

Park Glen Neighborhood Association

Park Glen Neighborhood Association Board Meeting
November 10, 2015
Longhorn Activity Center, Ft. Worth, TX 7 pm

Final – as Approved
by the PGNA Board
12/8/2015

Kevin introduced the new PID6 manger, Robin Willits and asked if anyone had any questions. Residents asked some questions.

- 1) Meeting was called to order at 7:22 pm.
- 2) Roll Call – Those present: Kevin Hammack, Russell Zwerg, Susan Kenney, Barry Bryan. Bonnie Hoke, Sterling Rice, Jack Webb are absent. Jack arrived at 7:44.
- 3) Proof of Notice of meeting or waiver – Kevin said meeting was posted.
- 4) Notice of Records of meetings – Meeting is not being recorded
- 5) Reading of Minutes of preceding meeting - **Susan made a motion to accept Minutes from October 13, 2015. Russell seconded the motion. The motion passed unanimously.**
- 6) Board Member Reports:
 - a. President – Kevin
 - i. Boy Scout flag retirement ceremony (Sunday, Nov. 1, 2015) - Kevin said he and Dana were asked to host/mc the ceremony. About 50 people were present.
 - ii. Fence progress – Silver Sage is finished.
 - iii. Pending meeting with AUMC (Jim McClurg) –
 - b. Vice President/ Treasurer – Russell
 - i. Mailbox Replacement at 7908/7912 Rogue River- replacement is proceeding.
 - ii. Update on Lawsuit with Former Management Company- Russell said that PGNA did file a counter claim, and this is not covered by insurance, but the attorney fees should be minimal. The Lawsuit will probably be a long process.
 - iii. Home Decoration contest – At the last meeting the Board approved the contest. Russell hopes there will be lots of participants. There will be teams that will go out to areas to judge for contest.
 - c. Secretary
 - d. Directors–
 - i. Barry Bryan – Application for Neighborhood Awards – Barry explained how the PGNA joined the League of Neighborhoods for Fort Worth. The City has awards, and one is for newsletter, and PGNA submitted for the awards for newsletter.
 - ii. Susan gave a Powerpoint presentation on the proposed Community Vision. It will be placed on PGNA’s website also for review. Susan said that there is also an article explaining the Community Vision in the December newsletter.
- 6) Property Managers report – Jennifer Martinez
 - i. Accounts Receivable Report - \$64,000 is still not received for HOA dues, so about 1/3 of homeowners haven’t paid annual dues yet.
 - ii. Jennifer reported that the homeowner of account R00328385L0278267 has not yet accepted the proposal approved by the Board on 10/13/15.
 - iii. Violations Summary - Concerning violations, Jennifer said that she does contact the City when it is a City code violation as well. There was a question, if the PGNA still files a notice of non-compliance in court records. Russell said that we haven’t been doing that, but he will check into that again to see if an attorney has to do it or the Association can file it.
- 7) Reports of Committees
 - a. Architectural Control Committee (Cecilia Shilling) – Property Modification Decisions

- b. Communications (Dana Hammack) – Dana said that Russell’s been doing a really good job on the website.
- c. Social (upcoming events):
 - i. Turkey Trot (Nov. 26th) – Russell said we have over 300 registrations. Russell said last year there were 603 runners, this year will probably be same or more. Dana said she has 24 sponsors for event.
 - ii. Holiday in the Park (Dec. 5th) – There will be a trackless train that will go in the park. There are 13 vendors so far. Santa and Mrs. Claus and Elf actors will be there.
 - iii. Polar Express Night (Dec. 19th) – at Alliance United Methodist Church. Kids can wear pajamas and there will be hot chocolate and the movie Polar Express will be played. Train tickets will be handed out.
- d. Hospitality (new homeowner greetings – Dana Hammack)
- e. Development (Susan Kenney)
 - i. Community Vision- Presentation given earlier in the meeting.
 - ii. Safe Routes to School Funds – Susan explained about the Safe Routes to School federal funds that are coming up in the winter, after January, and talked about how we can pursue asking City to apply for improvements for Park Glen Elem., Parkwood Hill Intermediate, and Hillwood Middle School. Susan stated that main parent concern was the crossing of Park Vista. HOA could ask City to apply for roundabouts on Park Vista at Ash River, Redwood Trail, and Glen Canyon, in order to slow cars and make it safer for crossing.

8) Unfinished Business

9) Financials: Audit Update (Russell). Russell presented the September financials.

10) New Business

Russell moved that we approve \$850 to improve the mailbox at 5508 Big Bend. Jack seconded the motion. The motion passed unanimously.

Russell said that there are several companies that want to come in and try to raise foundation of mailbox. They’re not sure if it will work. Worst case scenario is that it might not work and some foam, etc. may spill out. The mailbox will have to be rebuilt to re-pour the base if this procedure does not work, so if it breaks the mailbox with this procedure, it won’t make a big difference.

Russell made a motion that he be authorized to negotiate with contractor and neighbor to arrange a leveling test (foam) under foundation mailbox. Barry seconded the motion. 7504 Bear Lake Drive is the probably location of trial mailbox, and a sidewalk test may be attempted as well. The motion passed unanimously.

Russell presented a calendar for the coming year for Board meetings and events. Russell also proposed changing the meeting day to the first Thursday of the month for 2016.

Barry made a motion to approve moving the Board meeting date to the first Thursday of the month starting January 2016. Russell seconded the motion. The motion passed unanimously.

11) **Actions since Last meeting** - It was announced that the following actions were taken after the October 13, 2015 Board meeting:

- a. The Board authorized a settlement concession on homeowner account R0328385L0278267, contingent on payment
- b. The Board authorized the write-off of amounts totaling \$37,028.33 owed by 95 former homeowners.

12) Member Comments

13) Next Meeting November 10, 2015 @ LAC, 7pm

14) Adjourn – **Russell made a motion to adjourn. Jack seconded the motion. The motion passed unanimously.** The meeting adjourned at 9:05 pm.

Actions since last meeting (to be announced at the 12/8/15 meeting):

Immediately after the 11/10/15 meeting, the Board approved A/R adjustments for accounts R0329351L0279240 (conditional on payment of balance), R0330834L0280751, and R0330142L0280042.

Category	Watch	Preview	Courtesy Notice	Standard Notice 1	Final	Post-Final	Total	% of Total
Unsightly		4	1	2	1	3	11	8%
Maintenance		4	3		1	1	9	7%
Landscaping		10	11	5	7	19	52	38%
Architectural		2		1	1		4	3%
Fencing		4	3	5	4	6	22	16%
Vehicle Parking		6	2	3	3	6	20	14%
Rubbish and Debris		9	3	3	1	2	18	13%
Improper Use		1					1	1%
Animals and Pets		1					1	1%
	0	41	23	19	18	37	138	100%

Park Glen Neighborhood Association Balance Sheets	9/30/2014	7/31/2015	8/31/2015	9/30/2015
<u>ASSETS</u>				
Legend Bank-Checking Account	\$ 59,642.90	\$ 247,180.08	\$ 246,588.58	\$ 224,961.16
BB&T Bank-Checking Account	\$ 127,848.64	\$ 77.76	\$ -	
Union Bank-Checking Account		\$ 95,395.81	\$ 95,145.12	\$ 126,097.49
Legend Bank-CD #613	\$ 117,528.26	\$ -	\$ -	
Legend Bank-CD #625	\$ 56,497.13	\$ -	\$ -	
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TOTAL IN BANK	\$ 361,516.93	\$ 342,653.65	\$ 341,733.70	\$ 351,058.65
Accounts Receivable-Member Accts	\$ 247,484.59	\$ 204,046.68	\$ 196,806.46	\$ 189,086.04
Accts Receiv-Former Homeowners		\$ 36,963.33	\$ 36,963.54	\$ 36,963.54
Bad Debt Allowance	\$(226,487.00)	\$(219,087.46)	\$(219,087.46)	\$(202,223.27)
Accum Pymt Plan Inc Reserve	\$ -	\$ -	\$ -	
Accum Late Fee Inc Reserve	\$ -	\$ -	\$ -	
Accounts Receivable-Other		\$ -	\$ -	
Prepaid Insurance	\$ 6,853.49	\$ 7,948.83	\$ 12,522.15	\$ 11,413.47
Prepaid Expenses	\$ 915.00	\$ 3,908.88	\$ 580.00	\$ 1,442.00
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TOTAL OTHER CURRENT ASSETS	\$ 28,766.08	\$ 33,780.26	\$ 27,784.69	\$ 36,681.78
TOTAL ASSETS	\$ 390,283.01	\$ 376,433.91	\$ 369,518.39	\$ 387,740.43
<u>LIABILITIES</u>				
Accounts Payable & Oth Accrued Exp	\$ 14,682.03	\$ 30,167.28	\$ 31,041.73	\$ 31,647.58
Deferred Assessments Income	\$ -	\$ 36,498.00	\$ 18,249.00	
Prepaid Owner Assessments	\$ 123,294.25	\$ 7,980.43	\$ 11,864.49	\$ 30,773.97
Prepaid by Former Owners		\$ 1,356.85	\$ 1,357.06	\$ 1,357.06
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TOTAL LIABILITIES	\$ 137,976.28	\$ 76,002.56	\$ 62,512.28	\$ 63,778.61
<u>ACCUMULATED SURPLUS</u>				
Surplus / (Deficit) thru Prior Year	\$ 450,136.32	\$ 252,306.73	\$ 252,306.73	\$ 252,306.73
Current YTD Net Surplus / (Deficit)	\$(197,829.59)	\$ 48,124.62	\$ 54,699.38	\$ 71,655.09
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TOTAL ACCUMULATED SURPLUS	\$ 252,306.73	\$ 300,431.35	\$ 307,006.11	\$ 323,961.82
TOTAL LIABILITIES & SURPLUS	\$ 390,283.01	\$ 376,433.91	\$ 369,518.39	\$ 387,740.43

Park Glen Neighborhood Association Income Statements (fiscal years are October thru September)	2014-2015 Budget Accepted 10/21/14	Prorated Monthly Budget (1/12th of the Annual Budget)	Jul-15	Aug-15	Sep-15	UNAUDITED Full Fiscal Year (12 Months) 10/1/14-9/30/15	Full 12-Month Budget	September Notes
Assessment Income	\$ 218,988.00	\$ 18,249.00	\$ 18,286.83	\$ 18,224.12	\$ 18,236.05	\$ 218,988.00	\$ 218,988.00	Std Mthly Amt with -\$12.95 net Adjustment
Late Fee Income	\$ 40,000.00	\$ 3,333.33				\$ 46,114.74	\$ 40,000.00	
Legal Fees Reimbursement	\$ 15,000.00	\$ 1,250.00				\$ -	\$ 15,000.00	
Letter Fees Reimbursement	\$ 1,500.00	\$ 125.00				\$ 2,527.03	\$ 1,500.00	
Payment Plan Fees	\$ 750.00	\$ 62.50				\$ 75.00	\$ 750.00	
Collection Fees Reimbursement	\$ -	\$ -				\$ -	\$ -	
Credit Card Fees Reimb	\$ 1,000.00	\$ 83.33				\$ 1,364.00	\$ 1,000.00	
Interest on Receivables	\$ 10,000.00	\$ 833.33				\$ 6,631.69	\$ 10,000.00	
Returned Item Fee Reimb	\$ -	\$ -				\$ 35.00	\$ -	
Forced Maintenance Reimb	\$ 1,000.00	\$ 83.33				\$ -	\$ 1,000.00	
Fines and Violations	\$ 8,000.00	\$ 666.67				\$ 4,140.35	\$ 8,000.00	
Interest Income	\$ 700.00	\$ 58.33	\$ 3.82			\$ 530.40	\$ 700.00	
Social Event Income	\$ 10,000.00	\$ 833.33	\$ 445.00			\$ 14,525.00	\$ 10,000.00	
Total Income	\$ 306,938.00	\$ 25,578.17	\$ 18,735.65	\$ 18,224.12	\$ 18,236.05	\$ 294,931.21	\$ 306,938.00	
Management Fees	\$ 115,466.40	\$ 9,622.20	\$ 2,300.00	\$ 4,340.20	\$ 4,809.80	\$ 91,248.40	\$ 115,466.40	\$4300 Contract plus owner Info Corrections
Collection Fees to Mgmt Co.	\$ 40,000.00	\$ 3,333.33	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 41,713.72	\$ 40,000.00	
Legal Fees-Collections	\$ 16,000.00	\$ 1,333.33				\$ 150.00	\$ 16,000.00	
Legal Fees-Non Collection	\$ 16,000.00	\$ 1,333.33	\$ 244.39	\$ 1,713.01	\$ 294.50	\$ 6,320.14	\$ 16,000.00	HOAF-File Collection Policy
Accounting / Audit	\$ 9,000.00	\$ 750.00				\$ 8,280.00	\$ 9,000.00	
Consulting / Professional Fees	\$ 5,600.00	\$ 466.67	\$ 3,400.20		\$ 1,955.20	\$ 5,430.40	\$ 5,600.00	Election America
Bank & Credit Card Fees	\$ 5,800.00	\$ 483.33	\$ 15.00	\$ 24.00		\$ 1,981.09	\$ 5,800.00	
Postage & Courier	\$ 3,000.00	\$ 250.00		\$ 462.00	\$ 581.00	\$ 2,897.43	\$ 3,000.00	Certified Mail
Insurance	\$ 7,214.00	\$ 601.17	\$ 1,116.17	\$ 1,108.68	\$ 1,108.68	\$ 8,844.02	\$ 7,214.00	Monthly Expense Amortization
Dues & Subscriptions		\$ -				\$ 35.00	\$ -	
Office Supplies	\$ 100.00	\$ 8.33				\$ 433.51	\$ 100.00	
Board & Community Meetings	\$ 600.00	\$ 50.00		\$ 367.50	\$ 80.00	\$ 1,734.06	\$ 600.00	Two Sep meetings at LAC
Website	\$ -	\$ -			\$ 59.19	\$ 4,559.19	\$ -	Web hosting
Printing & Reproduction	\$ 3,000.00	\$ 250.00	\$ 91.80			\$ 2,893.12	\$ 3,000.00	
Property Taxes	\$ 100.00	\$ 8.33				\$ -	\$ 100.00	
Payment Plan Income Reserve		\$ -				\$ -	\$ -	
Late Fee Income Reserve		\$ -				\$ -	\$ -	
Bad Debt Expense	\$ 38,285.70	\$ 3,190.48		\$ 1,791.97	\$ (10,676.26)	\$ 6,979.86	\$ 38,285.70	Bad Debt Reduction minus 4 writeoffs
Total Administrative Exp	\$ 260,166.10	\$ 21,680.51	\$ 8,667.56	\$ 11,307.36	\$ (287.89)	\$ 183,499.94	\$ 260,166.10	
Social Activities	\$ 30,000.00	\$ 2,500.00	\$ 3,254.04	\$ 250.00	\$ 298.97	\$ 23,935.70	\$ 30,000.00	Tables, Canopy, Canopy Top, Food, Stake Flags
Scholarships/Charitable Hospitality	\$ 10,000.00	\$ 833.33	\$ 7,500.00			\$ 9,500.00	\$ 10,000.00	
General Maint. & Repair	\$ 8,000.00	\$ 666.67	\$ 850.00		\$ 246.68	\$ 948.57	\$ -	Welcome Bag Items & Labels \$850 for 5205 White Sands; \$81 Kiosk Glass
Lawn Maint & Landscaping	\$ 1,000.00	\$ 83.33				\$ -	\$ 1,000.00	
Storage	\$ 1,830.00	\$ 152.50	\$ 92.00	\$ 92.00	\$ 92.00	\$ 1,456.33	\$ 1,830.00	Storage Unit Rent
Licenses & Permits / Filings		\$ -				\$ 5.00	\$ -	
Total Other Expenses	\$ 50,830.00	\$ 4,235.83	\$ 11,696.04	\$ 342.00	\$ 1,568.23	\$ 39,776.18	\$ 50,830.00	
Total Expense	\$ 310,996.10	\$ 25,916.34	\$ 20,363.60	\$ 11,649.36	\$ 1,280.34	\$ 223,276.12	\$ 310,996.10	
Net Surplus / (Deficit)	\$ (4,058.10)	\$ (338.18)	\$ (1,627.95)	\$ 6,574.76	\$ 16,955.71	\$ 71,655.09	\$ (4,058.10)	