

# Park Glen Neighborhood Association

Board of Directors Meeting Minutes  
March 3, 2016  
Longhorn Activity Center, Fort Worth, Texas - 7pm

Final – Approved  
by the PGNA  
Board 4/7/2016

- 1) Roll Call – Kevin called the meeting to order at 7:02 pm. The following Board members were present: Kevin Hammack, Russell Zwerg, Barry Bryan, Jack Webb, Susan Kenney. Bonnie Hoke and Sterling Rice were absent.
- 2) Proof of Notice of meeting or waiver - Kevin said the meeting was posted.
- 3) Notice of Recordings of meetings – Kevin said we are not recording the meeting and asked if anyone in the audience is recording? No one said they were.
- 4) Announcement of Actions since last meeting
  - Immediately after the 2/4/16 meeting, the Board, approved an adjustment on homeowner account R0328001L0277882 (violation dispute).
  - Also after the 2/4/16 meeting, the Board met regarding the pending litigation between PMS and PGNA and authorized Kevin Hammack and Russell Zwerg to participate in mediation with settlement authority.
  - On 2/24/16, via e-mail, the Board passed this motion: I move that Maverick Lawn Care be authorized to do a day of work at a cost of up to \$2,000 to remove leaves from the streets of Park Glen.
- 5) Reading of Minutes of preceding meeting – Motion & Vote to Accept - **Jack made a motion to accept the minutes. Barry seconded the motion. Motion passed unanimously.**
- 6) Guests/ Speakers - None
- 7) Reports of Officers (ref. 8.1)
  - a. President
    - i. Proposed Housing on Parkwood Hill – Update & my e-mail response to Pedcor – Kevin explained that a multi-family housing project is being proposed north of Habanero Restaurant on Parkwood Hill Blvd.
    - ii. 2014 Bond Project (Street and Sidewalks) Update – Project has been delayed as it was necessary to send it out for re-bid on 2/22/16.
    - iii. Meeting with RealManage – Members of the Board met with RealManage on February 25 to discuss the good and bad of our management relationship. We will hold our management company accountable.
    - iv. Crossing Guards – Kevin said that he spoke to Cary Moon and he said that there is a proposal to increase the pay of crossing guards.
    - v. Alliance UMC – Fall Festival – Kevin said that he and Dana met with the Pastor of the church, and they are interested in doing a fall festival with us to.
  - b. Vice President/ Treasurer
    - i. Lawsuit Update – Russell said that the court date is set for November, but both sides agreed to participate in mediation on March 23<sup>rd</sup>.
    - ii. Leaf Cleaning – Update – The leaf cleaners started at 7401 Arcadia doing both sides of the street all the way to Black Hills Lane. They also went down Bryce Canyon Drive to Mormon Trail, then up Bear Lake from Mesa Verde to 7513 Bear Lake.

- iii. Past due accounts – Update & Plan – The number of past due accounts has been reduced by 99 (from 550 to 451) since the last meeting. We will be looking to see if we can get a “volume discount” from an attorney to handle a bulk of cases.
- iv. Scholarship Program – Russell said we need approx. three members on the Selection Committee who have no connection to someone applying. The committee will review applications in early June and then decide who should receive the scholarships up to 21 recipients. Russell said we have some general guidelines. Mark Thiessen is the Scholarship Program coordinator, but he is not part of the Selection Committee.

- c. Secretary
- d. Board

#### 8) Property Manager’s Report (Jennifer Martinez)

- a. Violations Summary / Enforcement – Jennifer said #1 violation is trash bins not screened properly. Jennifer said that even if you paint house the same color, you need to submit a Property Modification Request. There was discussion with the audience about enforcing violations. Residents stated they would like to see violations enforced.

#### 9) Reports of Committees

- a. ACC (Cecilia Shilling) – Decisions – Cecilia said they are still getting a reasonable number of requests each month, but some are coming in incomplete. Some are also applying after the fact.
- b. Communications (Dana Hammack) -
- c. Social (Event results and upcoming events)
  - i. Eggstravaganza – March 26, 2016 – 10a to 1p – Everything is planned for Eggstravaganza. All the eggs are stuffed. There’s a need for volunteers on day of event.
  - ii. Shredding Event – April 16 – 9a to 11a - Park Glen Elementary – will be along circular parking lot on the east side of the campus. Also opportunity for homeowners to talk to members of the Board.
- d. Hospitality (new homeowner greetings (Dana Hammack) -
- e. Development (Susan Kenney)
  - i. North Ft Worth Vision – Susan explained about the Vision project and said that the Board meeting with City staff and Cary Moon went very well.
  - ii. Street Tree Proposal (Basswood and Park Vista) – Susan said that Cary Moon has perhaps found some money to plant trees and medians. Susan went over a concept plan idea for Park Vista, with trees spaced 45’-50’ on center and will be planted two abreast, however staggered. Susan presented the trees recommended by the PID6 tree expert, Stick Lamar. Stick Lamar’s recommendation is Shumard Red Oak and Chinkapin Oak for Park Vista.
- f. Traffic & Pedestrian Safety (Susan Kenney) – Susan explained about the Traffic & Ped. Safety committee and said anyone who wants to join can tell her. Susan said that the committee met with the Assistant Director of Transportation and Public Works, Alonzo Linan, and they walked along Park Vista looking at main concerns. The City will be doing studies for speed, traffic volume, and other things and get back with us.
- g. Deed Restriction Standards & Enforcement (Jack Webb) – Jack explained that they are working on this project. They are working on establishing main concerns for neighborhood regarding violations. They want to make it very simple for the management company’s violation inspector.

#### 10) Unfinished Business

- a. Mailbox Leveling - **Russell made a motion that Russell Zwerg is authorized to contract with Metro57 Property Solutions to level some or all of the following mailboxes, using polyurethane injection, at a cost of \$500 each plus tax:**
  - **7504 Bear Lake (measured at 83°)**
  - **5424 Blue Water Lake (measured at 84.4°)**

- **5145 Broken Bow (measured at 85.7°)**
- **7528 Deerlodge (measured at 85.4°)**
- **8352 Everglade (measured at 85.5°)**
- **4633 Gila Bend (Russell needs to measure)**
- **5558 Lobos Ct (Russell needs to measure)**
- **5559 Mesa Verde Ct (Russell needs to measure)**

**Jack seconded the motion. The motion passed unanimously.**

- b. Kevin wanted to talk about the idea of having a carnival in our neighborhood. Kevin wanted to ask the audience if they thought our residents would want a carnival. The response was inconclusive.

**11) Budget and Financials (Russell)**

- a. Financial Statements - Russell went over the January financial statements.
- b. Audit – Russell said we are doing a routine audit now. Not sure why it is taking so long, but no apparent problems.

**12) New Business**

- a. **Park & Creek Cleanup - Russell made a motion that the Association sponsor a park cleanup on the morning of April 2, 2016, to be coordinated by Jodi Hight, with an allocation of up to \$100 for lunch for volunteers. Barry seconded the motion. The motion passed unanimously.**
- b. **Pool Movie Nights – Russell made a motion that the Association have Pool/Movie nights at the Longhorn Activity Center on June 11, July 16, and August 20 with an allocation of up to \$800 for signs and food for the 3 events combined. Barry seconded the motion. The motion passed unanimously.**
- c. **Independence Day Celebration – Russell made a motion that the Association have an Independence Day Celebration on Saturday, July 2 at the Alliance United Methodist Church, to be coordinated by Dana Hammack, with an allocation of up to \$3,500. The total net expense of last year’s event was \$4,075. Barry seconded the motion. The motion passed unanimously.**
- d. **Town Hall Meeting (April 26) – Russell made a motion that the Association hold a Town Hall meeting on Tuesday night, April 26 at the Longhorn Activity Center, with up to \$350 allocated for signs and facility rental. This will be an opportunity for homeowners and residents to hear from and talk with government officials and other guests. Barry seconded the motion. The motion passed unanimously.**
- e. **Susan made a motion that the HOA write a letter to the City asking them to deny the request to rezone the subject property, located on the east side of Parkwood Hill Blvd., and just north of the shopping center which includes Habanero’s. Barry seconded the motion. The motion passed unanimously**

**13) Member Comments**

**14) Next Board Meeting April 7, 2016 @ 7pm**

- 15) Adjourn - Barry made a motion to adjourn the meeting. Russell seconded the motion. The motion passed unanimously.**

Actions since the 3/3/16 meeting:

Immediately after the 3/3/16 meeting, the Board considered various Customer Account (\$) requests & issues:

- **Board approved waiving \$106.89 on account R0328434L0278316 (concession due to extenuating circumstances).**
- **Board approved waiving \$55.00 on account R0331086L0281009 (violation dispute).**
- **Board approved waiving \$76.59 in late fees and interest on account R0330575L0280478 due to payment lost in the mail.**

Accounts Receivable Recap	1/7/16	2/4/16	3/3/16	Change
Accounts owing \$2,000 or more	24	24	23	-1
Accounts owing between \$1,000 and \$1,999	54	54	55	1
Accounts owing between \$500 and \$999	53	51	49	-2
Accounts owing between \$127 and \$499	109	96	86	-10
Accts owing between \$66 and \$126. Most of these were current before the last assessment	282	166	121	-45
Accounts owing less than \$66. Most of these paid their latest assessment but have some small old items or new late fees (e.g. they paid their latest assessment after late fees were billed)	144	159	117	-42
Total Past Due # of Accounts:	666	550	451	-99
<b>% of 3,318 Homeowners:</b>	<b>20.1%</b>	<b>16.6%</b>	<b>13.6%</b>	
Total Past Due \$ Owed:	\$222,020	\$209,517	\$202,626	-\$6,891

Park Glen Neighborhood Association <b>Balance Sheets</b>	<b>UNAUDITED</b> 9/30/2015 Year End	10/31/2015	11/30/2015	12/31/2015	1/31/2016
<b><u>ASSETS</u></b>					
Union Bank-Checking Account	\$ 126,097.49	\$ 244,710.09	\$ 259,693.51	\$ 273,221.33	\$ 286,330.66
Legend Bank-Checking Account	\$ 224,961.16	\$ 224,961.16	\$ 231,918.60	\$ 235,744.44	\$ 235,744.44
<b>TOTAL IN BANK</b>	<b>\$ 351,058.65</b>	<b>\$ 469,671.25</b>	<b>\$ 491,612.11</b>	<b>\$ 508,965.77</b>	<b>\$ 522,075.10</b>
Accounts Receivable-Member Accts	\$ 189,139.27	\$ 258,013.01	\$ 244,050.45	\$ 227,577.16	\$ 211,480.81
Accts Receiv-Former Homeowners					
Bad Debt Allowance	\$(165,300.00)	\$ (181,293.43)	\$ (177,014.06)	\$ (177,014.06)	\$ (173,812.21)
Prepaid Expenses	\$ 1,442.00	\$ 1,350.00	\$ 92.00	\$ 92.00	\$ -
Prepaid Insurance	\$ 11,413.47	\$ 10,289.79	\$ 9,181.11	\$ 8,072.43	\$ 6,963.75
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>\$ 36,694.74</b>	<b>\$ 88,359.37</b>	<b>\$ 76,309.50</b>	<b>\$ 58,727.53</b>	<b>\$ 44,632.35</b>
<b>TOTAL ASSETS</b>	<b>\$ 387,753.39</b>	<b>\$ 558,030.62</b>	<b>\$ 567,921.61</b>	<b>\$ 567,693.30</b>	<b>\$ 566,707.45</b>
<b><u>LIABILITIES</u></b>					
Accounts Payable & Oth Accrued Exp	\$ 31,647.58	\$ 29,892.28	\$ 36,549.78	\$ 36,887.28	\$ 35,799.78
Deferred Assessments Income	\$ 38.50	\$ 200,959.00	\$ 182,710.00	\$ 164,510.50	\$ 146,256.00
Prepaid Owner Assessments	\$ 30,773.97	\$ 6,758.03	\$ 7,741.80	\$ 6,481.50	\$ 6,819.80
Prepaid by Former Owners	\$ 1,356.85	\$ 1,356.85	\$ 1,356.85	\$ 1,356.85	\$ 2,713.70
<b>TOTAL LIABILITIES</b>	<b>\$ 63,816.90</b>	<b>\$ 238,966.16</b>	<b>\$ 228,358.43</b>	<b>\$ 209,236.13</b>	<b>\$ 191,589.28</b>
<b><u>ACCUMULATED SURPLUS</u></b>					
Surplus / (Deficit) thru Prior Year	\$ 252,306.73	\$ 323,936.49	\$ 323,936.49	\$ 323,936.49	\$ 323,936.49
Current YTD Net Surplus / (Deficit)	\$ 71,629.76	\$ (4,872.03)	\$ 15,626.69	\$ 34,520.68	\$ 51,181.68
<b>TOTAL ACCUMULATED SURPLUS</b>	<b>\$ 323,936.49</b>	<b>\$ 319,064.46</b>	<b>\$ 339,563.18</b>	<b>\$ 358,457.17</b>	<b>\$ 375,118.17</b>
<b>TOTAL LIABILITIES &amp; SURPLUS</b>	<b>\$ 387,753.39</b>	<b>\$ 558,030.62</b>	<b>\$ 567,921.61</b>	<b>\$ 567,693.30</b>	<b>\$ 566,707.45</b>

January  
Notes

includes \$295  
"undeposited  
receipts"

Prior Yr Sur-  
plus reduced  
by \$25.33

Park Glen Neighborhood Association <b>Income Statements</b> (fiscal years are October thru September)	2015-2016 Budget Accepted 8/11/15	Prorated Monthly Budget (1/12th of the Annual Budget)	Oct-15	Nov-15	Dec-15	Jan-16	Year-to-Date Actual	Prorated YTD Budget (4 months)	January Notes
Assessment Income	\$ 218,988.00	\$ 18,249.00	\$ 18,454.70	\$ 18,249.00	\$ 18,142.30	\$ 18,254.50	\$ 73,100.50	\$ 72,996.00	Std Mthly Amt, with \$5.50 Net Adjustment. XXX has been increased by \$148.50
Late Fee Income	\$ 20,000.00	\$ 1,666.67		\$ 13,125.00	\$ 10,970.00	\$ 6,030.00	\$ 30,125.00	\$ 6,666.67	
Interest on Receivables	\$ 5,000.00	\$ 416.67				\$ 1.29	\$ 1.29	\$ 1,666.67	One Homeowner
Fines and Violations	\$ 7,000.00	\$ 583.33					\$ -	\$ 2,333.33	
Letter Fees Reimbursement	\$ 1,500.00	\$ 125.00					\$ -	\$ 500.00	
Legal Fees Reimbursement	\$ 7,500.00	\$ 625.00					\$ -	\$ 2,500.00	
Payment Plan Fees	\$ -	\$ -					\$ -	\$ -	
Collection Fees Reimbursement	\$ -	\$ -					\$ -	\$ -	
Returned Item Fee Reimb	\$ -	\$ -					\$ -	\$ -	
Forced Maintenance Reimb	\$ -	\$ -					\$ -	\$ -	
Interest Income	\$ -	\$ -					\$ -	\$ -	
Social Event Income	\$ 12,000.00	\$ 1,000.00		\$ 11,140.00	\$ 10,165.00		\$ 21,305.00	\$ 4,000.00	
Insurance Reimb (Mailbox Repair)		\$ -			\$ 850.00		\$ 850.00	\$ -	
<b>Total Income</b>	<b>\$ 271,988.00</b>	<b>\$ 22,665.67</b>	<b>\$ 18,454.70</b>	<b>\$ 42,514.00</b>	<b>\$ 40,127.30</b>	<b>\$ 24,285.79</b>	<b>\$ 125,381.79</b>	<b>\$ 90,662.67</b>	
Management Fees - Contract	\$ 24,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 8,000.00	\$ 8,000.00	Standard Contract Amount
Management Fees - Admin	\$ 33,600.00	\$ 2,800.00	\$ 2,300.00	\$ 2,300.00	\$ 2,350.00	\$ 2,300.00	\$ 9,250.00	\$ 11,200.00	Extra \$50 in Dec is a RealManage charge for an after-hours call for a broken sprinkler. RM called PID6 to fix.
Collection Fees to Mgmt Co.	\$ 18,000.00	\$ 1,500.00	\$ 1,500.00	\$ 7,937.50	\$ 6,225.00	\$ 2,837.50	\$ 18,500.00	\$ 6,000.00	\$1500 Standard Contract Amount + \$1338 for Collection Letters: 439 letters sent; 107 above the allowable 10% (332) billed at \$12.50 ea.
Collection Fees-Legal/Agency	\$ 15,000.00	\$ 1,250.00					\$ -	\$ 5,000.00	
Legal Fees-Non Collection	\$ 16,000.00	\$ 1,333.33		\$ 5,487.50	\$ 2,155.75		\$ 7,643.25	\$ 5,333.33	
Accounting / Audit	\$ 9,000.00	\$ 750.00					\$ -	\$ 3,000.00	
Professional Fees - Elections	\$ 6,200.00	\$ 516.67					\$ -	\$ 2,066.67	
Bad Debt Expense	\$ 30,000.00	\$ 2,500.00	\$ 16,311.05	\$ (2,707.65)	\$ (2,237.28)	\$ (713.39)	\$ 10,652.73	\$ 10,000.00	
Insurance	\$ 14,304.00	\$ 1,192.00	\$ 1,123.68	\$ 1,465.37	\$ 1,108.68	\$ 1,108.68	\$ 4,806.41	\$ 4,768.00	Standard Monthly Expense Amortization
General Maint. & Repair	\$ 156,000.00	\$ 13,000.00			\$ 3,200.00		\$ 3,200.00	\$ 52,000.00	
Dues & Subscriptions	\$ 100.00	\$ 8.33					\$ -	\$ 33.33	
Supplies	\$ 500.00	\$ 41.67					\$ -	\$ 166.67	
Postage & Courier	\$ 2,000.00	\$ 166.67					\$ -	\$ 666.67	
Printing & Reproduction	\$ 500.00	\$ 41.67					\$ -	\$ 166.67	
Storage	\$ 1,169.00	\$ 97.42	\$ 92.00	\$ 92.00	\$ 92.00	\$ 92.00	\$ 368.00	\$ 389.67	Monthly Storage Unit Rent
Licenses & Permits / Filings	\$ 200.00	\$ 16.67					\$ -	\$ 66.67	
Social Activities	\$ 30,000.00	\$ 2,500.00		\$ 5,435.56	\$ 5,303.57		\$ 10,739.13	\$ 10,000.00	

Park Glen Neighborhood Association <b>Income Statements</b> (fiscal years are October thru September)	<b>2015-2016 Budget Accepted 8/11/15</b>	<b>Prorated Monthly Budget (1/12th of the Annual Budget)</b>	<b>Oct-15</b>	<b>Nov-15</b>	<b>Dec-15</b>	<b>Jan-16</b>	<b>Year-to-Date Actual</b>	<b>Prorated YTD Budget (4 months)</b>
Community Engagement					\$ 985.74		\$ 985.74	\$ -
Scholarships/Charitable	\$ 10,000.00	\$ 833.33					\$ -	\$ 3,333.33
Hospitality	\$ 1,200.00	\$ 100.00			\$ 28.00		\$ 28.00	\$ 400.00
Board & Community Meetings	\$ 1,500.00	\$ 125.00			\$ 4.00		\$ 4.00	\$ 500.00
Website	\$ 1,000.00	\$ 83.33			\$ 17.85		\$ 17.85	\$ 333.33
Bank & Credit Card Fees	\$ -	\$ -		\$ 5.00			\$ 5.00	\$ -
Miscellaneous	\$ -	\$ -					\$ -	\$ -
<b>Total Expense</b>	<b>\$ 370,273.00</b>	<b>\$ 30,856.08</b>	<b>\$ 23,326.73</b>	<b>\$ 22,015.28</b>	<b>\$ 21,233.31</b>	<b>\$ 7,624.79</b>	<b>\$ 74,200.11</b>	<b>\$ 123,424.33</b>
<b>Net Surplus / (Deficit)</b>	<b>\$ (98,285.00)</b>	<b>\$ (8,190.42)</b>	<b>\$ (4,872.03)</b>	<b>\$ 20,498.72</b>	<b>\$ 18,893.99</b>	<b>\$ 16,661.00</b>	<b>\$ 51,181.68</b>	<b>\$ (32,761.67)</b>

January Notes