

Park Glen Neighborhood Association

Board of Directors Meeting Minutes

May 5, 2016 – 7p, Longhorn Activity Center, Fort Worth, TX

Final – Approved
by the PGNA
Board 6/2/2016

1. Roll Call – President Kevin Hammack called the meeting to order at 7:03 pm. The following board members were present: Kevin Hammack, Russell Zwerg, Barry Bryan, Jack Webb, Susan Kenney. Bonnie Hoke arrived at 7:10 pm. Sterling Rice was absent.
2. Proof of Notice of meeting or waiver – Kevin said the meeting notice and agenda were posted on the website.
3. Actions since last meeting (as projected onto the wall by Russell):
Immediately after the 4/7/16 meeting, the Board considered various homeowner requests & issues and decided:
 - to approve the appeal of the ACC decision for property R0329580L0279471, contingent upon the Homeowner's follow-through with the proposed yard plan.
 - to waive all other charges on account R0328259L0278140 contingent on the receipt of homeowner's payment of \$1000 by June 15, 2016 (which was done).
 - to waive \$195.75 in late fees and violation charges on account R0329805L0279698 due to extenuating circumstances. The Association Treasurer approved the additional reversal of \$15 to \$30 in late fees that were or may be billed between the Board's decision and the completion of the account adjustment.
 - to waive the remaining late fees and violation charges on account R0329574L0279465 due to extenuating circumstances, conditioned on receipt of \$81.00 by April 30 (which was done).
 - to waive \$250.42 in violation charges, late fees, and attorney fees on account R0329863L0279756 due to past enforcement errors. The Association Treasurer approved the additional reversal of \$30-\$45 in late fees that were or may be billed between the date that the account balance was \$250.42 and the completion of the account adjustment.
4. Reading of Minutes of preceding meeting - **Barry made a motion to accept the minutes of April 7, 2016. Jack seconded the motion. The motion passed unanimously.**
5. Guests/ Speakers
 - a. Sheldon Klain, Fort Worth Code Enforcement Officer, introduced himself to the audience. He is filling in now in our area while the City hires a new code enforcement officer. Mr. Klain went over several city code requirements.
6. Reports of Officers
 - a. President

- i. Town Hall – Kevin reported that we had a good crowd at the April 26 town hall meeting. We had State Representative Stephanie Klick, Fort Worth Councilman Cary Moon, PID 6 Manager Robin Willits, Fort Worth Streets Manager Riad Nusrallah, NPO Scott Cryer, and Police Captain Shawn Stone. Park Glen residents in attendance had the chance to ask the questions that they wanted.
 - ii. Presentation to Fort Worth Pedestrian and Bicycle Advisory Commission – Kevin said that he made a presentation to this Commission last Thursday about what could be improved for the trail in our Arcadia Park and how it affects Park Glen. For example, there used to be a railing along the path under the Basswood Bridge, but it no longer exists. He also talked about expanding the trail to the north and south. He is pushing to get funds for this area.
 - iii. Kevin explained about the options being offered by the Longhorn Activity Center for using the pool this summer.
 - b. Vice President/ Treasurer
 - i. Lawsuit Update – Russell explained that last month he and Kevin went to mediation with our former management company. It was ongoing, and now we have reached a settlement, with a formal agreement pending.
 - ii. Mailbox Leveling – Russell said that he thinks the leveling of the five mailboxes was generally not successful. He and the leveling company have concluded that our mailboxes cannot be leveled by the injection of material under the base. Of the five mailboxes requested to be leveled, one was not attempted, one was a failure, two were only moderately improved, and one was a success (but that one was done with a manual lifting method that is not cost-effective for repeating). The cost was going to be \$2,500, but Russell negotiated down to \$1,200, based on the results.
 - iii. Scholarship Program – Mark Thiessen is the coordinator for the scholarship program. Only a few applications have been received so far. Guidelines are on the website. Deadline is June 1st.
 - c. Secretary
 - d. Board
 - i. Jack – Deed Restriction & Enforcement – Jack said that we’re starting a Yard of the Month contest. Dana said that she would leave room in the June newsletter for the May yard of the month addresses to be listed.
7. Property Managers report – Jennifer Martinez – Jennifer reminded everyone to go to website and fill out the form for ACC requests.
8. Reports of Committees
 - a. ACC (Cecilia Shilling) – Decisions – not present
 - b. Communications (Dana Hammack) – no report
 - c. Social (Event results and upcoming events)
 - i. Shredding Event – April 16 – was successful, with a steady flow of cars throughout the two hours. Russell thought we had about 150 people.

- ii. Pool/ Movie Nights – first movie night is June 11th. Dana is working to find a food provider, or the Association will pay for food (free to resident attendees). “Finding Nemo” is the movie for June 11th. It will be about 7-10:00 pm.
- iii. Independence Day Celebration – July 2 – A homeowner suggested that the parade follow a route without parked cars where residents could view the parade. Other considerations are the length of the route, proximity to the event site (Alliance United Methodist Church), safety, and ability to get police approval (which Dana is working on). The Alliance United Methodist Church Men will be cooking hot dogs.
- iv. National Night Out – October 4 – Russell said that we’re looking for homeowners to have a block party for the 10 to 20 homes around them. Ideally we would like to have 25 in the neighborhood.
- v. Dana said she has not had any definite volunteers to coordinate additional activities for adults in Park Glen, though there have been a few event ideas (bingo night, casino night, golf outing, scrapbooking night).
- d. Hospitality (new homeowner greetings (Dana Hammack)
 - i. Dana said she handed out 25 bags and she still has 7 on her list.
- e. Development (Susan Kenney)
 - i. Traffic and Pedestrian Safety – Following up on a recommendation from the committee, **Susan made a motion that the HOA Board ask the City to install four 4-way stops on Park Vista Blvd. at Ash River, Redwood Trail, Glen Canyon, and Crescent Lake. Jack seconded the motion. The motion passed unanimously.**
 - ii. Street Trees Proposed for Park Vista (Phasing Plan) – Susan explained and showed on the projector the Phase 1 proposal for 60 trees that Cary Moon may be able to find funds for. There was discussion about the traffic calming benefits of trees canopying over the street. The Board agreed with Phase 1. Susan said that she has spoken to PID 6 about providing bubblers to each tree. She said that PID6 would need to agree to pay for that, because trees wouldn’t survive without them, according to PID6’s tree expert.
- f. Service Committee (Tammy Overton/ Jodi Hight) – No Report

9. Budget and Financials

- a. Russell went over the March Financials
- b. Russell presented the latest Accounts Receivable Report

10. Old Business

- a. Scholarship Program (Selection Committee Nominations) – **Russell moved to appoint Park Glen homeowners Jodi Hight, Joe Lara, and Camille Krakue to serve as the 2016 Scholarship Selection Committee. Barry seconded the motion. The motion passed unanimously.**

11. New Business

- a. National Night Out Coordinator & Budget – **Russell moved to appoint Kyle Jensen to coordinate and promote “Park Glen’s National Night Out” block parties to be held throughout the neighborhood on October 2, 2016 and approve a**

budget of up to \$1,500 for that event. Barry seconded the motion. The motion passed unanimously.

- b. 2016 Board Election Guidelines – Russell presented draft guidelines, then moved to approve the proposed guidelines for the 2016 Board election. Jack seconded the motion. The motion passed unanimously.**
- c. Expense Reimbursement – Russell made the following motion: “I move that Russell Zwerg be reimbursed \$246.91: \$50.00 for an Amazon.com gift card given to the winner of the March newsletter crossword puzzle contest, \$14.78 for food and water for lunch at the April 2 “Cowtown Cleanup” of Arcadia Park, \$23.34 for muffins and bottled water given to residents at the April 16 “Shredding and Meet the Board” event, \$152.84 for two banners to promote the biannual PID6 community garage sales, and \$5.95 for website hosting from 4/25/16 to 5/22/16.” Susan seconded the motion. The motion passed unanimously.**

12. Member Comments

- 13. Jack made a motion to adjourn the meeting. Russell seconded the motion. The motion passed unanimously.** Meeting adjourned at 9:00 pm.

Next Board Meeting June 2, 2016 @ LAC, 7pm

Actions taken since the May 5, 2016 Board Meeting

Immediately following the 5/5/16 General session:

- **Jack made a motion to waive the balance on account R0328127L0278008, due to extenuating personal circumstances. Susan seconded the motion. The motion passed unanimously.**
- Preliminary planning for the 2016-2017 Budget (Brainstorming on improvement ideas and budget considerations for the next fiscal year; no action taken):
 - Increase enforcement of HOA rules (i.e. take legal action when needed)
 - Repair mailboxes that need it
 - Security patrols and security cameras
 - Fix sidewalks that have raised up and/or need fixing
 - Park improvements, such as equipment, trees

Since the 5/5/16 meeting, the Association Treasurer (Russell Zwerg) offered the following account concessions to collect past due balances and believes that homeowner payment is imminent:

- Account R0328094L0277975: write off \$304.09 (½ of non-assessment charges) on payment of \$568.08.
- Account R0330159L0280059: write off \$239.96 (½ of non-assessment charges) on payment of \$371.95.

| Park Glen Neighborhood Association Balance Sheets | 9/30/2015 Year End (agrees with audit except for Rounding Variances) | 10/31/2015 | 11/30/2015 | 12/31/2015 | 1/31/2016 | 2/29/2016 | 3/31/2016 |
|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <u>ASSETS</u> | | | | | | | |
| Union Bank-Checking Account | \$ 126,097.49 | \$ 244,710.09 | \$ 259,693.51 | \$ 273,221.33 | \$ 286,330.66 | \$ 284,289.66 | \$ 85,062.31 |
| Union Bank-Money Market Account | | | | | | | \$ 200,033.85 |
| Legend Bank-Checking Account | \$ 224,961.16 | \$ 224,961.16 | \$ 231,918.60 | \$ 235,744.44 | \$ 235,744.44 | \$ 235,744.44 | \$ 233,730.48 |
| TOTAL IN BANK | \$ 351,058.65 | \$ 469,671.25 | \$ 491,612.11 | \$ 508,965.77 | \$ 522,075.10 | \$ 520,034.10 | \$ 518,826.64 |
| Accounts Receivable-Member Accts | \$ 189,139.27 | \$ 258,013.01 | \$ 244,121.24 | \$ 227,647.95 | \$ 211,551.60 | \$ 203,663.77 | \$ 199,556.03 |
| Accts Receiv-Former Homeowners | | | | | | | \$ - |
| Bad Debt Allowance | \$ (165,353.23) | \$ (181,346.66) | \$ (177,067.29) | \$ (177,067.29) | \$ (175,222.29) | \$ (163,282.40) | \$ (172,075.83) |
| Prepaid Expenses | \$ 1,442.00 | \$ 1,350.00 | \$ 92.00 | \$ 92.00 | \$ - | | \$ 130.00 |
| Prepaid Insurance | \$ 11,413.47 | \$ 10,289.79 | \$ 9,181.11 | \$ 8,072.43 | \$ 6,963.75 | \$ 5,855.07 | \$ 4,746.39 |
| TOTAL OTHER CURRENT ASSETS | \$ 36,641.51 | \$ 88,306.14 | \$ 76,327.06 | \$ 58,745.09 | \$ 43,293.06 | \$ 46,236.44 | \$ 32,356.59 |
| TOTAL ASSETS | \$ 387,700.16 | \$ 557,977.39 | \$ 567,939.17 | \$ 567,710.86 | \$ 565,368.16 | \$ 566,270.54 | \$ 551,183.23 |
| <u>LIABILITIES</u> | | | | | | | |
| Accounts Payable & Oth Accrued Exp | \$ 31,647.58 | \$ 29,892.28 | \$ 36,549.78 | \$ 36,887.28 | \$ 35,799.78 | \$ 30,183.28 | \$ 29,502.28 |
| Deferred Assessments Income | \$ - | \$ 200,920.50 | \$ 182,737.50 | \$ 164,538.00 | \$ 146,283.50 | \$ 127,875.00 | \$ 109,494.00 |
| Prepaid Owner Assessments | \$ 30,773.97 | \$ 6,758.03 | \$ 7,741.80 | \$ 6,481.50 | \$ 6,819.80 | \$ 7,255.80 | \$ 7,573.79 |
| Prepaid by Former Owners | \$ 1,356.85 | \$ 1,356.85 | \$ 1,356.85 | \$ 1,356.85 | \$ 1,356.85 | \$ 1,356.85 | \$ 1,043.44 |
| TOTAL LIABILITIES | \$ 63,778.40 | \$ 238,927.66 | \$ 228,385.93 | \$ 209,263.63 | \$ 190,259.93 | \$ 166,670.93 | \$ 147,613.51 |
| <u>ACCUMULATED SURPLUS</u> | | | | | | | |
| Surplus / (Deficit) thru Prior Year | \$ 252,306.73 | \$ 323,921.76 | \$ 323,921.76 | \$ 323,921.76 | \$ 323,921.76 | \$ 323,921.76 | \$ 323,921.76 |
| Current YTD Net Surplus / (Deficit) | \$ 71,615.03 | \$ (4,872.03) | \$ 15,631.48 | \$ 34,525.47 | \$ 51,186.47 | \$ 75,677.85 | \$ 79,647.96 |
| TOTAL ACCUMULATED SURPLUS | \$ 323,921.76 | \$ 319,049.73 | \$ 339,553.24 | \$ 358,447.23 | \$ 375,108.23 | \$ 399,599.61 | \$ 403,569.72 |
| TOTAL LIABILITIES & SURPLUS | \$ 387,700.16 | \$ 557,977.39 | \$ 567,939.17 | \$ 567,710.86 | \$ 565,368.16 | \$ 566,270.54 | \$ 551,183.23 |

March Notes

includes \$391
undeposited
receipts.

I refunded 2 of the
largest balances

| Park Glen Neighborhood Association Income Statements (fiscal years are October thru September) | 2015-2016 Budget Accepted 8/11/15 | Prorated Monthly Budget (1/12th of the Annual Budget) | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Year-to-Date (Oct-15 thru Mar-16) Actual | Prorated YTD Budget (6 months) | March Notes |
|---|-----------------------------------|---|---------------------|---------------------|---------------------|----------------------|---------------------|--|--------------------------------|--|
| Assessment Income | \$ 218,988.00 | \$ 18,249.00 | \$ 18,253.79 | \$ 18,142.30 | \$ 18,254.50 | \$ 18,157.27 | \$ 18,104.65 | \$ 109,367.21 | \$ 109,494.00 | |
| Late Fee Income | \$ 20,000.00 | \$ 1,666.67 | \$ 13,125.00 | \$ 10,970.00 | \$ 6,030.00 | \$ 4,800.00 | \$ 4,200.00 | \$ 39,125.00 | \$ 10,000.00 | |
| Interest on Receivables | \$ 5,000.00 | \$ 416.67 | | | \$ 1.29 | | | \$ 1.29 | \$ 2,500.00 | |
| Fines and Violations | \$ 7,000.00 | \$ 583.33 | | | | | | \$ - | \$ 3,500.00 | |
| Letter Fees Reimburseme | \$ 1,500.00 | \$ 125.00 | | | | | | \$ - | \$ 750.00 | |
| Legal Fees Reimburseme | \$ 7,500.00 | \$ 625.00 | | | | | | \$ - | \$ 3,750.00 | |
| Payment Plan Fees | \$ - | \$ - | | | | | | \$ - | \$ - | |
| Collection Fees Reimburs | \$ - | \$ - | | | | | | \$ - | \$ - | |
| Returned Item Fee Reimb | \$ - | \$ - | | | | | | \$ - | \$ - | |
| Forced Maintenance Reim | \$ - | \$ - | | | | | | \$ - | \$ - | |
| Interest Income | \$ - | \$ - | | | | | \$ 33.85 | \$ 33.85 | \$ - | Interest on Bank Balance |
| Social Event Income | \$ 12,000.00 | \$ 1,000.00 | \$ 11,140.00 | \$ 10,165.00 | | | \$ 1,050.00 | \$ 22,355.00 | \$ 6,000.00 | |
| Insurance Reimb (Mailbox Repair) | \$ - | \$ - | | \$ 850.00 | | | | \$ 850.00 | \$ - | |
| Total Income | \$ 271,988.00 | \$ 22,665.67 | \$ 42,518.79 | \$ 40,127.30 | \$ 24,285.79 | \$ 22,957.27 | \$ 23,388.50 | \$ 171,732.35 | \$ 135,994.00 | |
| Management Fees - Contr | \$ 24,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 12,000.00 | \$ 12,000.00 | Std Contract Amt |
| Management Fees - Admi | \$ 33,600.00 | \$ 2,800.00 | \$ 2,300.00 | \$ 2,350.00 | \$ 2,300.00 | \$ 2,300.00 | \$ 2,300.00 | \$ 13,850.00 | \$ 16,800.00 | Std Contract Amt |
| Collection Fees to Mgmt C | \$ 18,000.00 | \$ 1,500.00 | \$ 7,937.50 | \$ 6,225.00 | \$ 2,837.50 | \$ 1,750.00 | \$ 1,250.00 | \$ 21,500.00 | \$ 9,000.00 | Std Contract Amt minus the \$250 overcharged in Feb. |
| Collection Fees-Legal/Age | \$ 15,000.00 | \$ 1,250.00 | | | | | | \$ - | \$ 7,500.00 | |
| Legal Fees-Non Collection | \$ 16,000.00 | \$ 1,333.33 | \$ 5,487.50 | \$ 2,155.75 | | \$ 202.50 | | \$ 7,845.75 | \$ 8,000.00 | |
| Accounting / Audit | \$ 9,000.00 | \$ 750.00 | | | | \$ 1,665.44 | | \$ 1,665.44 | \$ 4,500.00 | |
| Professional Fees - Electic | \$ 6,200.00 | \$ 516.67 | | | | | | \$ - | \$ 3,100.00 | |
| Bad Debt Expense | \$ 30,000.00 | \$ 2,500.00 | \$ (2,707.65) | \$ (2,237.28) | \$ (713.39) | \$ (10,652.73) | \$ 8,909.16 | \$ 8,909.16 | \$ 15,000.00 | |
| Insurance | \$ 14,304.00 | \$ 1,192.00 | \$ 1,465.37 | \$ 1,108.68 | \$ 1,108.68 | \$ 1,108.68 | \$ 1,108.68 | \$ 7,023.77 | \$ 7,152.00 | |
| General Maint. & Repair | \$ 156,000.00 | \$ 13,000.00 | | \$ 3,200.00 | | | \$ 1,135.00 | \$ 4,335.00 | \$ 78,000.00 | Leaf Removal Test |
| Dues & Subscriptions | \$ 100.00 | \$ 8.33 | | | | | | \$ - | \$ 50.00 | |
| Supplies | \$ 500.00 | \$ 41.67 | | | | | | \$ - | \$ 250.00 | |
| Postage & Courier | \$ 2,000.00 | \$ 166.67 | | | | | | \$ - | \$ 1,000.00 | |
| Printing & Reproduction | \$ 500.00 | \$ 41.67 | | | | | | \$ - | \$ 250.00 | |
| Storage | \$ 1,169.00 | \$ 97.42 | \$ 92.00 | \$ 92.00 | \$ 92.00 | \$ 92.00 | \$ 92.00 | \$ 552.00 | \$ 584.50 | |
| Licenses & Permits / Filing | \$ 200.00 | \$ 16.67 | | | | | | \$ - | \$ 100.00 | |
| Social Activities | \$ 30,000.00 | \$ 2,500.00 | \$ 5,435.56 | \$ 5,303.57 | | | \$ 2,569.75 | \$ 13,308.88 | \$ 15,000.00 | Eggstravaganza |
| Community Engagement | | | | \$ 985.74 | | | | \$ 985.74 | \$ - | |
| Scholarships/Charitable | \$ 10,000.00 | \$ 833.33 | | | | | | \$ - | \$ 5,000.00 | |
| Hospitality | \$ 1,200.00 | \$ 100.00 | | \$ 28.00 | | | | \$ 28.00 | \$ 600.00 | |
| Board & Community Meeti | \$ 1,500.00 | \$ 125.00 | | \$ 4.00 | | | | \$ 4.00 | \$ 750.00 | |
| Website | \$ 1,000.00 | \$ 83.33 | | \$ 17.85 | | | \$ 53.80 | \$ 71.65 | \$ 500.00 | |
| Bank & Credit Card Fees | \$ - | \$ - | \$ 5.00 | | | | | \$ 5.00 | \$ - | |
| Miscellaneous | \$ - | \$ - | | | | | | \$ - | \$ - | |
| Total Expense | \$ 370,273.00 | \$ 30,856.08 | \$ 22,015.28 | \$ 21,233.31 | \$ 7,624.79 | \$ (1,534.11) | \$ 19,418.39 | \$ 92,084.39 | \$ 185,136.50 | |
| Net Surplus / (Deficit) | \$ (98,285.00) | \$ (8,190.42) | \$ 20,503.51 | \$ 18,893.99 | \$ 16,661.00 | \$ 24,491.38 | \$ 3,970.11 | \$ 79,647.96 | \$ (49,142.50) | |

| Accounts Receivable Recap | 1/7/16 | 2/4/16 | 3/3/16 | 4/7/16 | 5/5/16 | Change |
|---|------------------|------------------|------------------|------------------|------------------|-----------------|
| Accounts owing \$2,000 or more | 24 | 24 | 23 | 23 | 23 | 0 |
| Accounts owing between \$1,000 and \$1,999 | 54 | 54 | 55 | 54 | 55 | 1 |
| Accounts owing between \$500 and \$999 | 53 | 51 | 49 | 48 | 42 | -6 |
| Accounts owing over \$156 to \$499 | 109 | 96 | 86 | 78 | 83 | 5 |
| Accts owing between \$66 and \$156. Most of these were current before the last assessment | 282 | 166 | 121 | 98 | 70 | -28 |
| 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 | 91 | 83 | -8 |
| Total Past Due # of Accounts: | 666 | 550 | 451 | 392 | 356 | -36 |
| % of 3,318 Homeowners: | 20.1% | 16.6% | 13.6% | 11.8% | 10.7% | |
| Total Past Due \$ Owed: | \$222,020 | \$209,517 | \$202,626 | \$198,921 | \$194,522 | -\$4,399 |

Park Glen Neighborhood Association

2016 Election Guidelines

05/2/2016

Draft for 2016 (substantial changes or additions to 2015's guidelines are in red).

Election Timeline

June Newsletter (early May Deadline) – Publish notice of election and candidate filing, with instructions to check the website in early June for election and filing guidelines.

Early June – Mailing from RealManage to all homeowners notifying of the annual meeting, the opportunity and procedures for homeowners to file as candidates, and an overview of the voting process. The mailing may also contain other topics, as the Board desires.

June 15 – Filing period opens.

July Newsletter (early June deadline) – Notice of filing process; full explanation of filing form and method.

July 15 – Filing period closes. All filings must be received by the end of the day on this date.

By July 20 - Post candidates & candidate statements on website; send to Election-America.

By July 25 – Election-America prepares candidate information sheets, ballots, information letters, & voting website.

July 25-28 – Election-America mails letter, mail-in ballot, & candidate information sheet to each homeowner.

August 1 or when Election-America mails ballots, whichever is sooner - Advance Voting period opens.

August 29 - Advance voting period ends.

August 30 - Annual Meeting; in-person voting; results made known (assuming quorum).

Election Coordinator

The Board will appoint one or more persons to serve as the "Election Coordinator" for 2016. This person or group will:

- ensure that the process is kept free from reliance on or inappropriate involvement by biased parties,
- ensure Homeowner confidence in the process,
- maintain competence and completeness of the process,
- provide direction on all matters that do not rise to the level of requiring Board action.

The Election Coordinator may utilize other trusted parties in coordinating the election. Any expenditures or financial commitments must be authorized by the Board in advance.

Candidate Filing Process

The Election Coordinator will:

- collect candidate filings.
- verify homeowner status with Tarrant Appraisal District (www.TAD.org) at filing submission and again right after filing ends (checking with RealManage to verify homeowner status if not verified with Tarrant Appraisal District).
- confirm receipt of filings to applicants.
- compile all candidate information into one document for the Park Glen website and for the Election-America mailing and website.
- Maintain secrecy until after the filing period has ended.

The candidate filing form and relevant filing guidelines will be printed in the July Park Glen newsletters and appear on the Park Glen website in early June. The form will contain these questions:

1. Name
2. Position Being Sought
3. Candidate Statement – this statement (up to 75 words) will be provided to Park Glen Neighborhood Association homeowners, so feel free to include anything that you want voting members to know. If your statement includes more than 75 words, only the first 75 will be used. The statement will not be edited or proofed in any way, other than to eliminate any off-color or non-family-friendly content.
4. Address of Park Glen Home of which you are an owner
5. E-mail address
6. Phone number

The information from questions 4, 5, and 6 will be used only by the Election Coordinator. The information from 1, 2, and 3 will be published on the website and provided to all members before advance voting.

Ideally, candidates should be able to file by numerous methods: mail, in-person, fax, or e-mail, but this will depend on the capabilities of the Election Coordinator. **All filings must be received by the Election Coordinator by the end of the last day of the filing period.**

The guiding principle will be to have an open, inclusive, fair election, so the Election Coordinator will have the responsibility of working with potential candidates to ensure their inclusion if they desire to run and are Park Glen homeowners.

Upon receipt of a candidate filing, the Election Coordinator will, within 48 hours:

- verify that the applicant is a Park Glen homeowner (**personally listed as a Park Glen homeowner on Tarrant Appraisal District records, be verified by PGNA's property manager, or otherwise prove home ownership to the satisfaction of the Election Coordinator**),
- confirm acceptance to the candidate by e-mail,
- send to the candidate the actual typed "candidate statement" that the Election Coordinator intends to submit for publication and use in the election (to give the candidate an opportunity to correct anything).

After the close of the candidate filing period, no changes may be made to the filed information or candidate statement, and all filed candidates must remain on the ballot, even if a candidate wishes to withdraw from the race, chooses to not serve if elected, is no longer able to take office, or is no longer eligible to take office. The scenario of a candidate being elected and unwilling, unable, or ineligible to serve will be resolved according to the vacancy provisions of the bylaws.

Until the filing period ends, the Election Coordinator will keep all candidate filings secret. The Election Coordinator must ensure that filings are safeguarded from loss and misuse. The Coordinator will create a single document that lists all of the candidates, positions being sought, and filing statements. **Candidates will be listed on all documents, ballots, and forms by the position being sought, then in the order that their filing was received.** Within three days after the filing period ends, the Coordinator will submit the complete document to Election-America, to all filed candidates, and for publication on the Park Glen website where the candidate information is to be posted in an obvious and orderly way by July 20. Election-America will use the information to prepare the candidate information sheet to be sent to all homeowners.

Because the deadline for the August issue of the newsletter is in very early July, before the candidate filing period ends, the candidate names and filing statements will not appear in that newsletter. Because the September newsletter will come out very late in August, candidate names and filing statements will not appear in that newsletter, either.

Before Advance Voting Starts

Before the start of the advance voting period, Election-America is to send voting information to exactly 3,318 homeowners of record, using an owner address list from the Association's management company or downloaded from the Tarrant Appraisal District (whichever the Board determines would be more accurate) and provided to Election-America by the date that they have specified to need that file.

The mailing from Election-America to each homeowner will be in a white envelope with the words "PARK GLEN NEIGHBORHOOD ASSOCIATION" across the front in red, plus the words "Ballot Enclosed" in red in the bottom right quadrant. The envelope will contain:

- An explanation of the election and the voting process, including
 - Instructions and individual access code for online voting via Election-America's website.
 - An explanation of the option and procedure for each homeowner to request from Election-America a personalized proxy form that a homeowner may fill out and send to Election-America to designate another homeowner to vote on the homeowner's behalf in person at the August 30 annual meeting.
- A candidate information sheet that shows the name, office being sought, and candidate statement of each candidate who filed.
- Instructions and individual access code for online voting via Election-America's website.
- A personalized paper "absentee" ballot that a homeowner may fill out and send to Election-America.
- A preprinted return envelope (but not postage-paid).
- An explanation of the option and procedure for each homeowner to request from Election-America a personalized proxy form that a homeowner may fill out and send to Election-America to designate another homeowner to vote on the homeowner's behalf in person at the August 30 annual meeting.

At the time that the envelopes are mailed, the Election-America website should be ready to accommodate online voting, including the display of candidate names and filing statements submitted by the candidates.

Content of Ballots and Forms

Online ballots, paper ballots, and proxy forms will all have the opportunity to vote "for quorum on the Board election only," without voting for particular candidates (as allowed by Texas Property Code 209.00592-b-1).

Online ballots, paper ballots, and proxy forms will have a write-in blank for each of the seven positions.

Paper ballots or proxy forms submitted by members must be signed (per Texas Property Code 209.0058).

Online and absentee ballots will have this notice (required by Texas Property Code 209.00592-c-3): "By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail."

Since common sense and Texas law (Property Code 209.00592-b-1 and -3) clearly indicate that advance votes may be counted on matters only if the exact text of the measure appeared on the advance ballot, the following notice is to be added to online and absentee ballots: "Even if the required quorum of members is met for the Board election (represented by advance voting before the August 30 annual meeting and in-person voting at the August 30 annual meeting), it is highly possible that a quorum will not be represented for any other issue that might come before the membership at the annual meeting."

Proxy forms will not be preprinted with the name or title of any specific person or officer as a default, possible, or suggested proxyholder. Homeowners filling out a proxy form must write in the name of the desired proxyholder.

Proxy forms will allow a homeowner to:

- direct the specific candidates to be voted for by the proxyholder,
- write in the names of specific people to be voted for by the proxyholder, or
- designate that the proxyholder may select the candidates to be voted for.

Advance Voting / Proxies

A homeowner may:

- Vote in advance online using the access code provided by Election-America,
- **Vote in advance by returning to Election-America the absentee ballot provided by Election-America,**
- Designate another Park Glen homeowner as his or her proxy (to cast a vote on his or her behalf in person at the August 30 annual meeting) by requesting a personalized proxy form from Election-America, filling out the paper "proxy form" and returning it to Election-America. Just before the annual meeting, Election-America will provide this proxy information to the Election Coordinator. The proxyholder must attend the annual meeting, receive the original voter's credentials from the Election Coordinator, and cast a vote in the same manner as every other in-person voter.

Any homeowner who has a question about the voting process or needs help in voting should call Election-America at 866-384-9978. Inquiries to Election-America must allow sufficient time for the appropriate information, forms, access, or resolution to be provided. If insufficient time remains to meet a request or supply information, the only remedy to the homeowner will be to vote in person at the August 30 annual meeting.

On a regular basis throughout advance voting, Election-America will communicate to the Election Coordinator and the PGNA Board the number of votes cast and proxies submitted so far. This information will be posted on the Park Glen website and relayed by the Election Coordinator to candidates and other interested parties.

In-Person Voting

In-person voting on August 30 will be conducted under the direction of the Election Coordinator, who may recruit and utilize other trusted volunteers.

Computers and/or tablets, with Internet access, will be available for homeowners to cast votes in person. Paper ballots, as similar as possible to the "absentee ballot" sent out by Election-America, will also be available as a backup to online voting. Copies of candidate filing statements will also be available at the meeting. Paper ballots submitted by members must be signed (per Texas Property Code 209.0058).

If a homeowner voted in advance and wishes to vote in person at the annual meeting, Election-America and the Election Coordinator must ensure that only the in-person vote counts (per Texas Property Code 209.00592-b-2, "*any vote cast at a meeting by a property owner supersedes any vote submitted by absentee or electronic ballot previously submitted*").

If a person who is not on Election-America's list of eligible voters wishes to vote in person, the Election Coordinator must be sufficiently satisfied that the person is a Park Glen homeowner before allowing the person to vote.

Assuming quorum is met, the Election Coordinator and Election-America will work together to ensure that complete vote results are provided at the annual meeting very quickly after voting is over.

If Quorum is not Met

If quorum is not met at the initial annual meeting or any reconvened meeting:

- No voting results are to be made known.
- The meeting will be recessed and voting will be extended.
- The meeting is to be reconvened at a convenient location set by the Association President and a convenient time and date between 5 and 14 days later set by the Election Coordinator. The time and place of the reconvened meeting is to be announced before the meeting is recessed.
- The slate of candidates will not change.
- Votes already cast will count (unless a voter replaces his or her vote in an allowable way).
- A non-personalized proxy form (as similar as possible to the proxy form sent out by Election-America) will be quickly made available on the Park Glen website and may be mass-produced for solicitation and collection by any Park Glen homeowner, to be voted in person by proxyholders at subsequent reconvened meetings until quorum is met.

Other Guidelines

The elected President, Vice President, and Secretary will be the candidate in each of those races receiving the greatest number of votes. The elected Directors will be the four candidates receiving the greatest number of votes among all candidates running for Director. This is according to Section 7.6 of the Association Bylaws.

If a home has a different owner after the owner address file is prepared for Election-America, the new owner may vote by:

- obtaining the voting information from the previous owner
- voting in person at the August 30 annual meeting.

If a Board is not elected on August 30 (e.g. lack of quorum or meeting postponed), Board action between August 30 and the date a Board has been appropriately elected is to be limited to that necessary to perpetuate the Association and to resolve emergency situations, with all action taken subject to review and/or reversal by the Board that is eventually elected.