

# Park Glen Neighborhood Association

*Agenda Board of Directors Meeting- In-person Only*

*Tuesday, May 21, 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 (sec-**

**ond drive from Park Vista).**

**Please enter through the south drop off entrance.**

APPROVED  
BY BOARD  
OF  
DIRECTORS  
ON  
7/16/24

## **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, Tom Kaul, Alvin Donohue, Mark Stingley, Paul Grove, Ralph Robb, and Beth Rutkoski.

## **Announcement of Board Actions since the April 16, 2024 Board Meeting:**

- On 5/19/24 Susan Kenney made a motion to approve the revised election guidelines dated 5/18/24 in order to remove any reference to an online meeting. Beth Rutkoski seconded the motion. **The motion passed unanimously.**
- On 5/11/24 Susan Kenney made a motion naming Matt McCoy as the volunteer Mailbox Repair coordinator. Tom Kaul seconded the motion. **The motion passed unanimously.**

## **Consideration of April 16, 2024 Board Meeting Minutes:**

Beth Rutkoski made a motion to accept the April 16, 2024, Regular Board Meeting minutes. Tom Kaul seconded the motion. None opposed. **The Motion passed unanimously.**

## **Board Member Reports & Comments:**

- Gerry Sauls (project coordinator) gave an update on Sidewalk Project #4. The weather has been creating significant delays in the completion of the Project. There is only a small amount of the project remaining to complete. The expected completion date for both The Meadows and Parkview is still late May 2024.
- Susan Kenney gave an update on the ZC-24-022 rezoning request (southwest corner of Basswood and Park Vista). There was a community meeting on May 14th and many people were in attendance voicing their concerns about the retail development. The attendees wanted the zoning to remain Community Facilities. The developer stated that he will come back with a new proposal by June 10th.
- Susan Kenney gave an update on the migratory birds in the area. There have been 5-7 homes in PGNA that have been affected. The City of Fort Worth was able to get their federal permit to help in dealing with the birds. Last week, eggs and nests were removed. There are still a couple of nests remaining in owner's backyards. The City cannot go into backyards to remove eggs or nests. The situation has greatly improved. There are several ways to deter them from nesting next year and this will be updated in future posts on our Website.

### **Community Manager's Report: Brian Thach from NMI summarized and reported on the following:**

- Neighborhood Updates/Status Report - Management Report (see attached)
- Monthly Financial Reports - April 2024(see attached).

### **Events & Activities Report:**

- Susan Kenney (coordinator) reported on the Free Coffee/Tea & more and Yoga in the Park events. These were new events and scheduled for 5 Saturdays starting April 20th and concluding on May 18th. A few of the dates had to be canceled because of the weather. Both events were located at Arcadia Park #4, 4850 Glen Springs Trail. World Blend supplied the coffee. All events were highly attended and everyone in attendance seemed to really enjoy the events. A survey will be sent out soon to acquire feedback on the events.
- Susan Kenney reported on the Free PGNA Shredding Event that took place on April 27, 2024, from 9 - 11 AM. Many of our Board Members worked the event. The new location was at Alliance Methodist Church at 7904 Park Vista Blvd (intersection of Redwood Trail and Park Vista). 97 cars used the free service and all were very appreciative.
- Susan Kenney reported on the upcoming Scholarship Program. The program's information, guidelines, and application are on the PGNA website ([ParkGlen.org](http://ParkGlen.org)). Applications will be accepted until 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.
- Susan Kenney reported on the upcoming Yard of the Month Contest. Matt McCoy is the Coordinator and the following dates for the Yard of the Month Contest are June 3-6, July 1-4, and August 5-8. Volunteer judges will drive through their assigned village anytime during those dates to determine their top 5 candidates.
- Susan Kenney reported on the upcoming Park Glen Annual Independence Celebration Parade - June 29th 9 am - 10 am. Everyone can be in or watch the parade. There will be a Kid's and Dog's Contest from 9:15 - 9:30 and the Parade with Marching Band starts at 9:35. The Parade begins at Arcadia Park #4 at 4850 Glen Springs Trail and Kristy Shallcross is the coordinator.
- PID6 Annual Fireworks Event - June 29th. Event starts at 7 pm, Fireworks at 9:15 pm. Location: Arcadia Park #2 at 8301 Island Park Drive. See [PID6.org](http://PID6.org) for more details. Any questions, please contact PID6 Manager at [lillian.Collins@fsresidential.com](mailto:lillian.Collins@fsresidential.com). The Board approved a budget for inflatables at the event dependent on whether there is an adult volunteer to oversee the inflatables at the event. Please contact Susan Kenney if you would like to volunteer.
- National Night Out (October 1, 2024). If you'd like to hold a Block Party, please email Melissa Medici, the coordinator ([PGNAMelissa@gmail.com](mailto:PGNAMelissa@gmail.com)). Up to \$75 of approved expenses can be reimbursed for hosting a National Night Out Block Party.

### **Business & Motions:**

- Susan Kenney reported and asked that a motion to approve the color postcard mail-out, announcing the opportunity and instructions for candidates about the PGNA Board Election be tabled to a Board email motion.

- Susan Kenney reported and Mark Stingley made a motion to approve a budget not to exceed \$2,300 for Movie Night in the Park, June 15th, and to appoint Susan Kenney as Coordinator of the Event. Tom Kaul seconded the motion. **The motion passed unanimously.**
- Susan Kenney reported and asked that a motion to approve a budget for Pool Night at iExplore Montessori pool on Saturday, August 23rd and to appoint a Coordinator of the Event be tabled to the next Board Meeting.
- Susan Kenney reported and made a motion to appoint Jon Horner as Coordinator for the PGNA Turkey Trot to be held on the morning of November 28th with a cost before revenue of \$12,000 or less and with the expectation that it will make a profit. Tom Kaul seconded the motion. **The motion passed unanimously.**
- Susan Kenney reported and made a motion to approve a down payment to the Timing company for Turkey Trot, which is half of the total cost of \$2,450, therefore, the deposit is \$1,225. Mark Stingley seconded the motion. **The motion passed unanimously.**
- Alvin Donohue reported on the Exterior Lighting Guidelines, a number of questions were asked, and many concerns were discussed. It was determined that a motion pertaining to Exterior Lighting Guidelines will be tabled to a future Board Meeting.
- Susan Kenney reported on our Web Server Administrator (web.com). They are not giving us the 48 hour turn around service that had said would be provided, so we need to determine what would be best to do. Susan Kenney stated she would like this tabled to a future meeting.

#### **Member Comments:**

- An audience member asked if the process of violations is effective. Brian Thach from NMI explained the steps taken to ensure compliance. Does a graduated fine policy need to be installed and change the policy that we now have in place?
- Melissa Medici asked if we could have a town hall meeting pertaining to our compliance/fine policy.

**Adjourn** - The meeting was adjourned at 8:50 PM

**Next Board Meeting is on June 18, 2024**

# Park Glen Neighborhood Association

## Management Report from April 13, 2024, to May 16, 2024

### Administrative

- 89 inquiries or actions on specific violations (this includes violations on their own properties or neighbors).
- 6 resale certificate inquiries and/or mortgage questionnaires.
- 2 requesting contact change information (or adding email/phone numbers).
- Management sent 32 email blasts on behalf of the board.
- Management referred 12 accounts to the attorney after the 209 expiration date.
- Management conducted 17 separate inspections.
- Management met with board president and the HOA attorney via phone conference.
- Management met with Board Member and coordinator regarding mailboxes.
- Management solicited 13 mailbox repair bids.
- Management processed 10 invoices on behalf of the HOA.
- Management forwarded 5 requests to the PID6 manager.
- Management forwarded 3 requests to the Neighborhood Police Officer D. Simson.
- Management reported 6 violations to the City of Fort Worth Code compliance.

**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](mailto:cfountain@nmitx.com), 972-359-1548  
Ashlee Weeks, Administrative Assistant, [aweeks@nmitx.com](mailto:aweeks@nmitx.com), 972-359-1548 ext. 207  
[customercare@nmitx.com](mailto:customercare@nmitx.com) for all customer care information and assistance.

### Change of Ownership

There have been 14 Properties ownership changes since April (12<sup>th</sup>).

# Park Glen Neighborhood Association

## Management Report from April 13, 2024, to May 16, 2024

### Homeowner Emails on File

As of April 12th, we currently have 2913 emails on file (down 2 from the 2,915 on last management report).

### ACC Applications from 3.16.24 to 4.12.24

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

27 approved, 4 denied.

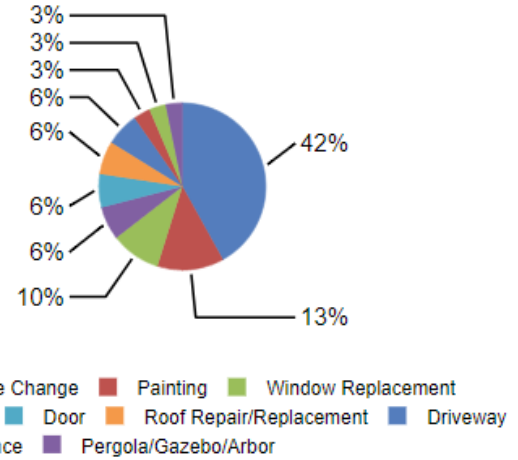
## Park Glen Neighborhood Association, Inc.

ARC Report - Detail for 4/13/2024 - 5/16/2024

### SUMMARY

<b>Approved</b>	<b>24</b>
Door	2
Driveway	2
Fence	1
Flagpole	1
Landscape Change	9
Painting	4
Pergola/Gazebo/Arbor	1
Roof Repair/Replacement	1
Window Replacement	3
<b>Approved with Conditions</b>	<b>3</b>
Flagpole	1
Landscape Change	1
<b>Denied Application</b>	<b>4</b>
Landscape Change	3
Roof Repair/Replacement	1
<b>Total</b>	<b>31</b>

### TOP DISTRIBUTION BY TYPE



# Park Glen Neighborhood Association

## Management Report from April 13, 2024, to May 16, 2024

### Violation Summary Report 4.13.24 to 5.16.24

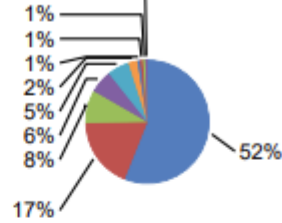
#### Park Glen Neighborhood Association, Inc.

Violation Report - Detail for 4/13/2024 - 5/16/2024

#### SUMMARY

<b>209 Notice</b>		<b>105</b>
Architectural Changes (All Phases)		2
Basketball Goals (All Phases Bulletin)		2
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)		2
Exterior Maintenance (Ph III, V, XIII)		2
Landscape - Ph V & Ph XIII		8
Landscape - Phase III		1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)		56
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)		1
Storage of Garbage/Recycling		18
Stored/Inoperable Vehicles (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)		1
Tree Requirements		9
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)		2
Unightly Items (Ph III, V, XIII)		1
<b>209 Notice - Sent Certified</b>		<b>38</b>
Architectural Changes (All Phases)		2
Exterior Maintenance (Ph III, V, XIII)		1
Landscape - Ph V & Ph XIII		2
Landscape - Phase III		1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)		21
Leasing - PKGN		1
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)		1
Storage of Garbage/Recycling		2
Tree Requirements		4
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)		3
<b>Closed</b>		<b>450</b>
Architectural Changes (All Phases)		13
Basketball Goals (All Phases Bulletin)		1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)		13
Exterior Maintenance (Ph III, V, XIII)		4
Landscape - Ph V & Ph XIII		35
Landscape - Phase III		6
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)		207
Leasing - PKGN		1
Parking (All Phases Bulletin)		1
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)		7
Parking (Ph III, V, XIII)		4
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)		3
Storage of Garbage/Recycling		118

**TOP DISTRIBUTION BY TYPE**



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

# Park Glen Neighborhood Association

## Management Report from April 13, 2024, to May 16, 2024

Tree Requirements	14
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	19
Unightly Items (Ph III, V, XIII)	4
<b>Courtesy Notice</b>	<b>688</b>
Architectural Changes (All Phases)	10
Basketball Goals (All Phases Bulletin)	5
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	7
Flag Displays (All Phases)	1
Garage Use (Phase VI)	1
Landscape - Ph V & Ph XIII	60
Landscape - Phase III	56
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	372
Parking (All Phases Bulletin)	1
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	4
Parking (Ph III, V, XIII)	3
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Signage (Ph III, V, XIII)	1
Storage of Garbage/Recycling	103
Tree Requirements	45
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	14
Unightly Items (Ph III, V, XIII)	3
<b>Monitor</b>	<b>46</b>
Architectural Changes (All Phases)	2
Exterior Maintenance (Ph III, V, XIII)	1
Landscape - Ph V & Ph XIII	1
Landscape - Phase III	2
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	29
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	2
Parking (Ph III, V, XIII)	1
Storage of Garbage/Recycling	1
Tree Requirements	6
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
<b>Warning Notice</b>	<b>277</b>
Architectural Changes (All Phases)	6

Basketball Goals (All Phases Bulletin)	3
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	4
Landscape - Ph V & Ph XIII	23
Landscape - Phase III	20
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	155
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	2
Parking (Ph III, V, XIII)	3
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Storage of Garbage/Recycling	37
Tree Requirements	12
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	10
Unightly Items (Ph III, V, XIII)	1
<b>Total</b>	<b>1604</b>

Closed (Total Count = 450)

# Park Glen Neighborhood Association

## Management Report from April 13, 2024, to May 16, 2024

### Violation Totals:

#### Open Violations:

Courtesy – 688 (489)

Warning – 277 (142)

209 Regular – 105 (60)

209 Certified – 38 (26)

Monitored – 46 (23)

**Total = 1,154**

**450 (233) 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 Summary Financials for April 2024.

## Legal (As of 5/10/2024) Collections Only

**6** Collection/Pre-Litigation

**3** Active Post Judgments

**9 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 4/30/2024

<b>Assets</b>	<b>Operating</b>	<b>Reserve</b>	<b>Total</b>
<b>Current Assets</b>			
1020 - PPB Operating Account *1794	\$105,600.08		\$105,600.08
1021 - PPB ICS Operating MM *1794	\$129,175.41		\$129,175.41
1120 - PPB Reserve Money Mkt *1785		\$27,796.93	\$27,796.93
1121 - PPB ICS Reserve MM *1785		\$67,249.28	\$67,249.28
1200 - CDARS Reserve CD *1072 weeks 08/22/24		\$135,997.06	\$135,997.06
1201 - CDARS Reserve CD *1102 52 weeks 08/22/24		\$135,997.08	\$135,997.08
1600 - Accounts Receivable	\$70,125.79		\$70,125.79
1605 - Allowance for Doubtful Accts	(\$6,913.26)		(\$6,913.26)
<b>Total Current Assets</b>	<b>\$297,988.02</b>	<b>\$367,040.35</b>	<b>\$665,028.37</b>
<b>Total Assets</b>	<b>\$297,988.02</b>	<b>\$367,040.35</b>	<b>\$665,028.37</b>
<b>Liabilities / Equity</b>			
<b>Current Liabilities</b>			
2003 - Due to Mgmt. Co.--Trf Fees	\$750.00		\$750.00
2050 - Prepaid Owners Assessments	\$20,022.27		\$20,022.27
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$595.00		\$595.00
<b>Total Current Liabilities</b>	<b>\$21,367.27</b>		<b>\$21,367.27</b>
<b>Equity</b>			
3500 - Fund Balance Retained	\$139,013.57	\$560,109.95	\$699,123.52
3550 - Current Year Gain / Loss	\$139,876.74	(\$193,069.60)	(\$53,192.86)
3600 - Prior Year Adjustments	(\$2,269.56)		(\$2,269.56)
<b>Total Equity</b>	<b>\$276,620.75</b>	<b>\$367,040.35</b>	<b>\$643,661.10</b>
<b>Total Liabilities / Equity</b>	<b>\$297,988.02</b>	<b>\$367,040.35</b>	<b>\$665,028.37</b>

# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 4/1/2024 - 4/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Income</b>							
<b>Income</b>							
4100 - Assessments	(39.63)	-	(39.63)	218,876.87	218,922.00	(45.13)	218,922.00
4500 - Interest Income	143.23	-	143.23	292.66	-	292.66	-
4550 - Interest on Assessments (Delinquent)	144.41	125.00	19.41	809.18	875.00	(65.82)	1,500.00
4603 - Social Event Income	-	1,250.00	(1,250.00)	17,476.05	8,750.00	8,726.05	15,000.00
4604 - Advertising Revenue for Benevolence	-	-	-	50.00	-	50.00	-
<b>Total Income</b>	<b>248.01</b>	<b>1,375.00</b>	<b>(1,126.99)</b>	<b>237,504.76</b>	<b>228,547.00</b>	<b>8,957.76</b>	<b>235,422.00</b>
<b>Total Income</b>	<b>248.01</b>	<b>1,375.00</b>	<b>(1,126.99)</b>	<b>237,504.76</b>	<b>228,547.00</b>	<b>8,957.76</b>	<b>235,422.00</b>

## Operating Expense

### General and Administrative Expenses

5104 - Administrative	89.03	-	(89.03)	7,813.35	5,500.00	(2,313.35)	5,500.00
5105 - Postage	548.87	-	(548.87)	3,499.24	7,000.00	3,500.76	7,000.00
5107 - Social Committee/Community Events	9,418.95	8,700.00	(718.95)	26,021.38	28,900.00	2,878.62	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	-	48,594.00	48,594.00	-	83,304.00
5114 - Digital/Offsite Storage & Virus Protection	314.00	303.00	(11.00)	2,154.00	2,121.00	(33.00)	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	120.00	(45.00)	120.00
5118 - Hospitality	-	125.00	125.00	-	875.00	875.00	1,500.00
5120 - Copies	-	-	-	-	500.00	500.00	500.00
5176 - Legal Fees	1,035.00	-	(1,035.00)	3,037.50	5,000.00	1,962.50	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
<b>Total General and Administrative Expenses</b>	<b>18,347.85</b>	<b>16,070.00</b>	<b>(2,277.85)</b>	<b>95,591.88</b>	<b>106,010.00</b>	<b>10,418.12</b>	<b>158,410.00</b>

### Taxes

5202 - Corporate Income Tax	-	-	-	1,118.00	2,000.00	882.00	2,000.00
<b>Total Taxes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,118.00</b>	<b>2,000.00</b>	<b>882.00</b>	<b>2,000.00</b>

### 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
<b>Total Insurance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>918.14</b>	<b>-</b>	<b>(918.14)</b>	<b>28,542.45</b>

### Infrastructure and Maintenance

5470 - Community Maintenance & Repairs	-	-	-	-	15,000.00	15,000.00	15,000.00
<b>Total Infrastructure and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>

# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 4/1/2024 - 4/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
<b>Reserves</b>							
6000 - Reserve Contribution	-	-	-	-	-	-	31,469.55
<b>Total Reserves</b>	-	-	-	-	-	-	<b>31,469.55</b>
<b>Total Expense</b>	<b>18,347.85</b>	<b>16,070.00</b>	<b>(2,277.85)</b>	<b>97,628.02</b>	<b>123,010.00</b>	<b>25,381.98</b>	<b>235,422.00</b>
<b>Operating Net Total</b>	<b>(18,099.84)</b>	<b>(14,695.00)</b>	<b>(3,404.84)</b>	<b>139,876.74</b>	<b>105,537.00</b>	<b>34,339.74</b>	<b>-</b>

# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 4/1/2024 - 4/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Reserve Income</b>							
<b>Income</b>							
4500 - Interest Income	1,207.57	-	1,207.57	9,284.34	-	9,284.34	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	31,469.55
<b>Total Income</b>	<b>1,207.57</b>	<b>-</b>	<b>1,207.57</b>	<b>9,284.34</b>	<b>-</b>	<b>9,284.34</b>	<b>31,469.55</b>
<b>Total Income</b>	<b>1,207.57</b>	<b>-</b>	<b>1,207.57</b>	<b>9,284.34</b>	<b>-</b>	<b>9,284.34</b>	<b>31,469.55</b>
<b>Reserve Expense</b>							
<b>Infrastructure and Maintenance</b>							
5478 - Sidewalk Repair & Root Mitigation	89,502.16	-	(89,502.16)	202,353.94	-	(202,353.94)	-
<b>Total Infrastructure and Maintenance</b>	<b>89,502.16</b>	<b>-</b>	<b>(89,502.16)</b>	<b>202,353.94</b>	<b>-</b>	<b>(202,353.94)</b>	<b>-</b>
<b>Total Expense</b>	<b>89,502.16</b>	<b>-</b>	<b>(89,502.16)</b>	<b>202,353.94</b>	<b>-</b>	<b>(202,353.94)</b>	<b>-</b>
<b>Reserve Net Total</b>	<b>(88,294.59)</b>	<b>-</b>	<b>(88,294.59)</b>	<b>(193,069.60)</b>	<b>-</b>	<b>(193,069.60)</b>	<b>31,469.55</b>
<b>Net Total</b>	<b>(106,394.43)</b>	<b>(14,695.00)</b>	<b>(91,699.43)</b>	<b>(53,192.86)</b>	<b>105,537.00</b>	<b>(158,729.86)</b>	<b>31,469.55</b>

# Park Glen Neighborhood Association

## Exterior Lighting Guidelines

### 1 Purpose and Background

2 This document provides comprehensive guidelines for the installation, operation, and  
3 management of exterior lighting within our community. These rules are designed to  
4 balance safety, security, aesthetic considerations, and environmental impacts. These  
5 guidelines are based on the community's governing documents, input from  
6 homeowners, and research on best practices from other HOAs and industry  
7 organizations.

8 The purpose of these guidelines is to:

- 9 - Limit the impact of exterior lighting on adjacent properties while reasonably  
10 accommodating homeowners' property rights.
- 11 - Take a neighbor-friendly approach to exterior lighting to mitigate disputes and  
12 prevent nuisance conditions.
- 13 - Provide clear, consistent, and practical rules based on common sense and  
14 homeowner preferences.

15 Any exterior lighting changes or additions must be approved by the Architectural  
16 Control Committee (ACC) prior to installation. This includes types of lighting, locations,  
17 and illumination levels. Homeowners are responsible for complying with these  
18 guidelines as well as the community's governing documents and local municipal  
19 codes.

### 20 General Lighting Standards

- 21 - Lighting should only be on when needed, light only the intended area, and be no  
22 brighter than necessary.
- 23 - Lighting should minimize blue light emissions by using white tones for all  
24 permanent installations.
- 25 - Colored lighting may be used only during designated holiday seasons and special  
26 events, not year-round.
- 27 - All lighting installations for holidays and events should be respectful of the  
28 community's atmosphere.
- 29 - Lighting must be fully shielded and not create excessive glare or light trespass onto  
30 neighboring properties.
- 31 - Use of energy-efficient LED lights and solar-powered fixtures are encouraged.

# Park Glen Neighborhood Association

## Exterior Lighting Guidelines

1 - Blinking, flickering, or dancing lighting effects are prohibited except during the  
2 holiday season.

3 - Fluorescent lighting is not permitted for exterior use.

### 4 Permanently Installed Exterior Lighting

5 The following permanently installed lighting types may be approved by the ACC:

#### 6 1. Foundation Accent Lighting

7 - Decorative lighting should enhance the property without overwhelming it. It  
8 should be subtle, directing light upwards, and should adhere to guidelines in this  
9 document for brightness and placement.

10 - Lighting shall not exceed 100 watts (incandescent equivalent) per fixture and  
11 must be spaced at least 6 feet apart.

12 - Fixtures must be installed only on the sides of the residence that face public  
13 streets, not adjacent residences.

#### 14 2. Eave & Soffit Accent Lighting

15 - Decorative lighting should enhance the property without overwhelming it. It  
16 should be subtle, directing light downwards, and should adhere to guidelines in  
17 this document for brightness and placement.

18 - Lighting elements/pucks shall not exceed the equivalent of 7 watts  
19 (incandescent) each, with a maximum of 3 elements per light fixture.

20 - Fixtures must be spaced at least 9 inches apart, except during holidays/events  
21 when they can be spaced 45 inches apart.

22 - Fixtures must be installed only on the sides of the residence that face public  
23 streets, not adjacent residences or common areas.

24 - Lighting must be turned off by 11 pm each night.

#### 25 3. Landscape Accent Lighting

26 - Should be used to enhance safety and aesthetics without becoming a nuisance.  
27 Placement should consider potential light trespass into neighbors' windows or  
28 backyards.

29 - Walkway and pilaster lighting should be 7-20 watts (incandescent equivalent) per  
30 fixture, not exceeding 60 watts total.

# Park Glen Neighborhood Association

## Exterior Lighting Guidelines

- 1 - Tree and landscaping lighting should be kept below the height of second-story  
2 windowsills.

### 3 4. Security Lighting

- 4 - Security lights should be directed downwards and only illuminate the intended  
5 area to ensure they do not disturb neighboring properties.
- 6 - Fixtures shall not exceed 75 watts (incandescent equivalent) and must have  
7 shielded or hooded light sources.
- 8 - Motion-activated security lights must turn off within 5 minutes and be properly  
9 adjusted to avoid nuisance triggering.
- 10 - Fixtures must be mounted no higher than 12 feet and project light only within the  
11 property boundaries.

### 12 Temporary, Holiday, and Occasional Lighting

13 The following temporary and holiday lighting uses do not require prior ACC approval,  
14 provided they comply with the guidelines:

#### 15 1. Rope and String Lighting

- 16 - Permitted only during the holiday season (October 15 – November 1 and  
17 Thanksgiving through January 5) and for special events.
- 18 - Must use white tones, except for holiday/event color lighting.
- 19 - Should be installed neatly, avoiding excessive droop, and limited in height on  
20 trees (max 10 ft).
- 21 - Must be turned off by midnight except during the holiday season.

#### 22 2. Holiday and Special Event Lighting

- 23 - Color lighting is only permitted during the holiday season (October 15 – November  
24 1 and Thanksgiving through January 5) and for special events, not year-round.  
25 Decorations should be removed one (1) week after the holiday period.
- 26 - Rope lights, accent lighting, and landscape lighting may be used for holiday and  
27 event displays.

#### 28 3. Other Lighting Types

- 29 - Solar lighting is permitted for minimal landscape and walkway illumination.

## Park Glen Neighborhood Association Exterior Lighting Guidelines

1 Compliance and Variances

2 All homeowners are expected to make reasonable efforts to comply with these  
3 guidelines as soon as possible. The community's goal is to achieve full compliance  
4 across the neighborhood by the end of [Date].

5 Homeowners may request a variance from these guidelines by submitting an  
6 Architectural Approval Form to the ACC, which will be reviewed at their discretion.

7 Please direct any questions or comments to the ACC at [email] or the Board at  
8 [email].

DRAFT