

# PGNA Board Meeting Minutes for May 12, 2015

Longhorn Activity Center, Ft Worth, Texas, 7pm

Final – as Approved  
by the PGNA Board  
6/9/2015

- 1) Meeting was called to order at 7:03 pm. Roll Call – Those present: Kevin Hammack, Russell Zwerg, Susan Kenney, Teresa Biery, Sterling Rice, Barry Bryan. Jack Webb was absent.
- 2) Proof of Notice of meeting or waiver – Kevin said meeting was noticed on website.
- 3) Notice of Recordings of meetings – Kevin said meeting is being recorded.
- 4) Reading of Minutes of preceding meeting – **Russell made a motion to accept Minutes from April 28, 2015. Sterling seconded the motion. The motion passed unanimously.**
- 5) Reports of Officers (ref. 8.1)
  - a. President
    - i. Tarrant County Food Bank Drive – planning meeting coming up on May 28<sup>th</sup>, that someone who wants to be coordinator for our neighborhood can go to find out more info.
    - ii. Swimming Pool Memberships – Kevin said the Longhorn Activity Center only has about 4 families that have signed up for the pool. So it might not happen. Kevin said perhaps the hours didn't work for people.
    - iii. Ft Concho/ Eviction – Kevin told everyone about the eviction that happened on this street. Russell showed the newsclip. Kevin explained that the items from the inside of the house sat out in front of the house for at least a week. Kevin said he thought the property owner violated the no dumping law, and he is going to work on this with the constables and code compliance officials so that this doesn't happen again.
  - b. Vice President/ Treasurer – Russell gave a bank report. He put up a slide that showed the Bank Balance, Receipts, and Disbursement Report and Russell went over the items on the slide. As of yesterday, all the accounts totaled: \$373,135.90.
    - i. Status of CDs at Legend Bank - the two CD's at Legend Bank have been closed, with the money transferred to the Legend checking account.
    - ii. Update on Federal Tax Filing – Russell mailed out the tax return. No tax due.
  - c. Secretary
  - d. Other
    - i. Sidewalks and Trees (Committee Update) – Dan Thunder gave an update on the City's Sidewalk/Tree meeting with the residents. The City will not start the project until January 2016.
- 6) Property Managers report – PMS staff wanted us to wait for Dawn to arrive.

Kevin asked if anyone had any comments.

A resident said that, on Mt. Shasta Circle on the curve at Yellowstone Trail, there is a sidewalk that is about 6" raised up and it is dangerous. Kevin explained that the City is doing the bond issue for sidewalks and there are so many areas that need help with sidewalks. Cecilia Shilling said that on YouTube or something else explained you can squirt something underneath sidewalk and sidewalk will be raised up. Dan Thunder said he would call the City about sidewalks and find out what process does a citizen go through to try to get their sidewalk fixed in front of his/her house.

- 7) Reports of Committees
  - a. ACC – Cecilia went over the requests on which the committee acted since the last meeting: 15-32 (patio & covers) approved, 15-33 (roof & gate) approved, 15-34 (paint) approved.
  - b. Communications (website, newsletter, social media)(Dana Hammack)
    - i. Newsletter – Dana showed on the slides the new newsletter that will come out in June. The same company that did the PID6 newsletter is doing ours. So it looks similar. The newsletter will arrive at the end of May.
  - c. Social (upcoming Events)(Teresa Biery)-
    - i. July 4<sup>th</sup> planning - Teresa said she's continuing to work on July 4<sup>th</sup> event. Teresa said she has small flags. She has the Central High School band to be in parade. Russell and Barry met with Alliance United Methodist Church (AUMC) men about cooking for the event. A big fire truck is coming. Teresa said she could use volunteers

- ii. Shredding Day/ Talk to the Board May 2 – Russell said he estimates there were about 100 cars that came through. Russell recommended the times for the future should possibly be 9 to 11:00 am. Kevin said Jack Webb recommended that we recycle electronic items in the future. The cost of the Shredding Event and refreshments cost about \$275. It was recommended that we have this twice a year. Russell said that the City's crud cruiser, which takes paints and hazardous waste, will be coming to Summerglen Library in June.
- d. Hospitality (new homeowner greetings)(Dana Hammack)
- e. Development (neighborhood and surrounding area development/ zoning/ projects) (Susan Kenney)
  - i. Blue Zones – Susan explained about the Blue Zones Workshop that was on May 3<sup>rd</sup>. She said that she and 2 other volunteers are working on graphic vision from what was said and it will be placed on a website for comments.

8) Unfinished Business

- a. 2015 Board Election Guidelines – Russell went over options for voting for the 2015 Election. Russell went over a slide that explained the specifics that the Election America company is going to do. Russell went over options and pricing. The first option is \$5,200.40 plus \$2 for each requested absentee ballot. The second option includes an absentee ballot in each envelope and would cost \$6,156. The second option is \$956 more. A gentleman who was on the Board some time ago when we used Premier Management, said that the HOA allowed people to vote by proxy online. Tal recommended to put “online voting” on the envelope. Teresa said she likes the white with red lettering envelope. Russell said that he thinks we need a proxy and he can ask for option #1 to have a proxy option. Sterling thought option #2 would drive more votes. Option #1 does not put candidate bios in the envelopes. Russell said he would talk to them more and try to get the price down for Option #2 or #3.
- b. Accounts Receivable and Bad Debt Write-offs – Russell said we have received nothing from PMS, so there's nothing to talk about.

9) Budget and Financials (Russell) – Russell said there's nothing to talk about now.

- a. 2014 Audit
- b. Payments to PMS

Property Management Report - Dawn gave a report about violations. She said there were a lot of violations. She is asking Board if we want to give more time for people to deal with limbs and other landscaping down. The Board agreed to give more time.

10) New Business

**Russell made a motion that the Association open a checking account and a reserve account at Union Bank, an FDIC – insured bank, with signers: Kevin Hammack, President; Russell Zwerg, Vice President/Treasurer; Chris O'Neill, CEO of RealManage; Monte Irion, Chief Processing Officer of Real Manage. Susan seconded the motion. Russell explained that this is the bank that RealManage uses. Russell explained that they're bonded and he will look at options for Board to be bonded. The motion passed unanimously.**

11) Actions since last meeting

Approval of Election Coordinator – Justin Machacek

On 5/2/15, the Board approved the following motion: “I move to approve the appointment of Justin Machacek as the Election Coordinator for the 2015 PGNA Board election.”

12) Member Comments - There was some discussion about the low number of scholarship applications so far (approximately 7 have been received). **Teresa made a motion that we pay for 30 signs to advertise the scholarship program. Russell seconded the motion.** Russell said that it would cost approx. \$250. **The motion passed unanimously.**

13) Next Meeting June 9, 2015 @ LAC, 7p

14) Adjourn – **Teresa made a motion to adjourn. Barry seconded the motion. The motion passed unanimously.** The meeting adjourned at 8:47 pm.

<b>Bank Balance, Receipts, &amp; Disbursement Report</b>	<b><u>Legend Bank</u></b>	<b><u>BB&amp;T Bank</u></b>
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Posted Balance on 4/27/15	\$74,194.46	\$134,722.80
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Checks Deposited	\$435.00	
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Payments received via Credit Card	\$683.75	
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Payments received via ACH		\$60.00
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**TOTAL DEPOSITED: \$1,178.75**

Transfer from Certificate of Deposit	\$56,624.46	
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Transfer from Certificate of Deposit	\$117,880.22	
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Interest Earned		\$5.00
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- ck 2220 Haltom Area Band Friends (Eggstravaganza)	-\$250.00	
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- ck 9002 Sign Central (Stickers for Town Hall Signs)	-\$18.00	
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- ck 9003 One Stop Printing	-\$241.04	
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- ck 9004 Teresa Biery (Eggstravaganza)	-\$162.55	
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- ck 9005 Russell Zwerg (Projector, Storage, Eggs)	-\$507.89	
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- ck 9006 Uncle Bob's Self-Storage (May Rent)	-\$92.00	
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- ck 9007 Refund overpayment to homeowner	-\$94.93	
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- ck 9008 Refund overpayment to homeowner	-\$66.00	
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- Merchant Fees (Credit Card Processing)	-\$64.15	
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Printed Statement Fee	-\$5.00	
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Posted Balance on 5/11/15	\$248,316.33	\$134,787.80
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- ck 9009 Property Mgmt Solutions (chk not cleared)	-\$9,618.23	
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- ck 9010 Tax Accountant (check not cleared)	-\$350.00	
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Actual Balance on 5/11/15	\$238,348.10	\$134,787.80
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All Accounts on 5/11/15	\$373,135.90	
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