

Park Glen Neighborhood Association

Agenda Board of Directors Meeting- In-person Only
Tuesday, March 19, 2024 at 7pm

Generations Church (formerly Alliance Church)
8400 Park Vista Blvd. (near north end of Park Vista Blvd.), Room E100 in the Main Building

The closest parking to the Main Building Entrance door is the southeast parking lot along Desert Falls Dr (second drive from Park Vista).

Please enter through the south drop off entrance.

APPROVED
BY BOARD
OF
DIRECTORS
ON
4-16-24

Call to Order, Welcome, and Introduction of Board Members:

Susan Kenney started the meeting at 7:00 PM. The quorum was met, and the meeting was called to order. The following Board Members were present in person: Susan Kenney, Ralph Robb, Tom Kaul, Paul Grove, Alvin Donohue, and Mark Stingley. Beth Rutkoski was absent.

Consideration of February 20, 2024 Board Meeting Minutes:

Tom Kaul made a motion to accept the February 20, 2024, Regular Board Meeting minutes. Ralph Robb seconded the motion. None opposed. **The Motion passed unanimously.**

Consideration of proposed correction to approved minutes for January 16, 2024 Board Meeting Minutes:

Alvin Donohue made a motion to accept the proposed correction to the January 16, 2024, Regular Board Meeting minutes. Tom Kaul seconded the motion. None opposed. **The Motion passed unanimously.**

Presentation by Jared Hall, natural resources manager for Fort Worth's Parks Department, and Lillian Collins, PID 6 General Manager, explaining the City of Fort Worth's upcoming Arcadia Park's North Prairie prescribed burn:

Mr. Hall stated that this discussion began last September when several of Park Glen's residents expressed their concern that several other areas throughout Fort Worth had regular prescribed burns but Arcadia Park's North Prairie had not received a prescribed burn in a number of years. He met with several of the residents and Lillian Collins, PID 6 General Manager. They discussed the abundance of invasive species in the Prairie and their effect. The Parks Department has been doing prescribed burns for the City of Fort Worth since 1980. A prescribed burn is the controlled application of fire in a specific area and under specific conditions. The burn will reduce the chance of fire from fireworks, lightning, etc., and minimize pests and disease. It improves the habitat for wildlife and the ash from the burn fertilizes the new plant growth. They will administer the prescribed burn on a day when the wind is fairly calm and no large events are planned in the park or area. Under a low wind speed, smoke will be minimal in the other areas of the park and surrounding neighborhoods. Wildlife will have ample time to move out of the area because of the slow nature of a prescribed burn. He said the hope is to have the burn beginning mid-day sometime in the summer. Lillian Collins pointed out that PID 6 mows the prairie once a year. It has not been mowed this year, in preparation for the burn. The PID 6 Board is in favor of the prescribed burn in that it would encourage plant and flower growth natural to Texas and help tremendously to rid the North Prairie of the abundant amount of invasive plant species. She mentioned that there will be a campaign to notify the

residents by way of signage, information in the newsletter, etc. Jared Hall and Lillian Collins took questions from several audience members in attendance. They seemed to satisfy their several concerns pointing to the successful prescribed burn in Chisholm Trail as an example.

Board Member Reports & Comments:

- Lillian Collins (PID 6 General Director) gave an update on PID 6 developments. At the last meeting, they discussed their mid-year budget. In addition, the toe beds were completed at North Beach and the remaining beds are a multi-year project. The wrought iron fence project has been started in the common areas. Every residence will not be covered based on the City of Fort Worth's decision. The new baseball field will be completed this spring. The neighborhood officers were able identify the drivers of the motorized vehicles in the park and appropriate action is being taken. The sprinkler system in the park was overhauled, converted to a "smart" system, and it saved \$80,000 last year. (see PID6.org)
- Gerry Sauls (project coordinator) gave an update on Sidewalk Project #4. Approximately 95% of the sidewalks being replaced in the Meadows are completed. Backfilling of replaced sidewalks has been completed. All sprinkler repairs have been made. Sidewalk replacement in Parkview is well underway. The expected completion date for both The Meadows and Parkview is mid-May 2024.

Community Manager's Report: Christina Fountain from NMI summarized and reported on the following:

- Neighborhood Updates/Status Report - Management Report (see attached)
- Monthly Financial Reports – December 2023, February 2024(see attached).

Treasurer's Report: Paul Grove had nothing to report this month but will report during the April 16th Board Meeting:

Events & Activities Report:

- Alvin Donohue (organizer) reported that the Sprinkler/irrigation Gardener Workshop on March 9th was very well attended and those in attendance learned an abundance of valuable information regarding installation, upkeep, water bill reduction, etc.
- Christina Fountain from NMI reported on the Eggstravaganza & Spring Festival scheduled for March 23, 2024. For the event, there will be inflatables, an Easter bunny, a trackless train, a strolling magician, a face painter, egg hunts, a vendor market, a food truck, a craft booth, and a musical act that will be performing for the duration of the event.
- Matt McCoy (coordinator) reported on the Cowtown cleanup for Arcadia Park - March 23, 2024. Volunteers will meet in the park at 8 AM and will receive supplies and t-shirts. Wear long sleeves and pants.
- Susan Kenney (coordinator) reported on the Free Coffee/Tea & more and Yoga in the Park events. They will both begin at 9 AM. Yoga in the Park will conclude at 10:00 AM and Coffee/Tea & more will conclude at 10:30 AM. Both events will take place for a number of Saturdays starting April 20th. More details pertaining to the events will be coming soon. Both events will be at Arcadia Park #4, 4850 Glen Springs Trail. World Blend will be supplying the coffee.
- Susan Kenney reported on the Free PGNA Shredding Event scheduled for April 27, 2024. It will be from 9 - 11 AM. The new location will be at Alliance Methodist Church at 7904 Park Vista Blvd (intersection of Redwood Trail and Park Vista).
- Susan Kenney reported on the upcoming Scholarship Program. The program's information, guidelines, and application will be put on the PGNA website (ParkGlen.org) in early April. Applications will be accepted between May 1 - June 1st. Among several items requested are two recent

recommendations (within the past year) and an official transcript (it does not have to be certified, sealed, or provided directly by the school). Volunteers for the Scholarship Committee will be most appreciated.

Business & Motions:

- Susan Kenney reported and made a motion to revise the motion from 2/20/24 to hold Yoga in the Park Event, on Saturdays from April 20th through May 18th with a budget not to exceed \$450, and with Susan Kenney as Coordinator. Mark Stingley seconded the motion. Those voting in favor were Tom Kaul, Susan Kenney, Mark Stingley, Alvin Donohue, and Ralph Robb. Paul Grove opposed. **The motion passed 5 to 1.**
- Susan Kenney reported and made a motion to revise the motion from 2/20/24 to hold a Coffee/Tea & More Event on Saturdays from April 20th through May 18th, with a budget not to exceed \$2500, and with Susan Kenney as Coordinator. Alvin Donohue seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported and made a motion to approve a 50% deposit for the Snow Hill for the Holiday in the Park Event 2024 to be held on December 14, 2024. The deposit is not to exceed \$1,705. Tom Kaul seconded the motion. None opposed. **The motion passed unanimously.**
- The motion to approve the permanent Lighting Regulations as presented at the meeting was discussed by the Board and audience members. The motion was tabled. Alvin Donohue and Mark Stingley will work on any potential revisions to the motion.

Member Comments - The Lifestyle Coordinator position was discussed. The Board has met in previous Workshops and will be addressing the possibility of hiring a Lifestyle Coordinator during a future Workshop.

Adjourn - The meeting was adjourned at 9:30 PM

Next Board Meeting is on April 16, 2024

Park Glen Neighborhood Association

Management Report from February 17, 2024, to March 15, 2024

Administrative

Homeowner Contact:

- 7 regarding violations (this includes violations on their own properties or neighbors).
- 2 resale certificate inquiries and/or mortgage questionnaires.
- 4 requesting contact change information (or adding email/phone numbers).
- 6 conversations regarding Property Modifications requirements information.
- Management sent several email blasts on behalf of the board.
- 6 conversations regarding the invoices/statements for the 2023/2024 assessment billing, assisting homeowners with payments, portal logins.
- Management processed several invoices and payments on behalf of the Board.
- Management filed the new enforcement and fining policy on behalf of the HOA.

Our office hours are Monday through Thursday 8:30 to 5:00. 8:30 to 3:00 on Fridays. There is a drop box outside the office for after hours. Office address is 5421 Basswood Blvd, Fort Worth 76137 (2 doors down from Premier Eye).

Christina Fountain, Senior Community Association Manager – cfountain@nmitx.com, 972-359-1548
Ashlee Weeks, Administrative Assistant, aweeks@nmitx.com, 972-359-1548 ext. 207
customercare@nmitx.com for all customer care information and assistance.

Change of Ownership

There have been 10 Properties ownership changes since February 2024 (same).

Homeowner Emails on File

As of March 17^h, we currently have 2918 emails on file (up 5 from 2,913 in February).

Park Glen Neighborhood Association

Management Report from February 17, 2024, to March 15, 2024

ACC Applications from 2.17.24 to 3.15.24

32 ACC applications were received from owners for the dates above.

14 approved, 17 under review and one denied.

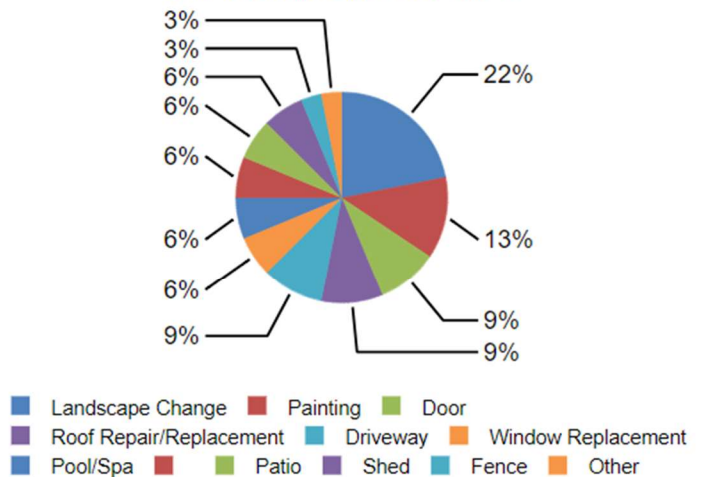
Park Glen Neighborhood Association, Inc.

ARC Report - Detail for 2/17/2024 - 3/15/2024

SUMMARY

Approved	13
Door	2
Driveway	1
Landscape Change	2
Other	1
Patio	2
Roof Repair/Replacement	3
Shed	2
Approved with Conditions	1
Painting	1
ARC Review	17
Door	1
Driveway	2
Fence	1
Landscape Change	5
Painting	3
Pool/Spa	2
Window Replacement	2
Denied Application	1
	1
Total	32

TOP DISTRIBUTION BY TYPE



Park Glen Neighborhood Association

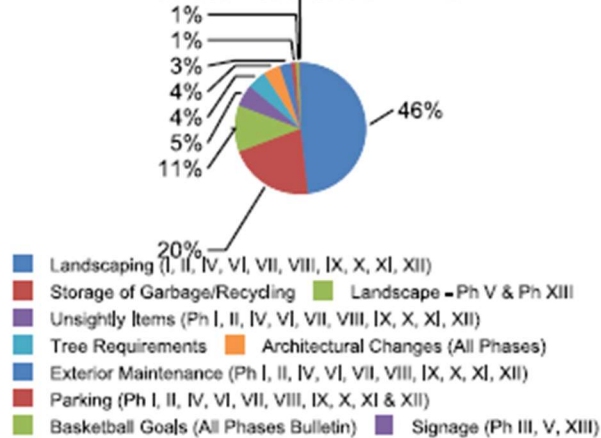
Management Report from February 17, 2024, to March 15, 2024

Violation Summary Report 2.17.24 to 3.15.24

SUMMARY

209 Notice	45
Architectural Changes (All Phases)	5
Basketball Goals (All Phases Bulletin)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Landscape - Ph V & Ph XIII	6
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	20
Storage of Garbage/Recycling	2
Tree Requirements	9
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
209 Notice - Sent Certified	13
Basketball Goals (All Phases Bulletin)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Exterior Maintenance (Ph III, V, XIII)	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	8
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Closed	236
Animals - (All Phases)	1
Architectural Changes (All Phases)	7
Basketball Goals (All Phases Bulletin)	2
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	9
Exterior Maintenance (Ph III, V, XIII)	5
Landscape - Ph V & Ph XIII	31
Landscape - Phase III	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	102
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	4
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	5
Signage (Ph III, V, XIII)	1
Storage of Garbage/Recycling	46
Stored/Inoperable Vehicles (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1

TOP DISTRIBUTION BY TYPE



Park Glen Neighborhood Association

Management Report from February 17, 2024, to March 15, 2024

Tree Requirements	2	
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	14	
Unightly Items (Ph III, V, XIII)	5	
Courtesy Notice	400	
Animals - (All Phases)	1	
Architectural Changes (All Phases)	18	
Basketball Goals (All Phases Bulletin)	2	
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	6	
Exterior Maintenance (Ph III, V, XIII)	3	
Landscape - Ph V & Ph XIII	38	
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	181	
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	4	
Parking (Ph III, V, XIII)	2	
Residential Use (Ph III, V, XIII)	1	
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1	
Storage of Garbage/Recycling	97	
Tree Requirements	19	
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	19	
Unightly Items (Ph III, V, XIII)	8	
Monitor	24	
Basketball Goals (All Phases Bulletin)	1	
Exterior Maintenance (Ph III, V, XIII)	1	
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	16	
Tree Requirements	3	
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	3	
Warning Notice	94	
Architectural Changes (All Phases)	2	
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	5	Storage of Garbage/Recycling 17
Exterior Maintenance (Ph III, V, XIII)	2	
Landscape - Ph V & Ph XIII	13	
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	44	Stored/Inoperable Vehicles (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII) 1
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1	Tree Requirements 3
Parking (Ph III, V, XIII)	3	Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII) 2
		Unightly Items (Ph III, V, XIII) 1
		Total 812

Park Glen Neighborhood Association

Management Report from February 17, 2024, to March 15, 2024

Violation Totals:

Open Violations:

Courtesy – 400 (194)

Warning – 94 (39)

209 Regular – 45 (15)

209 Certified – 13 (21)

Monitored – 24 (44)

Total = 576

236 (147) Closed

****209 Letter is the start of the legal process, these notices contain specific language that is mandated by Texas Property Code to send an account to the attorney, so a lawsuit may be filed to enforce deed restrictions that are not being met.**

Financials

Please refer to the attached for the Summary Financials for December 2023 and February 2024.

Legal (As of 2/16/2024) Collections Only

- 1** Collection/Pre-Litigation
- 5** Active Post Judgments
- 1** Bankruptcy

7 accounts currently with the Attorney

Respectfully Submitted,
Christina M. Fountain,
Senior Community Association
Manager Neighborhood
Management, Inc.

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 12/31/2023

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$53,556.42		\$53,556.42
1001 - CIT Operating Money Mkt *9421	\$75,390.67		\$75,390.67
1020 - PPB Operating Account *1794	\$118,932.76		\$118,932.76
1102 - AAB ICS Reserve MM *4845		\$107,070.11	\$107,070.11
1103 - CIT Reserve Money Mkt *4542		\$75,677.39	\$75,677.39
1120 - PPB Reserve Money Mkt *1785		\$112,966.86	\$112,966.86
1200 - CDARS Reserve CD *1072 weeks 08/22/24		\$133,882.62	\$133,882.62
1201 - CDARS Reserve CD *1102 52 weeks 08/22/24		\$133,882.65	\$133,882.65
1600 - Accounts Receivable	\$106,989.00		\$106,989.00
1605 - Allowance for Doubtful Accts	(\$7,067.51)		(\$7,067.51)
Total Current Assets	\$347,801.34	\$563,479.63	\$911,280.97
Total Assets	\$347,801.34	\$563,479.63	\$911,280.97
Liabilities / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$2,000.00		\$2,000.00
2050 - Prepaid Owners Assessments	\$16,944.59		\$16,944.59
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$2,740.00		\$2,740.00
Total Current Liabilities	\$21,684.59		\$21,684.59
Equity			
3500 - Fund Balance Retained	\$139,013.57	\$560,109.95	\$699,123.52
3550 - Current Year Gain / Loss	\$187,103.18	\$3,369.68	\$190,472.86
Total Equity	\$326,116.75	\$563,479.63	\$889,596.38
Total Liabilities / Equity	\$347,801.34	\$563,479.63	\$911,280.97

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2023 - 12/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	-	-	-	218,922.00	218,922.00	-	218,922.00
4500 - Interest Income	21.39	-	21.39	62.58	-	62.58	-
4550 - Interest on Assessments (Delinquent)	391.47	125.00	266.47	1,158.34	375.00	783.34	1,500.00
4603 - Social Event Income	4,107.00	1,250.00	2,857.00	17,476.05	3,750.00	13,726.05	15,000.00
Total Income	4,519.86	1,375.00	3,144.86	237,618.97	223,047.00	14,571.97	235,422.00
Total Income	4,519.86	1,375.00	3,144.86	237,618.97	223,047.00	14,571.97	235,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	124.00	-	(124.00)	7,416.20	5,500.00	(1,916.20)	5,500.00
5105 - Postage	338.67	-	(338.67)	675.63	7,000.00	6,324.37	7,000.00
5107 - Social Committee/Community Events	9,841.95	5,500.00	(4,341.95)	14,132.49	20,200.00	6,067.51	31,800.00
5107-02 - Community Programs	1,994.70	700.00	(1,294.70)	1,994.70	1,850.00	(144.70)	2,000.00
5112 - Committee Expense	-	-	-	-	-	-	500.00
5113 - Professional Management	6,942.00	6,942.00	-	20,826.00	20,826.00	-	83,304.00
5114 - Digital/Offsite Storage & Virus Protection	303.00	303.00	-	909.00	909.00	-	3,636.00
5115 - Website/Portal	703.13	-	(703.13)	703.13	800.00	96.87	800.00
5116 - Association Meetings	-	-	-	120.00	250.00	130.00	250.00
5117 - Licenses, Permits & Fees	165.00	-	(165.00)	165.00	-	(165.00)	120.00
5118 - Hospitality	-	125.00	125.00	-	375.00	375.00	1,500.00
5120 - Copies	-	-	-	-	500.00	500.00	500.00
5176 - Legal Fees	1,175.00	-	(1,175.00)	1,287.50	5,000.00	3,712.50	5,000.00
5177 - Legal Fees Billed Back	2,345.65	-	(2,345.65)	-	-	-	-
5180 - Other Professional	-	-	-	-	4,000.00	4,000.00	8,000.00
5181 - Audit & Accounting	-	500.00	500.00	-	500.00	500.00	500.00
5184 - Scholarships/Charity	-	-	-	500.00	-	(500.00)	8,000.00
Total General and Administrative Expenses	23,933.10	14,070.00	(9,863.10)	48,729.65	67,710.00	18,980.35	158,410.00

Taxes

5202 - Corporate Income Tax	-	-	-	1,118.00	-	(1,118.00)	2,000.00
Total Taxes	-	-	-	1,118.00	-	(1,118.00)	2,000.00

Insurance

5250 - Commercial Package Insurance	250.00	-	(250.00)	668.14	-	(668.14)	16,588.81
5251 - Directors' & Officers' Ins.	-	-	-	-	-	-	8,365.20
5252 - Umbrella Policy	-	-	-	-	-	-	3,588.44
Total Insurance	250.00	-	(250.00)	668.14	-	(668.14)	28,542.45

Infrastructure and Maintenance

5470 - Community Maintenance & Repairs	-	-	-	-	15,000.00	15,000.00	15,000.00
Total Infrastructure and Maintenance	-	-	-	-	15,000.00	15,000.00	15,000.00

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2023 - 12/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	31,469.55
Total Reserves	-	-	-	-	-	-	31,469.55
Total Expense	24,183.10	14,070.00	(10,113.10)	50,515.79	82,710.00	32,194.21	235,422.00
Operating Net Total	(19,663.24)	(12,695.00)	(6,968.24)	187,103.18	140,337.00	46,766.18	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2023 - 12/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	1,148.57	-	1,148.57	4,675.93	-	4,675.93	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	31,469.55
Total Income	1,148.57	-	1,148.57	4,675.93	-	4,675.93	31,469.55
Total Income	1,148.57	-	1,148.57	4,675.93	-	4,675.93	31,469.55
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	1,306.25	-	(1,306.25)	1,306.25	-	(1,306.25)	-
Total Infrastructure and Maintenance	1,306.25	-	(1,306.25)	1,306.25	-	(1,306.25)	-
Total Expense	1,306.25	-	(1,306.25)	1,306.25	-	(1,306.25)	-
Reserve Net Total	(157.68)	-	(157.68)	3,369.68	-	3,369.68	31,469.55
Net Total	(19,820.92)	(12,695.00)	(7,125.92)	190,472.86	140,337.00	50,135.86	31,469.55



HAVEN
COMMUNITY MANAGEMENT

AAMC®- ACCREDITED ASSOCIATION MANAGEMENT COMPANY®

Park Glen Neighborhood Association, Inc.

02/29/2024

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 2/29/2024

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking*4480	\$53,560.82		\$53,560.82
1001 - CIT Operating Money Mkt *9421	\$75,427.86		\$75,427.86
1020 - PPB Operating Account *1794	\$133,864.94		\$133,864.94
1102 - AAB ICS Reserve MM *4845		\$107,114.11	\$107,114.11
1103 - CIT Reserve Money Mkt *4542		\$75,714.71	\$75,714.71
1120 - PPB Reserve Money Mkt *1785		\$34,264.06	\$34,264.06
1200 - CDARS Reserve CD *1072 weeks 08/22/24		\$134,926.94	\$134,926.94
1201 - CDARS Reserve CD *1102 52 weeks 08/22/24		\$134,926.96	\$134,926.96
1600 - Accounts Receivable	\$82,760.89		\$82,760.89
1605 - Allowance for Doubtful Accts	(\$7,035.26)		(\$7,035.26)
Total Current Assets	\$338,579.25	\$486,946.78	\$825,526.03
Total Assets	\$338,579.25	\$486,946.78	\$825,526.03
Liabilities / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$1,000.00		\$1,000.00
2050 - Prepaid Owners Assessments	\$20,814.87		\$20,814.87
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$8,700.00		\$8,700.00
Total Current Liabilities	\$30,514.87		\$30,514.87
Equity			
3500 - Fund Balance Retained	\$139,013.57	\$560,109.95	\$699,123.52
3550 - Current Year Gain / Loss	\$169,104.66	(\$73,163.17)	\$95,941.49
3600 - Prior Year Adjustments	(\$53.85)		(\$53.85)
Total Equity	\$308,064.38	\$486,946.78	\$795,011.16
Total Liabilities / Equity	\$338,579.25	\$486,946.78	\$825,526.03

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 2/1/2024 - 2/29/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	-	-	-	218,922.00	218,922.00	-	218,922.00
4500 - Interest Income	20.11	-	20.11	104.17	-	104.17	-
4550 - Interest on Assessments (Delinquent)	(349.25)	125.00	(474.25)	461.65	625.00	(163.35)	1,500.00
4603 - Social Event Income	-	1,250.00	(1,250.00)	17,476.05	6,250.00	11,226.05	15,000.00
Total Income	(329.14)	1,375.00	(1,704.14)	236,963.87	225,797.00	11,166.87	235,422.00
Total Income	(329.14)	1,375.00	(1,704.14)	236,963.87	225,797.00	11,166.87	235,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	204.62	-	(204.62)	7,716.32	5,500.00	(2,216.32)	5,500.00
5105 - Postage	358.05	-	(358.05)	1,375.85	7,000.00	5,624.15	7,000.00
5107 - Social Committee/Community Events	265.00	-	(265.00)	14,397.49	20,200.00	5,802.51	31,800.00
5107-02 - Community Programs	-	-	-	1,994.70	1,850.00	(144.70)	2,000.00
5112 - Committee Expense	-	-	-	-	-	-	500.00
5113 - Professional Management	6,942.00	6,942.00	-	34,710.00	34,710.00	-	83,304.00
5114 - Digital/Offsite Storage & Virus Protection	314.00	303.00	(11.00)	1,526.00	1,515.00	(11.00)	3,636.00
5115 - Website/Portal	-	-	-	945.71	800.00	(145.71)	800.00
5116 - Association Meetings	-	-	-	367.00	250.00	(117.00)	250.00
5117 - Licenses, Permits & Fees	-	-	-	165.00	-	(165.00)	120.00
5118 - Hospitality	-	125.00	125.00	-	625.00	625.00	1,500.00
5120 - Copies	-	-	-	-	500.00	500.00	500.00
5176 - Legal Fees	337.50	-	(337.50)	1,625.00	5,000.00	3,375.00	5,000.00
5177 - Legal Fees Billed Back	1,472.50	-	(1,472.50)	-	-	-	-
5180 - Other Professional	-	-	-	-	4,000.00	4,000.00	8,000.00
5181 - Audit & Accounting	245.00	-	(245.00)	500.00	500.00	-	500.00
5184 - Scholarships/Charity	-	-	-	500.00	-	(500.00)	8,000.00
Total General and Administrative Expenses	10,138.67	7,370.00	(2,768.67)	65,823.07	82,450.00	16,626.93	158,410.00

Taxes

5202 - Corporate Income Tax	-	-	-	1,118.00	-	(1,118.00)	2,000.00
Total Taxes	-	-	-	1,118.00	-	(1,118.00)	2,000.00

Insurance

5250 - Commercial Package Insurance	-	-	-	918.14	-	(918.14)	16,588.81
5251 - Directors' & Officers' Ins.	-	-	-	-	-	-	8,365.20
5252 - Umbrella Policy	-	-	-	-	-	-	3,588.44
Total Insurance	-	-	-	918.14	-	(918.14)	28,542.45

Infrastructure and Maintenance

5470 - Community Maintenance & Repairs	-	-	-	-	15,000.00	15,000.00	15,000.00
Total Infrastructure and Maintenance	-	-	-	-	15,000.00	15,000.00	15,000.00

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 2/1/2024 - 2/29/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	31,469.55
Total Reserves	-	-	-	-	-	-	31,469.55
Total Expense	10,138.67	7,370.00	(2,768.67)	67,859.21	97,450.00	29,590.79	235,422.00
Operating Net Total	(10,467.81)	(5,995.00)	(4,472.81)	169,104.66	128,347.00	40,757.66	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 2/1/2024 - 2/29/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	1,068.10	-	1,068.10	6,896.61	-	6,896.61	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	31,469.55
Total Income	1,068.10	-	1,068.10	6,896.61	-	6,896.61	31,469.55
Total Income	1,068.10	-	1,068.10	6,896.61	-	6,896.61	31,469.55
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	53,485.25	-	(53,485.25)	80,059.78	-	(80,059.78)	-
Total Infrastructure and Maintenance	53,485.25	-	(53,485.25)	80,059.78	-	(80,059.78)	-
Total Expense	53,485.25	-	(53,485.25)	80,059.78	-	(80,059.78)	-
Reserve Net Total	(52,417.15)	-	(52,417.15)	(73,163.17)	-	(73,163.17)	31,469.55
Net Total	(62,884.96)	(5,995.00)	(56,889.96)	95,941.49	128,347.00	(32,405.51)	31,469.55

Hello Board,

I have the Coffee/Tea and Yoga in the Park Events on the agenda under Business and Motions, because I have learned that there would be an insurance charge as well as a park fee charge. I was originally told by the Parks Dept. that there wouldn't be a park fee, but I received the permit the other day and they had a \$75/day permit fee. So far, the Parks Dept. is saying they need to charge this fee.

The insurance is an interesting story which we will want to consider when discussing the possibility of a Lifestyle Coordinator. What I have found out is that since we don't have any common area or a club house, we need to get special event insurance for an event that we hold. Our existing insurance has a clause that excludes events. If we were to have an event at a restaurant, winery, or other place of business which carries their own insurance, then we wouldn't need the special event insurance, because the venue would carry the insurance.

For this Coffee/Yoga in the Park Event, originally the insurance company was going to charge \$250 per day for the Coffee/Yoga Event which would have been \$1,750. After further asking and questioning, it was sent out again several times, and in the end a larger insurance company quoted \$525 for the 7 days, which is \$75/day.

With May 25th being a Memorial Day weekend and June 1st, may become hot, I recommend that we have the Coffee/Yoga Events for 5 Saturdays from April 20th through May 18th.

That way we could also stay close to budget. With sharing the cost of the \$525 insurance fee, the Yoga budget would need to increase to \$450 instead of \$250. The Coffee/Tea budget could remain at \$2,500. Please see the spread sheet attached, the green shows costs for doing either 7 or 5 days with the increased cost for insurance and park permit. I haven't shared the park permit between both yoga and coffee/tea because we can go to anywhere in the surrounding area of the pavilion to do yoga. I think it would be good to have the coffee under the pavilion, so we will want to reserve it.

Thanks,
Susan

Cost Estimates for Coffee/Tea in the Park and Yoga in the Park

	Cost per day (serving approx. 125 adults and 100 children) for coffee/ tea/juice		
Coffee in the Park - on 7 Saturdays from April 20 - June 1st (4/20, 4/27, 5/4, 5/11, 5/18, 5/25, 6/1), approx. 9 am - 10:30 am			
Container of 192 oz of drip coffee (24 8 oz cups) = \$30 w/o tax, 4 containers x\$30 (96 people) = \$1.25 per person (World Blend provided best price)	\$120.00		
Sugar	\$10.00		
Splenda	\$10.00		
Half n Half	\$12.00		
Almond Milk	\$5.00		
Stirrers	\$5.00		
Tea bags	\$5.00		
Biscotti or other	\$30.00		
Granola bars	\$15.00		
Juice boxes (32 box for \$14) (3x\$14 = \$42, 96 kids)	\$42.00		
Water bottles (80 small bottles)	\$9.00		
Sub-Total	\$263.00		
Total w tax	\$284.70		
7 Saturdays x \$284.70= \$1,992.90 SubTotal	\$1,992.88		
Insurance cost for 7 days for both events is \$525 (\$75/day). Half of cost is \$263	\$263.00		
Park Permit for 7 days+ \$525 (\$75/day)	\$525.00		
Total for 7 days for Coffee/Tea	\$2,780.88		
Total for 5 days for Coffee/Tea is \$2,212			
Coffee/Tea in the Park Approved budget - \$2,500			
Yoga in the Park Saturdays from April 20 - June 1st (4/20, 4/23, 4/27, 4/30, 5/4, 5/7, 5/11, 5/14, 5/18, 5/21, 5/25, 5/28, 6/1), approx. 9 am - 10am			
\$35 / hour, 7 days x \$35 = 245	\$245.00		
Insurance cost for 7 days for both events is \$525 (\$75/day). Half of cost is \$263	\$263.00		
Total for 7 days for Yoga	\$508.00		
Total for 5 days for Yoga is \$438			
Yoga in the Park Approved Budget - \$250			

**CERTIFICATE OF PRESIDENT
of
PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.
regarding
BOARD RESOLUTION
adopting
PERMANENT LED LIGHTING GUIDELINES**

THE STATE OF TEXAS §
 §
COUNTY OF TARRANT §

The undersigned, being the duly elected, qualified and acting President of Park Glen Neighborhood Association, Inc., a Texas non-profit corporation ("Association") does hereby certify that the following is a true and correct copy of a resolution of this corporation as adopted by the Board of Directors of the Association ("Board") at a duly called meeting held on the _____ day of _____, 2023:

The various declarations governing the property grant the Association the power to adopt resolutions regarding reasonable, uniform, and fair architectural standards for the community.

The "Permanent LED Lighting Guidelines" were approved as set forth below:

Permanent LED Lighting Guidelines:

All exterior lighting must be approved by the Architectural Control Committee (the "ACC") for type, location and illumination. The type, color, and quality of all exterior lighting on a Lot must be compatible with the exterior lighting generally used throughout the community, as determined by the ACC. Outdoor lighting shall be installed in such a way to shield or minimize the amount of spill light on adjacent properties, homes or streets. All exterior lighting must be kept in a clean and working manner, lighting should not be a nuisance to neighboring Lots. No strobe lighting is permitted.

All permanent LED strip lighting (such as JellyFish Lighting) must be approved by the Architectural Control Committee (the "ACC") prior to installation and, except as provided below as to holiday lights, must be white or soft white in color. Applications submitted to the ACC for installation of permanent LED strip lighting must include, in addition to the standard ACC application requirements, a diagram of the home with markings showing the proposed location of the lighting.

If the request is for holiday and event lighting, the LED strips may only be turned on according the following schedule:

1. **Christmas and New Year’s Day.** The day after Thanksgiving through January 1st of the following year.
2. **Halloween.** The month of October.
3. **Other Religious/Nationally Recognized Holidays.** The day of the holiday and up to thirty (30) days prior.
4. **Non-holiday Events (e.g. sports celebrations, birthday party).** The day of the event.

In addition, running lights are not permitted at any time. Lighting must be set to illuminate at dusk and turn off by midnight.

I certify that I am the duly elected, qualified and acting President of the Association and that the foregoing resolutions were approved as set forth above and now appear in the books and records of the Association.

TO CERTIFY WHICH WITNESS our hands on this ____ day of _____, 2023.

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.

By: _____

Printed: _____

Its: President

THE STATE OF TEXAS §
 §
COUNTY OF _____ §

BEFORE ME, the undersigned notary public, on this ___ day of _____, 2023 personally appeared _____, President of Park Glen Neighborhood Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity therein expressed.

Notary Public in and for the State of Texas