

Park Glen Neighborhood Association
Board Meeting Minutes
April 14, 2015 Longhorn Activity Center, Ft Worth, Texas, 7pm

Final – as Approved
by the PGNA Board
4/28/2015

1. Meeting opened at 7:02. Roll Call: Kevin Hammack, Russell Zwerg, Susan Kenney, Sterling Rice, Barry Bryan, Teresa Biery, Jack Webb were present.
2. Proof of Notice of meeting (confirm how we notified the neighborhood of the meeting) – Notice was posted on the website.
3. Kevin told the audience that Russell is recording the meeting and PMS is also.
4. Reading of Minutes of preceding meeting
 - a. **Teresa made a motion and Sterling seconded the motion to approve the minutes of March 17, 2015. Jack Webb abstained from voting. Passed 6 in favor with one abstain.**
 - b. **Teresa made a motion and Sterling seconded the motion to approve the minutes of March 31, 2015. Jack Webb abstained. Motion passed 6 in favor and 1 abstain.**
5. Reports of Officers (ref. 8.1)
 - a. President

Sidewalk update, Meeting is Scheduled April 30, 2015, LAC @ 1830 – Kevin explained that we have been waiting to hear from City. They have scheduled meeting at 6:30 at Longhorn Activity Center.

Susan made motion to buy signs for the meeting with the City on April 30, 2015. Russell seconded the motion.

Russell said that the original signs cost \$97.50. Dana Hammack and Cecilia Shilling recommended putting stickers on signs. Kevin explained that the motion goes for signage, it could be new signs or stickers to make it less expensive.

Motion passed unanimously.

Town Hall for City Council – Kevin said we had approximately 50 people show up for the City Council candidate debate. It lasted for the whole 2 hours.

Swimming Pool – Kevin explained about the different passes available for the swimming pool this summer for our neighborhood. If LAC gets 20 to 25 members, they can open pool. This is for Park Glen residents only.

- b. Vice President - Russell explained that we changed Storage Units this past weekend. It is at Uncle Bob's. It is \$92/month, less than previous. It is a little smaller. It is month to month, so we can change easily if needed.

Russell said that PGNA sent out the notices about changing to new management company. Russell went over 5 challenges:

- 1) every month we expect to get a complete monthly financial package, even if not final.
- 2) Accounts Receivable Reports
- 3) Bank Statements- haven't received since Nov. 30, 2014
- 4) Copies of violation letters. Last received was February 10, 2015
- 5) Compliance with signed and approved management agreement regarding resale and transfer fees paid at sale of home

There was discussion and questions about the management company challenges that Russell presented.

Susan Ross, homeowner and former attorney for PMS, said she was concerned about possible \$100,000 that neighborhood may need to pay PMS because of the termination.

6. Property Managers report –Dawn said that PMS has filed the Association’s “Periodic Report of Domestic Nonprofit Corporation” and that the “Franchise Tax Public Information Report” is due May 15. PMS also sent the required City’s neighborhood report. Russell asked if any violation letters were sent since Feb. 10th. Russell said that he hasn’t received any from PMS. Dawn said that some may not have gone through because they were large files.

7. Reports of Committees

a.ACC (Gerry Sauls)

- i. ACC 15-22 – Driveway Repair - APPROVED
- ii. ACC 15-23 – Driveway Widening – DENIED pending more
- iii. ACC 15-24 – Salazar Solar Panels – APPROVED with conditions
- iv. ACC 15-25 – Siding and Doors Replacement – APPROVED
- v. ACC 15-26 – Patio Extension – Denied pending more information

Gerry went over the above. 15-26 was approved after getting more information. 15-27 and 15-28 were also approved.

b. Communications (website, newsletter, social media)(Dana Hammack)

New Website – Dana said we got the newsletter information out on time for May. The new newsletter company will start with the June issue. The ParkGlenHOA.org website is up but under construction.

c. Social (upcoming Events)(Teresa Biery)- Teresa said she’s still waiting to hear from AUMC for the July 4th event.

Report on Eggstravaganza (Russell) – Russell went over costs and said some items may change when they get updated info. Total expenditure was \$3,468.19 and under budget.

Shredding Day/ Talk to the Board May 2 – Russell showed the orange signs for the shredding day (left over from previous years). Shredding and “Talk to the Board” will be at end of Ash River in Arcadia Park from 10a to noon.

Russell wanted to talk about 4th of July. He showed the items that have been brainstormed in the past few months. Russell talked about what was recommended to him for what needs to be done to have a car show. For example, someone needs to go to area car shows between now and the 4th of July and hand out flyers to generate interest by car owners. Russell said that would be a lot of work and this year might not be the year to do this because of time constraints. Others items that could still be done are doggiepalooza contest, parade, etc..

d.Hospitality (new homeowner greetings)(Dana Hammack) – Dana said she has quite a list of new people.

e.Development (neighborhood and surrounding area development/ zoning/ projects) (Susan Kenney) – Meeting with Kroger – Susan explained about Kroger. Susan also explained about Blue Zones meeting and creating a vision out of it. Kevin said that the more we can get involved the better.

8.Unfinished Business

a. Street Sweeping (possible motion for obtaining service) – Tal explained about problem of leaves that he saw during citizens on patrol. A gentleman explained that leaves should be picked up in neighborhood. Kevin said he will put that as focus in monthly newsletter article. Tal asked if someone could ask Brickman about cost of picking up leaves.

b. 2015 Board Election Rules - Election America – this is same company we used last year.

Russell made a motion: “Based on a motion passed on 3/31/15, I move that the Association reimburse Russell Zwerg \$1,408.08 for the printing and mailing of a 5.5x8.5 postcard to Park Glen homeowners to notify them of the upcoming June 1 change in property manager and other matters. This is the amount that Russell paid to MailboxDirectPostcards.com to send 3,267 postcards (fewer than 3,318 homes due to duplicate ownership).” Teresa seconded the motion. Passed unanimously.

c. Notice to Community of Change in Management Company –

Russell made a motion that the Association sign an agreement with RealManage of Carrollton, TX to serve as the Property Manager of Park Glen Neighborhood Association starting June 1, 2015. This is a one-year agreement that auto-renews year-to-year, but after the first year, the Association may terminate for any reason with no penalty. Teresa seconded the motion.

Russell explained that seven management companies were examined, and the Board heard presentations from the final two management companies last week and chose RealManage. Russell went over the details of costs and contracts of PMS and the proposed new management company, RealManage:

<i>Agreement Components and Comparison</i>	Property Management Solutions	RealManage
Recurring Monthly Management Fee	\$9,595	\$5,800, with the first two months at no charge.
Estimated Average Monthly Collection Fee	\$3,700	Included, as long as the number of past due accounts is below a threshold. Otherwise, \$12.50 per month.
Resale Certificate / Transfer Fee (paid by seller and/or buyer at home sale)	\$400	\$295
Annual Assessment Mailing & Payment Cost	Approx \$4,100 through BB&T Bank	Included
Contract Term	3 years	1 year
Renewal Term	3 years	1 year
Damages for Early Termination without Cause	40% of remaining throughout term	None, after the first year
Dynamic & Custom Reports and Data Access for Board to oversee the Association	No	Yes
Anytime Board Access to Financial Info.	No	Yes
Anytime Board Access to Violations Data	No	Yes
Online ACC Coordination	No	Yes
Deep Bench of Staff and Backups	No	Yes

There was discussion about the proposal, contracts, costs, wisdom of changing management companies, openness of the deliberation process, and proposals by companies not selected.

The motion passed unanimously.

9) Budget and Financials (Russell) - Russell said that PMS will no longer make deposits at our bank because Dawn is no longer a signer on the account. Russell asked for solution ideas. Teresa said that she could make deposits.

- a. Review unapproved monthly financials. Not discussed.
- b. 2014 Audit – this was left on from last meeting. Not discussed.

11. Actions since last meeting

- . ACC 15-09 Appeal was denied

12. Member Comments

13. Next Meeting April 28, 2015 @ LAC, 7pm

14. **Russell made motion and Teresa seconded the motion to adjourn at 9:10. Passed unanimously.**