit. Teresa stated that she is still working on the possibility of moving the event to the Fellowship Hall of Alliance Methodist Church in case of bad weather. Teresa and Bob talked about the Boy Scouts stuffing some eggs, in addition to the Haltom Band that is working on that now. Project Graduation has a previous engagement and cannot help with the event, but Teresa has reached out to the Central High School National Honor Society (who helped with Holiday in the Park) to see if they can help. Dana reported that they made a push for vendors, and we now have 13, with a handful more to contact.

- Shredding & "Meet the Board" Event - Russell stated this event will take place from 10 to noon on May 2 at Island Park off of Ash River. Expanco is contracted to come out and provide shredding of personal documents at no cost to participants.
- *Hospitality:* Dana stated that she and Kevin delivered some more welcome bags this past Saturday and got some great responses. She thanked Russell for creating a door hanger to put on doors where there is no answer after two or three attempts, to ask the homeowner to contact Dana to receive the welcome bag from the community.
- *Development:*
  - Kevin stated that he had sent a note to our Fort Worth City Council member, Danny Scarth, about the development of an overlay zoning plan, and Councilman Scarth is receptive to that and has asked some questions to understand what we have in mind. Kevin, Susan Kenney (PGNA Development Committee Chairperson), Carey Moon (Heritage HOA President), Rusty Fuller (North Fort Worth Alliance President), and Robert Rouse (City Zoning & Planning Office) have all been talking regarding community planning. Kevin stated that more information will be provided, but that the HOA is making tremendous strides with giving Park Glen a voice and putting them on the map with the City of Fort Worth to let them know that we have an interest in how our community looks.
  - Teresa asked about the possibility of sponsoring a forum for city council candidates, especially since someone is running from our area. Janet said that we could advertise it like we did the recent town halls. Kevin said that the Board could approve this and we could buy and put up signs. Kyle said that this is needed. Kevin said that the election is May 9. Teresa said that early voting starts in April (April 27), and Russell suggested early to mid-April for this event.

### **Unfinished Business:**

- Kevin asked about the bids for street sweeping. Russell read from his notes from the last meeting that Sweeper King would charge \$765.00 per month or \$918.00 quarterly to clean the entire community, Brooklyn Sweeps would charge \$250.00 per hour, plus drive time, with a minimum 5 hours; and Elite would charge \$2,200 (but we don't know how many cleanings that is for). Some members expressed their opinions, including that the cost is high, it doesn't seem practical, not every village needs it, it doesn't seem fair for everyone to pay for the problem streets, it would be a challenge to get residents to not park in the streets, we wouldn't need sweeping each month, and we just need sweeping after the fall leaves drop each year and maybe again in the spring. Kevin said that the board will discuss this at the next meeting.
- Kevin reminded all in attendance that the next meeting will be on March 17, due to Spring Break the week before. Dawn stated that the Longhorn Activity Center reservation has been confirmed for this meeting.
- Kevin stated that no decision was made on the appeal of ACC case 14-16 at the last meeting, but the Board has provided feedback to the homeowner.

### **Budget and Financials:**

- Russell stated that he has no new information and no clarifications of past information to present.
- Russell stated that the auditors have gotten into their busy season and missed their target completion date. They plan to get a draft of the audit to him this week, and the final report should be available to the Board in a week or two. Hopefully the report will be ready to present at the March 17 meeting. Sterling asked if Russell still anticipates a \$200,000 write-down of receivables, and Russell confirmed that he does expect a significant write-down of that magnitude.

### **New Business:**

- Kevin introduced Kyle Jensen, a relatively new resident. Kyle said that he has lived in the Bluffs for about 4 months. He said that he is standing with Kevin to help change the perception of Park Glen so that Fort

Worth knows that we are paying taxes in the city. Kyle stated that he is the ex-President of Mistletoe Heights, a homeowners association near downtown Fort Worth. He wants to make sure that Fort Worth has more of a Mayor and Council presence in Park Glen to make sure that we are not forgotten on tax money spending. Kevin stated that Kyle was instrumental in getting money appropriated to extending the park bike trails. Kyle said that he worked with the Fort Worth Parks Department, using his city connections from Mistletoe Heights, to extend the Arcadia Trail Park bike paths to the city line to meet up with Watauga's trails. He said that he is helping Kevin to promote exercise, ease mobility issues, and provide a better quality of life for residents. Kyle relayed some information about the Mayor's "rolling town hall" scheduled for 5:30 p.m. on September 16 in Arcadia Park. Typically, the Mayor talks with homeowners about their concerns during a slow-paced 5-7 mile bicycle ride and during 20 minutes before and after the ride. Kyle encouraged residents to come, since the more community involvement we can show, the more action we can get. There was some discussion about how to promote this event and successfully bring attention to Park Glen. A homeowner asked about nighttime hours for the park, and Kyle stated that emergency locators and lights are a city discussion that is underway to help resolve the safety and liability issues. Kevin said that a list of things that we thought were important has been sent to the city council through Kyle to start the conversation to make improvements.

- Kevin reported that a homeowner had made an informal request to the Board to consider an acceptable style of rock veneer that homeowners could add to the front faces of homes to update the look. He would like the Board to think about this for a future discussion.
- Kevin stated that he knocked on the door of the house with the stone fish patterned patio area in the front yard. He found that the new homeowner does not like the fish-shaped groundwork and will be taking it up and putting in sod.
- Sterling brought up the idea of the Association possibly giving a stipend to help homeowners who have been burned out of their homes, since no insurance pays for everything. It doesn't happen that often, but there is a homeowner who recently had this happen. His recommendation is to set up a fund for assistance in cases where homeowners are burned out or flooded out. It doesn't happen that often, but if we're going to be benevolent in other areas, we should give strong consideration to setting up a fund like this. Dana reminded everyone of the idea of a Service committee that could help in a case like this. Russell encouraged all present to consider volunteering to serve the community in some way. We have lots of places where you can help a little or a lot, wherever and however much you want.
- Homeowners were in attendance to appeal the ACC decision on case 15-04. Kevin said that the ACC denied their request to build a 10x10 (100 square foot) shed in the backyard because the deed restrictions for that village limits the size of sheds to 8x8 (64 square feet). The homeowners said that the Park Glen website has a document entitled "Park Glen Storage Shed Requirements" that states that storage sheds may not exceed 100 square feet. They added that many homeowners in the community have built "unapproved" sheds. Kevin stated that the homeowners could further discuss their appeal with the board after the meeting, and the board will make a decision about their appeal in a few days.

### **Actions since Last Meeting:**

- Russell announced that the following motion was passed by the Board on 2/17/14:

*I move that the minutes of the 1/27/15 Board meeting be amended as shown in the highlighted sections of the attachment and that the full document be approved as the official minutes of the 1/27/15 meeting.*

All but Kevin voted on this motion, and all voted in favor. Russell said that this action was taken between meetings in order to get the more complete minutes on the website as quickly as possible after PMS provided additional notes from the meeting. Russell stated that the amended minutes have been posted on the website.

- Russell announced that the following motion was passed by the Board earlier on 2/24:

*I move to terminate the management agreement between Park Glen Neighborhood Association and Property Management Solutions. Kevin Hammack and the Association's legal counsel are authorized to carry out the termination.*

Kevin did not vote, 1 Board member abstained, and 5 members voted in favor. Kevin said that the Board voted on this motion today because there was uncertainty about whether we would have the meeting tonight, due to potential for icy weather.

Cecilia asked when the termination is effective, and Russell stated that there are provisions in the agreement regarding termination and he assumes that those provisions would be followed. Cecilia stated that she is concerned about the possibility of not having a management company for a period of time, and another homeowner asked when the plans would be presented to homeowners. Russell said there that the timing for getting another management company has not yet been set. Kevin added that the termination clause of the current management agreement has 90 days for the termination to take effect, and we are currently in the process of evaluating other property management companies and visiting with them. We haven't made a decision yet, but our intention is to have no gap in service. Russell said that we have plans and we also have contingency plans. We plan to present this to the membership, unless it is not possible. A homeowner asked if there were stated reasons for the termination. Kevin said that the Board has identified concerns through performance evaluations and with regard to our current agreement, consulted with counsel, and certainly feels that we are entitled to terminate with cause. In the notification to PMS, there will be specific reasons. Russell added that there are many factors involved, even beyond performance. A homeowner asked if the reasons will be made public, and Russell said that it is unlikely and that it would not be in anyone's best interests to make that public. A homeowner asked if this is going to become litigious, and Kevin stated that we hope not.

**Additional New Business:** Teresa moved to have a town hall meeting and invite the Fort Worth City Council District 4 candidates to come and talk to our homeowners before the election. Sterling seconded the motion. There was some discussion about whether reusable and generic "Town Hall Meeting" signs would be effective, but the consensus was that the signs need to indicate the purpose in order to generate interest. There was some discussion about also inviting candidates for school board races, to which Kevin suggested that we see how many candidates there are and consider that later. Teresa amended the motion and Sterling agreed to provide a budget of \$300 for signs, building rental, and possibly for refreshments. The motion passed with no opposition.

**Member Comments:**

- Cecilia reported that there are several "Code Ranger" trainings coming up. There is one from 9 am to 1 pm on March 7 and another one in March or April, but you have to call and preregister.
- Tal offered to ask County Tax Assessor Ron Wright to speak at a Board meeting. Tal said that it might generate neighborhood interest if he comes and we promote it on the Website and Facebook. Kevin said that he'd be happy to put the Tax Assessor on the agenda if he wants to come and speak.

The next meeting will be at 7:00 pm on March 17, 2015 at the Longhorn Activity Center.  
The meeting was adjourned at 8:43pm.