

Park Glen Neighborhood Association

Agenda Board of Directors Meeting- In-person Only
Tuesday, April 16, 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
5/21/24

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, Tom Kaul, Alvin Donohue, Mark Stingley, and Beth Rutkoski. Paul Grove arrived at 7:12 PM. Ralph Robb was absent.

Announcement of Board Actions since the March 19, 2024 Board Meeting:

Susan Kenney reported that on 4/6/24 Tom Kaul made a motion to strongly oppose the rezoning request ZC-24-022, which proposes to rezone the property from "CF" Community Facilities to "E" Neighborhood Commercial, and we respectfully ask that the City Zoning Commission and the City Council deny the ZC-24-022 rezoning request. Park Glen was the first planned community developed by Hillwood Development in Fort Worth. Hillwood Development established a location for Community Facilities zoning in the heart of our community. This location was originally a YMCA, later a Boy Scout Longhorn Activity Center, and now an iExplore Montessori School. This Community Facilities Zoning District provides for uses and services that are important to our Community. Seventeen letters/emails were received by the city requesting that the rezoning be denied. Alvin Donohue seconded the motion. Those voting in favor of the motion were: Tom Kaul, Alvin Donohue, Mark Stingley, Beth Rutkoski, Susan Kenney, and Ralph Robb. **The motion passed unanimously.**

Consideration of March 19, 2024 Board Meeting Minutes:

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

Board Member Reports & Comments:

- Gerry Sauls (project coordinator) gave an update on Sidewalk Project #4. Almost all of the sidewalks being replaced in the Meadows (103 homes) are completed and they should be finished in a couple of weeks. The work on Parkview (115 homes) is approximately 75% - 85% completed. The expected completion date for both The Meadows and Parkview is late May 2024.
- Susan Kenney stated that the last Board Meeting was cancelled and the next Board Meeting will take place on Wednesday, May 29th at 6:30 PM. All PID6 Advisory Board Meetings are held at the FirstService Residential Office located at 9800 Hillwood Parkway Suite 210 Fort Worth, TX, 76177. (see PID6.org)

- Susan Kenney gave a brief update on the ZC-24-022 rezoning request (southwest corner of Basswood and Park Vista). The public hearing has been postponed until Wednesday, May 8th. Letters to the Zoning Commission should be submitted by 5 PM on Monday, May 6th. Letters submitted after that date will still be included in the record and packet to the City Council.

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 – March 2024(see attached).

Treasurer's Report:

- Paul Grove (PGNA Treasurer) reported on the Movie in the Park event. Melissa Medici coordinated the event and the movie was Lilo and Stitch. It was considerably under budget. The expenses were \$786, well under the budget of \$2300 that we had set aside for the event because the movie equipment and inflatable screen were donated.
- Paul Grove (PGNA Treasurer) reported on the Eggstravaganza & Spring Festival event. 20 exhibitors were in attendance of which they each paid \$50 contributing to a total revenue of \$1000. Total expenses were \$9,400 which calculates to a net cost of \$8,400. The Board budgeted \$9,500 resulting in the event being under budget by \$1,100.

Events & Activities Report:

- Brandy Jones from NMI (coordinator) reported on the Eggstravaganza & Spring Festival held on March 23, 2024. It was extremely successful. For the event, there were inflatables, an Easter bunny, a trackless train, a strolling magician, a face painter, egg hunts, a market that included 20 vendors, food trucks, a craft booth, and a musical act that performed for the duration of the event.
- Matt McCoy (coordinator) reported on the Cowtown cleanup for Arcadia Park - March 23, 2024. 10 volunteers met in the park at 8 AM and collected 12 large bags of trash from Arcadia Park.
- Susan Kenney (coordinator) reported on the Free Coffee/Tea & more and Yoga in the Park events. These are new events and 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 and concluding on May 18th. 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. There will also be juice pouches for kids, water bottles, snacks, etc.
- 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 are on the PGNA website (ParkGlen.org). 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). High School graduates or homeowners attending either Trade School or a College program are encouraged to apply.

Business & Motions:

- Susan Kenney reported and made a motion to appoint Phil Csoros, Lawrence Courtien, Rachael Ross, and Rachel Campbell to the 2024 Scholarship Selection Committee. Mark Stingley seconded the motion. **The motion passed unanimously.**
- Susan Kenney reported and made a motion to appoint Lawrence Courtien to the Architectural Control Committee for the remainder of Daniel Robertson's term, who has not been able to serve. Tom Kaul seconded the motion. **The motion passed unanimously.**
- Susan Kenney reported and Beth Rutkoski made a motion to approve PGNA 2024 Board Elections Guidelines and Schedule, and a maximum cost of up to \$4,900, excluding postage, to YesElections to run the Election (Candidate names can be rotated on the online ballot without an additional charge). Alvin Donohue seconded the motion. **The motion passed unanimously.**
- Susan Kenney reported and made a motion to allocate up to \$1000 for the Park Glen Independence Celebration Parade, to be held on June 29, 2024, and to appoint Kristy Shallcross as Coordinator. This budget includes the insurance for the event. Tom Kaul seconded the motion. **The motion passed unanimously.**
- Susan Kenney reported and Alvin Donohue made a motion to allocate up to \$1,800 to provide inflatables and insurance for the PID6 Fireworks Celebration, scheduled for June 29, 2024, dependent on whether there is an adult volunteer to oversee the inflatables at the event. Beth Rutkoski seconded the motion. **The motion passed unanimously.**
- Susan Kenney reported and Mark Stingley made a motion to appoint Matt McCoy as the Yard of the Month Coordinator, approve the Guidelines, and set the following dates for the Yard of the Month Contest: June 1-4, July 6-9, and August 3-6. Alvin Donohue seconded the motion. **The motion passed unanimously.**
- Susan Kenney reported and made a motion to promote a number of neighborhood block parties hosted by Park Glen residents on Texas's National Night Out date of October 1st, 2024, and allocate a reimbursement of up to \$75 per block party for the first 40 registered block parties. The reimbursement must be used for food, non-alcoholic beverages, supplies (paper products, signage, decorations, and other similar items), and rentals. Also, to appoint Melissa Medici as coordinator for PGNA National Night Out's promotion and reimbursements. Alvin Donohue seconded the motion. **The motion passed unanimously.**
- Motions pertaining to Movie in the Park and Mailbox Repairs were discussed at length and tabled for a future Board Meeting.

Member Comments - Audience members commented and expressed their strong opposition to the rezoning request ZC-24-022, which proposes to rezone the property from "CF" Community Facilities to "E" Neighborhood Commercial. An audience member also wanted to know if there's a way to have the maps of the Villages on the website updated. They are not clear and address numbers are unreadable. The Board will look into remedying this. All documents are recorded with the County Clerk.

Adjourn - The meeting was adjourned at 8:40 PM

Next Board Meeting is on May 21, 2024

Park Glen Neighborhood Association

Management Report from March 16, 2024 to April 12, 2024

Administrative

Homeowner Contact:

- 12 regarding violations (this includes violations on their own properties or neighbors).
- 1 resale certificate inquiries and/or mortgage questionnaires.
- 7 requesting contact change information (or adding email/phone numbers).
- Management sent several email blasts on behalf of the board.
- 2 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 met with board president and the HOA attorney via phone conference.
- Management continues to evaluate the mailboxes.

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 20 Properties ownership changes since March 2024.

Homeowner Emails on File

As of April 12th, we currently have 2915 emails on file (down 3 2,918 in March).

Park Glen Neighborhood Association

Management Report from March 16, 2024 to April 12, 2024

ACC Applications from 3.16.24 to 4.12.24

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

26 approved, 5 under review or waiting for additional information, 6 denied, and 3 closed.

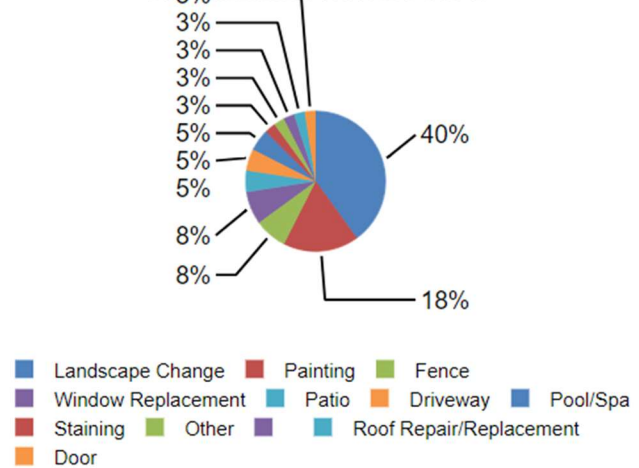
Park Glen Neighborhood Association, Inc.

ARC Report - Detail for 3/16/2024 - 4/12/2024

SUMMARY

Approved	23
Door	1
Driveway	1
Fence	3
Landscape Change	8
Painting	3
Patio	1
Pool/Spa	2
Roof Repair/Replacement	1
Window Replacement	3
Approved with Conditions	3
Driveway	1
Landscape Change	1
Other	1
ARC Review	3
Landscape Change	2
Painting	1
Closed	3
Landscape Change	3
Denied Application	6
	1
Landscape Change	1
Painting	2
Patio	1
Staining	1
Request More Information	2
Landscape Change	1
Painting	1
Total	40

TOP DISTRIBUTION BY TYPE



Park Glen Neighborhood Association

Management Report from March 16, 2024 to April 12, 2024

Violation Summary Report 3.16.24 to 4.12.24

Park Glen Neighborhood Association, Inc.

Violation Report - Detail for 3/16/2024 - 4/12/2024

SUMMARY

209 Notice	60
Architectural Changes (All Phases)	2
Exterior Maintenance (Ph III, V, XIII)	1
Landscape - Ph V & Ph XIII	4
Landscape - Phase III	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	37
Parking (Ph III, V, XIII)	1
Storage of Garbage/Recycling	8
Tree Requirements	2
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	3
Unightly Items (Ph III, V, XIII)	1
209 Notice - Sent Certified	26
Architectural Changes (All Phases)	1
Exterior Maintenance (Ph III, V, XIII)	1
Landscape - Ph V & Ph XIII	4
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	9
Leasing - PKGN	1
Storage of Garbage/Recycling	2
Tree Requirements	6
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Closed	233
Architectural Changes (All Phases)	4
Basketball Goals (All Phases Bulletin)	5
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Exterior Maintenance (Ph III, V, XIII)	4
Landscape - Ph V & Ph XIII	2
Landscape - Phase III	11
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	13
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	105
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1
Parking (Ph III, V, XIII)	2
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	3
Storage of Garbage/Recycling	62

TOP DISTRIBUTION BY TYPE



- Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)
- Storage of Garbage/Recycling
- Landscape - Ph V & Ph XIII
- Tree Requirements
- Landscape - Phase III
- Architectural Changes (All Phases)
- Exterior Maintenance (Ph III, V, XIII)
- Basketball Goals (All Phases Bulletin)
- Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)

Park Glen Neighborhood Association

Management Report from March 16, 2024 to April 12, 2024

Stored/Inoperable Vehicles (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1	
Tree Requirements	3	
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	13	
Unightly Items (Ph III, V, XIII)	2	
Courtesy Notice	489	
Architettura] Changes (All Phases)	7	
Basketball Goals (All Phases Bulletin)	3	
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1	
Exterior Maintenance (Ph III, V, XIII)	3	
Landscape - Ph V & Ph XIII	24	
Landscape - Phase III	9	
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	283	
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	6	
Parking (Ph III, V, XIII)	6	
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2	
Storage of Garbage/Recycling	117	
Tree Requirements	12	
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	12	
Unightly Items (Ph III, V, XIII)	4	
Monitor	23	
Architettura] Changes (All Phases)	2	
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1	
Landscape - Ph V & Ph XIII	1	
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	15	
Leasing - PKGN	1	
Tree Requirements	3	
Warning Notice	142	
Architettura] Changes (All Phases)	4	
Basketball Goals (All Phases Bulletin)	3	
Exterior Maintenance (Ph III, V, XIII)	2	
Landscape - Ph V & Ph XIII	4	
Landscape - Phase III	1	
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	67	
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1	
Parking (Ph III, V, XIII)	1	
Storage of Garbage/Recycling	47	
Tree Requirements	6	
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	4	
Unightly Items (Ph III, V, XIII)	2	

Park Glen Neighborhood Association

Management Report from March 16, 2024 to April 12, 2024

Violation Totals:

Open Violations:

Courtesy – 489 (400)

Warning – 142 (94)

209 Regular – 60 (45)

209 Certified – 26 (13)

Monitored – 23 (24)

Total = 740

233 (236) 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 March 2024.

Legal (As of 4/8/2024) Collections Only

1 Collection/Pre-Litigation

4 Active Post Judgments

1 Bankruptcy

6 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 3/31/2024

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking*4480	\$1.76		\$1.76
1001 - CIT Operating Money Mkt *9421	\$14.88		\$14.88
1020 - PPB Operating Account *1794	\$128,617.57		\$128,617.57
1021 - PPB ICS Operating MM *1794	\$129,017.30		\$129,017.30
1102 - AAB ICS Reserve MM *4845		\$18.34	\$18.34
1103 - CIT Reserve Money Mkt *4542		\$14.94	\$14.94
1120 - PPB Reserve Money Mkt *1785		\$77,224.34	\$77,224.34
1121 - PPB ICS Reserve MM *1785		\$107,137.88	\$107,137.88
1200 - CDARS Reserve CD *1072 weeks 08/22/24		\$135,469.71	\$135,469.71
1201 - CDARS Reserve CD *1102 52 weeks 08/22/24		\$135,469.73	\$135,469.73
1600 - Accounts Receivable	\$77,293.27		\$77,293.27
1605 - Allowance for Doubtful Accts	(\$6,975.26)		(\$6,975.26)
Total Current Assets	\$327,969.52	\$455,334.94	\$783,304.46
Total Assets	\$327,969.52	\$455,334.94	\$783,304.46
Liabilities / Equity			
	Operating	Reserve	Total
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$2,000.00		\$2,000.00
2050 - Prepaid Owners Assessments	\$19,522.07		\$19,522.07
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$9,530.00		\$9,530.00
Total Current Liabilities	\$31,052.07		\$31,052.07
Equity			
3500 - Fund Balance Retained	\$139,013.57	\$560,109.95	\$699,123.52
3550 - Current Year Gain / Loss	\$157,976.58	(\$104,775.01)	\$53,201.57
3600 - Prior Year Adjustments	(\$72.70)		(\$72.70)
Total Equity	\$296,917.45	\$455,334.94	\$752,252.39
Total Liabilities / Equity	\$327,969.52	\$455,334.94	\$783,304.46

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 3/1/2024 - 3/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	(5.50)	-	(5.50)	218,916.50	218,922.00	(5.50)	218,922.00
4500 - Interest Income	45.26	-	45.26	149.43	-	149.43	-
4550 - Interest on Assessments (Delinquent)	203.12	125.00	78.12	664.77	750.00	(85.23)	1,500.00
4603 - Social Event Income	-	1,250.00	(1,250.00)	17,476.05	7,500.00	9,976.05	15,000.00
4604 - Advertising Revenue for Benevolence	50.00	-	50.00	50.00	-	50.00	-
Total Income	292.88	1,375.00	(1,082.12)	237,256.75	227,172.00	10,084.75	235,422.00
Total Income	292.88	1,375.00	(1,082.12)	237,256.75	227,172.00	10,084.75	235,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	8.00	-	(8.00)	7,724.32	5,500.00	(2,224.32)	5,500.00
5105 - Postage	1,574.52	-	(1,574.52)	2,950.37	7,000.00	4,049.63	7,000.00
5107 - Social Committee/Community Events	2,204.94	-	(2,204.94)	16,602.43	20,200.00	3,597.57	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	-	41,652.00	41,652.00	-	83,304.00
5114 - Digital/Offsite Storage & Virus Protection	314.00	303.00	(11.00)	1,840.00	1,818.00	(22.00)	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	-	120.00	120.00	165.00	120.00	(45.00)	120.00
5118 - Hospitality	-	125.00	125.00	-	750.00	750.00	1,500.00
5120 - Copies	-	-	-	-	500.00	500.00	500.00
5176 - Legal Fees	377.50	-	(377.50)	2,002.50	5,000.00	2,997.50	5,000.00
5180 - Other Professional	-	-	-	-	4,000.00	4,000.00	8,000.00
5181 - Audit & Accounting	-	-	-	500.00	500.00	-	500.00
5184 - Scholarships/Charity	-	-	-	500.00	-	(500.00)	8,000.00
Total General and Administrative Expenses	11,420.96	7,490.00	(3,930.96)	77,244.03	89,940.00	12,695.97	158,410.00

Taxes

5202 - Corporate Income Tax	-	2,000.00	2,000.00	1,118.00	2,000.00	882.00	2,000.00
Total Taxes	-	2,000.00	2,000.00	1,118.00	2,000.00	882.00	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 3/1/2024 - 3/31/2024

	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	11,420.96	9,490.00	(1,930.96)	79,280.17	106,940.00	27,659.83	235,422.00
Operating Net Total	(11,128.08)	(8,115.00)	(3,013.08)	157,976.58	120,232.00	37,744.58	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 3/1/2024 - 3/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	1,180.16	-	1,180.16	8,076.77	-	8,076.77	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	31,469.55
Total Income	1,180.16	-	1,180.16	8,076.77	-	8,076.77	31,469.55
Total Income	1,180.16	-	1,180.16	8,076.77	-	8,076.77	31,469.55
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	32,792.00	-	(32,792.00)	112,851.78	-	(112,851.78)	-
Total Infrastructure and Maintenance	32,792.00	-	(32,792.00)	112,851.78	-	(112,851.78)	-
Total Expense	32,792.00	-	(32,792.00)	112,851.78	-	(112,851.78)	-
Reserve Net Total	(31,611.84)	-	(31,611.84)	(104,775.01)	-	(104,775.01)	31,469.55
Net Total	(42,739.92)	(8,115.00)	(34,624.92)	53,201.57	120,232.00	(67,030.43)	31,469.55

Park Glen Neighborhood Association

2023~~4~~ Election Guidelines

Please note the following guidelines are just that, guidelines. In the event the Association deviates or fails to comply with any of these guidelines but such failure or deviation does not violate the Association's governing documents or State law, then it will not operate to invalidate the election or any process associated therewith.

Election Timeline

- By June ~~23rd~~ **21**- Mailing 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.
- By June ~~23rd~~-**21**- Communicate the election, candidate filing opportunity, and guidelines via the ParkGlen.org website, e-mail messages sent to our e-blast list, and Facebook posts. Repeat between June ~~30th~~ **28**- July ~~11th~~ **9** and again between July ~~15~~ **13-21** **19**.
- By June ~~23rd~~ **21** Candidate filing period opens. Post candidates & candidate statements on website as they come in and candidate eligibility is verified.
- July ~~25th~~ **23**- Candidate filing period closes. All filings must be received by the end of the day on this date, regardless of the sending method.
- By July ~~26th~~ **24**- send candidate names and statements to YesElections, each candidate, the existing Board members, and the ParkGlen.org webmaster.
- By July ~~28th~~ **26**- YesElections prepares candidate information sheets, ballots, information letters, & voting website.
- By July ~~31st~~ **29** - PGNA provides final approval of print materials to YesElections.
- By August ~~9th~~ **7** - YesElections mails letter, mail-in ballot, & candidate information sheet to each homeowner.
- By August ~~11th~~ **9** - Advance Voting period opens.
- September ~~12th~~ **10** - (Tuesday) at noon - Advance voting period ends for receipt in YES Elections office of mail in ballot.
- September ~~12th~~-**10** - (Tuesday) - Online voting will be available until 7:30 pm.
- September ~~12th~~ **10** - (Tuesday) - The Annual Meeting will be held in-person and online at 7pm. In-person voting will be available at the in-person meeting from 7:00 pm - 7:30 pm, or via a ballot drop box by 6:00 p.m until September ~~12th~~ **10** - Assuming quorum is met, results will be made known at or after the meeting.

Election Coordinator

The Association's contracted community manager will serve as the "Election Coordinator" for 202~~3~~**4** and 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, communicate receipt of filings to filers, and provide candidate information to the community's webmaster and to YesElections.

The candidate filing form and relevant filing guidelines will appear on the Park Glen website by June 23rd 21. 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 will be able to file by as many of these methods as the Election Coordinator can support: mail, in-person, fax, or e-mail. All filings (even mailed 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:

- verify that the applicant is personally listed as a Park Glen homeowner on Tarrant Appraisal District records or has otherwise proven ownership of a Park Glen home to the satisfaction of the Election Coordinator,
- confirm acceptance of the filing to the candidate by e-mail within 48 hours of receipt or by July 26th 24 whichever is earlier, including 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).
- Relay the candidate's name, position being sought, and candidate statement to the ParkGlen.org webmaster within 48 hours of receipt or by July 26th 24, whichever is earlier, so that the candidate's information can be promptly added to the website.

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.

The coordinator will create a single document that lists all 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 filings were received. Within four days after the filing period ends, the coordinator will submit the complete document to YesElections, each candidate, the existing Board

members, and the ParkGlen.org webmaster. YesElections will use the information to prepare the candidate information sheet to be sent to all homeowners. The ParkGlen.org webmaster will use the information to verify and add to the candidate information already posted on the website.

Before Advance Voting Starts

Before the start of the advance voting period, YesElections is to send voting information to exactly 3,317 homeowners of record, using an owner address list from the Association's management company and provided to YesElections by the date that they have specified to need that file.

The mailing from YesElections to each homeowner will be in a white envelope with the words "PARK GLEN NEIGHBORHOOD ASSOCIATION" and the words "Ballot Enclosed" across the front in red. The envelope will contain:

- An explanation of the election and the voting process, including
 - Instructions and individual access code for online voting via YesElection's website.
 - An explanation of the option and procedure for each homeowner to request from YesElections a personalized proxy form that a homeowner may fill out and send to YesElections to designate another homeowner to vote on the homeowner's behalf in person at the September 12th annual meeting.
- A candidate information sheet that shows the name, office being sought, and candidate statement of each candidate who filed.
- A personalized paper "absentee" ballot that a homeowner may fill out and send to YesElections.
- A preprinted return envelope (but not postage-paid).

At the time that the envelopes are mailed, the YesElections website should be ready within two days 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 September 12th 10 annual meeting and in-person voting on September 12th- 10) , 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

In advance of the September 12th 10 Annual Meeting, a homeowner may:

- Vote in advance online using the access code provided by YesElections, by 7:30 pm on September 12th 10.
- Vote in advance by returning to YesElections the absentee ballot provided by YesElections, for receipt in YesElection's office by 12 noon September 12th 10.
- Designate another Park Glen homeowner as his or her proxy (to cast a vote on his or her behalf in person on September 12th 10) by requesting a personalized proxy form from YesElections, filling out the paper "proxy form" and returning it to YesElections. Just before the annual meeting, YesElections will provide this proxy information to the Election Coordinator. The proxyholder must cast an in-person vote on behalf of the original voter in the same manner as any other in-person voter (see "In-Person Voting" below).

Any homeowner who has a question about the voting process or needs help in voting should call YesElections at 866-384-9978. Inquiries to YesElections 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 on September 12th 10.

On a regular basis throughout advance voting, YesElections will communicate to the Election Coordinator 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, existing members of the Board, and the ParkGlen.org webmaster.

In-Person Voting

In-person voting on September 12th- 10 will be conducted under the direction of the Election Coordinator, who may recruit and utilize other trusted volunteers.

If attending the in-person annual meeting: Computers and/or tablets with Internet access will be available for homeowners to cast votes in person from 7:00 pm -7:30 pm. Paper ballots, as similar as possible to the "absentee ballot" sent out by YesElections, will be available as a backup to online voting. Copies of candidate filing statements will also be available. Submitted paper ballots must be signed (per Texas Property Code 209.0058).

If attending the online annual meeting: A ballot drop box will take the place of in-person voting at the meeting. This drop box is outside NMI's front door and will accept ballots up to 6:00 pm on September 12th 10. The offices of NMI (Neighborhood Management, Inc.) are located at 5421 Basswood Blvd Suite 710 (next to Premier Eye Care). Paper ballots, as similar as possible to the "absentee ballot" sent out by YesElections, will be used. Submitted paper ballots must be signed (per Texas Property Code 209.0058).

If a homeowner voted in advance and wishes to vote in person, YesElections 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").

In-person voters will be given personalized voting credentials or a paper ballot from the Election Coordinator, who may require identification from any person wishing to vote. If a person who is not on YesElection'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 YesElections will work together to ensure that complete vote results are provided in the annual meeting very quickly after voting is over.

If Quorum is not Met

Quorum is 10% of Association members voting by any authorized method. 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 list 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 YesElections) 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

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

- obtaining the voting information from the previous owner
- voting in person on September 12th 10.

At the in-person annual meeting, three \$50 gift cards will be purchased by the Association and given away as door prizes at the annual meeting. Only homeowners present at the in-person meeting who have voted either in advance or at the meeting will be eligible for the random drawing. One entry per Park Glen property. Door prizes will not be able to be given away to those attending online.

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 Board is not elected on September 12th 10 (e.g. lack of quorum or meeting postponed), the existing Board will continue, but action between September 12th 10 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.



PGNA Yard of the Month Contest 2024

Judging for this summer's Yard of the Month contest will be
anytime between: **June 1-4, July 6-9, August 3-6**

- Judging will be based on overall attractiveness and adherence to deed restrictions & community standards.
- To be considered, properties must not have any open violations or have any past due balance on their accounts.
- Winners will receive recognition in the newsletter and on our website www.ParkGlen.org, plus a "Yard of the Month" sign for their yards.
- Last year's winners are not eligible.
- Judges are volunteers from a different village than they are judging.

Any questions please contact Coordinator Matt McCoy at
PGNAMatt@gmail.com.