

Park Glen Neighborhood Association

*Agenda Board of Directors Meeting- **In-person Only**
Tuesday, August 20, 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
9/17/2024**

Call to Order, Welcome, Introduction of Board Members, and Victoria Rosario our new Community Manager:

Susan Kenney started the meeting at 7:08 PM. The quorum was met, and the meeting was called to order. The following Board Members were present in person: Susan Kenney, Mark Stingley, Tom Kaul, Paul Grove, Alvin Donohue, and Ralph Robb. Beth Rutkoski was absent. Susan Kenney introduced Victoria Rosario, the HOA's new Community Manager, and expressed the Board's confidence and enthusiasm in her expertise.

Consideration of July 16, 2024 Board Meeting Minutes:

Tom Kaul motioned to accept the July 16, 2024, Regular Board Meeting minutes. Alvin Donohue seconded the motion. None opposed. **The Motion passed unanimously.**

Presentation by Wing on Drone delivery by Jacob Demmitt, the Head of Marketing and Communications for Wing, a drone delivery company that is a subsidiary of Alphabet, Google's parent company:

Wing launched the first commercial drone delivery service in the United States (Virginia) in 2019 and its first service in a major U.S. metro area in Dallas-Fort Worth. Wing works locally with Walmart to deliver products and uses Google's artificial intelligence model to find the best course to fly. Mr. Demmitt presented to the Board and audience members one of the delivery drones they are using in our area. They are made of Styrofoam to make the drones as lightweight as possible. They deliver to residents within about four to six miles of the store, making delivery time under 30 minutes. The maximum payload is 3 pounds and about the size of a rotisserie chicken. Mr. Demmitt emphasized Wing's desire to be a net positive in Park Glen and respect the neighborhood's concerns. He addressed the concern of the drones being very loud when they were first launched. Since then, measures have been taken to reduce the decibel levels. Demmitt assured the audience members that the drone's camera is very low-resolution to keep residents' privacy intact and imagery is offloaded and stored on a secure database that's locked down. Several audience members voiced their concern with the drones flying over homes and backyards, with respect to the drone's size and noise level. Also, audience members questioned why the path of the drones could not follow the streets instead

of the more direct route, infringing upon Arcadia Park and over multiple homes. Wing on Drone, on the weekends, is making approximately 100 deliveries a day from the Walmart on Beach Street. Their hours right now are 10 a.m. to 7 p.m. Again, the major concern of many, if not all, residents was the flight path and not understanding why the drones could not primarily follow major thoroughfares instead of a direct route. Mr. Demmitt said he would be happy to meet with the Board and audience members again next quarter. Anyone wanting to contact him directly may do so at howdy@wing.com

Board Member Reports & Comments

- Matt McCoy's (volunteer Mailbox Coordinator) update on the Mailbox Project was tabled until the next Board meeting.
- Susan Kenney gave an update on ZC-24-022. This involves the rezoning at the southwest corner of Park Vista and Basswood Boulevard. It's the I Explore Montessori School which was previously the Boy Scout Activity Center and before that, it was the YMCA. The current owner, who owns the I Explore Montessori, put in a request to rezone the property to retail. The Board recommended denial of the request and a lot of residents were against that as well. Many people sent e-mails to the city as well as to our council member. The request went before the zoning commission on July 10, 2024, where members, homeowners, and Susan Kenney spoke. The zoning commission recommended denial to the city council. It went in front of the city council on August 13, 2024, and was denied. Susan Kenney expressed her thanks to everyone for their support of the denial.
- Susan Kenney reported that the next PID6 Meeting is on Wednesday, September 25, 2024, from 6:30 pm - 8:00 pm. (see PID6.org)
- Victoria Rosario reported how residents can report short-term rentals in the HOA. The City of Fort Worth regulates short-term rentals to be 30 days or less. The owners of a home in PGNA have to lease the home for at least 6 months. If HOA residents have any interactions with these tenants please relay to Victoria in the NMI office (parkglenmanager@nmitx.com) the date and time. The more details you can include, the better. Residents should also contact Booker Thomas, Director for Fort Worth City Councilman Charles Lauersdorf, (booker.thomas@fortworthtexas.gov). Mr. Thomas reported at the meeting and expressed the City's support in helping to curb short-term rentals in PGNA.

Community Manager's Report: Victoria Rosario, the HOA's new Manager, summarized and reported on the following:

- Charlene Fountain is the new NMI administrative assistant.
- Michael Perez is the new NMI Compliance Driver.
- Neighborhood Updates/Status Report - Management Report (see attached)
- Monthly Financial Reports – July 2024 (see attached)

Treasurer's Report:

- Paul Grove (PGNA Treasurer) tabled the report until the next Board meeting.

Events & Activities Report:

- Susan Kenney reported on the Yard of the Month Program and thanked Matt McCoy and volunteer judges. The winners for August 3-6 have not yet been announced and will be listed on the PGNA website ASAP. If you have any questions or if you want to be a volunteer judge, email Matt McCoy at PGNAMatt@gmail.com.
- Susan Kenney reported on the PGNA Election & Annual Meeting. The Annual Meeting will be held on Tuesday, September 10, 2024, at 7:00 p.m. at Generations Church at 8400 Park Vista Blvd. All residents can vote in the PGNA Election online, by absentee ballot, and by 7:30 p.m. at the September 10th meeting.
- Melissa Medici (Coordinator) reported on the National Night Out (October 1, 2024). 20 residents have already signed up to host a block party. If you'd like to hold a block party, email Melissa at PGNAMellisa@gmail.com. The purpose of the National Night Out (NNO) block parties is for neighbors to get to know one another better and encourage neighbors to look out for one another to reduce crime. The HOA will pay up to \$75 for the first 40 registered block parties for block party expenses, such as for food, non-alcoholic beverages, supplies (paper products, signage, decorations, and other similar items), and rentals if you register your block party with PGNA by September 23rd.
- Susan Kenney reported on the Park Glen Turkey Trot 2024 to be held Thanksgiving morning on November 28th. Profits fund the Park Glen Scholarship Program. Volunteers are still needed for the event including Course Coordinator. Please email Susan Kenney at PGNASusan@gmail.com.

Business & Motions:

- Mark Stingley motioned to purchase five \$75.00 gift cards and present them to the members of the Architectural Control Committee (Chad Blando, Matt McCoy, Kalyn Panizo Hahne, Levi Sweazy, and Lawrence Courtien) for our appreciation of their hard work and dedication this past year in making Park Glen a Great Place to Live. Paul Grove seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported and motioned to appoint homeowners: Kalyn Panizo Hahne, Matt McCoy, Daka Arsement, and Kevin Cिक to the Architectural Control Committee (ACC); to serve effective from September 17, 2024, to the September 2025 Board meeting. Ralph Robb seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported and motioned to adopt the budget for Park Glen's fiscal year 10/1/24 - 9/30/25 and set the Annual Assessment amount at \$66.00 for each Park Glen home for 2024-2025, to be billed on or near October 1, 2024, with a due date of November 1, 2024, with a change for the scholarship 5184 charity item on page 3 for 2025. It will be changed from \$8,000 to \$10,800. Tom Kaul seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported on a draft of a motion to approve the Exterior Lighting Guidelines as presented at the meeting. An extensive discussion was held between the audience and the Board. The motion was tabled and further discussion from the community is ongoing and encouraged.
- Susan Kenney reported and motioned to approve the Sidewalk Project Coordinator Contract with Gerry Sauls, and to move forward with the Sidewalk Projects. Tom Kaul seconded the motion. None opposed. **The motion passed unanimously.**

- Susan Kenney reported and Paul made a Motion to authorize a total expenditure of up to \$250,000 from the reserve fund for a project (Sidewalk Project #5) throughout the Preserve, the Crossing, the Glen, and previously board-accepted repairs in Project #4 to repair/replace identified sidewalk height mismatches greater than ¼ inch and mitigate tree roots where needed. Costs include contingency, cost of all work, the fee of the coordinator (Gerry Sauls), and up to \$200 reimbursement to replace each tree removed (expected to be minimal). Alvin Donohue seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported and Tom Kaul motioned to revise the budget for 2024 National Night Out to allow for the Coordinator to purchase 200 child fingerprinting kits not to exceed \$49. Paul Grove seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported and motioned to hold the Halloween/Harvest Decorating Contest (fashioned after the Holiday Lights Decorating contest), approve the Halloween/Harvest Guidelines as amended, and approve a budget of \$700 (\$50 gift card for one winner for each of the 13 villages) with Lindsey Carlegis as the Coordinator. Alvin Donohue seconded the motion. None opposed. **The motion passed unanimously.**
- Susan Kenney reported and motioned to send an email to Mayor Parker, City Councilman Lauersdorf, and the FAA asking them to regulate drones so that they do not cause a noise nuisance to residents, infringe on resident’s privacy, create a safety risk, or impact wildlife and tranquility in Arcadia Park. The concerns are:
 - noise
 - safety issue
 - no way to tell if a drone has a camera on it, privacy issue
 - Arcadia Park - noise disturbing wildlife and tranquility of park visitors
 - Perhaps use Right-of-Ways instead of flying over privately owned yards or parks, etc.
 Alvin Donohue seconded the motion. None opposed. **The motion passed unanimously.**
- The motion to revise the description of the Development Committee and Title and appoint Susan Kenney as the Chair of the Committee was tabled until the next Board meeting.

Member Comments – There were no remaining comments.

Adjourn - The meeting was adjourned at 9:36 PM

Next Board Meeting is on September 17, 2024

Park Glen Neighborhood Association

Management Report from July 12, 2024, to August 16, 2024

Administrative

- 50 inquiries or actions on specific violations (this includes violations on their own properties or neighbors).
- Management Updated 5 accounts' contact information, email, or phone numbers.
- Management sent 6 email blasts on behalf of the board.
- Management referred 0 accounts to the attorney after the 209-expiration date.
Management and BOD working together to provide accurate and updated information to the attorney. Motions to be made regarding violations at attorney on 8/20/2024 Board Meeting.
- Management conducted 12 separate compliance inspections.
- Management processed 21 invoices on behalf of the HOA.
- Management forwarded 1 request(s) to the PID6 manager.
- Management answered 4 inquiries regarding resales and conducted 2 resale inspections.
- Management monitoring votes for upcoming September Board of Directors election.
- Management compiling information regarding homeowner appeals (ACC-1 | Violations-1)

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).

Victoria Rosario, **NEW** Community Association Manager – parkglenmanager@nmitx.com
Charlene Fountain, **NEW** Administrative Assistant 972-359-1548 ext. 212
Michael Perez, **NEW** Compliance Coordinator
customercare@nmitx.com for all customer care information and assistance.

Park Glen Neighborhood Association

Management Report from July 12, 2024, to August 16, 2024

Change of Ownership

There have been 26 Property ownership changes July 11, 2024 through August 16, 2024.

Homeowner Emails on File

As of July 11, 2024 we currently have 2978 emails on file (up 59 from the 2,919 on last management report).

ACC Applications from July 11, 2024 through August 16, 2024

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

26 approved, 4 denied. 8 under review or waiting for additional information to be supplied.
8 closed, and 1 is/are pending appeal hearings.

Park Glen Neighborhood Association

Management Report from July 12, 2024, to August 16, 2024

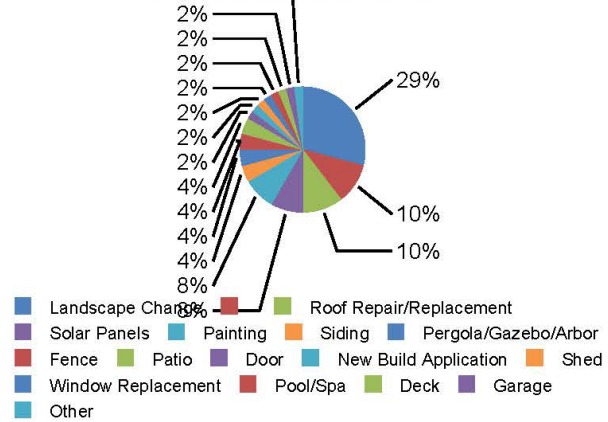
Park Glen Neighborhood Association, Inc.

ARC Report - Detail for 7/12/2024 - 8/16/2024

SUMMARY

Approved		24
		1
Deck		1
Fence		1
Landscape Change		7
Other		1
Patio		1
Pergola/Gazebo/Arbor		1
Pool/Spa		1
Roof Repair/Replacement		4
Siding		2
Solar Panels		3
Window Replacement		1
Approved with Conditions		2
Painting		1
Patio		1
ARC Review		5
Landscape Change		2
Painting		1
Roof Repair/Replacement		1
Solar Panels		1
Closed		8
		2
Door		1
Landscape Change		3
New Build Application		1
Painting		1
Denied Application		4
		1
Fence		1
Painting		1
Pergola/Gazebo/Arbor		1
Hearing Requested		1
Shed		1
Hearing Response - Denied		1
Landscape Change		1
Request More Information		3
		1
Garage		1
Landscape Change		1
		Total 48

TOP DISTRIBUTION BY TYPE



Park Glen Neighborhood Association

Management Report from July 12, 2024, to August 16, 2024

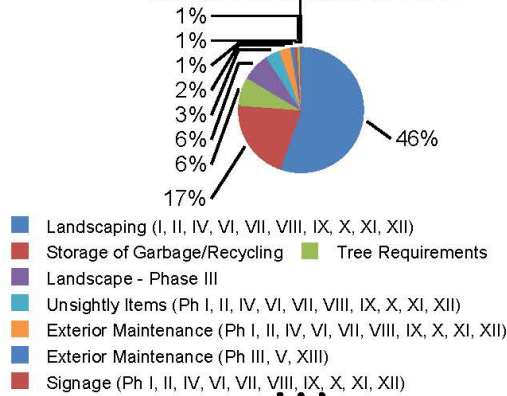
Park Glen Neighborhood Association, Inc.

Violation Report - Detail for 7/12/2024 - 8/16/2024

SUMMARY

209 Notice	30
Architectural Changes (All Phases)	1
Landscape - Ph V & Ph XIII	1
Landscape - Phase III	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	18
Storage of Garbage/Recycling	4
Tree Requirements	2
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Unightly Items (Ph III, V, XIII)	1
209 Notice - Sent Certified	38
Architectural Changes (All Phases)	3
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Landscape - Ph V & Ph XIII	4
Landscape - Phase III	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	11
Leasing - PKGN	3
Storage of Garbage/Recycling	10
Stored/Inoperable Vehicles (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Tree Requirements	2
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Board Review	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Closed	643
Architectural Changes (All Phases)	3
Basketball Goals (All Phases Bulletin)	2
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	8
Exterior Maintenance (Ph III, V, XIII)	2
Landscape - Ph V & Ph XIII	86
Landscape - Phase III	34
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	304

TOP DISTRIBUTION BY TYPE



Violation Totals: 1099 **(1370)**

Open Violations:

Courtesy – 175 **(418)**

Warning – 72 **(152)**

209 Regular – 30 **(87)**

209 Certified – 38 **(52)**

Board Review – 1 **(0)**

Monitored – 133 **(262)**

Pending – 1

Total = 972

Closed – 643 (398)

****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.**

Park Glen Neighborhood Association

Management Report from July 12, 2024, to August 16, 2024

Park Glen Neighborh

Violation Report - Detail fo

Park Glen Neight

Violation Report - De

Leasing - PKGN	1
Parking (All Phases Bulletin)	1
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	5
Parking (Ph III, V, XIII)	3
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	5
Signage (Ph III, V, XIII)	1
Storage of Garbage/Recycling	139

Stored/Inoperable Vehicles (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Tree Requirements	19

Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	22
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Unightly Items (Ph III, V, XIII)	7
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Courtesy Notice **175**

Architectural Changes (All Phases)	1
Basketball Goals (All Phases Bulletin)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	10
Exterior Maintenance (Ph III, V, XIII)	5
Landscape - Ph V & Ph XIII	22

Landscape - Phase III	6
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	80

Parking (Ph III, V, XIII)	1
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Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Signage (Ph III, V, XIII)	1
Storage of Garbage/Recycling	28

Tree Requirements	10
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	4
Unightly Items (Ph III, V, XIII)	3
Wood Fence Paint/Staining Phase XIII	1

Do Not Enforce **5**

Architectural Changes (All Phases)	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Tree Requirements	3

Monitor **133**

Architectural Changes (All Phases)	4
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Landscape - Ph V & Ph XIII	17
Landscape - Phase III	17
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	66

Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1
Tree Requirements	24

Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	3
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Notice of Hearing Date **1**

Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
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Void **1**

Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
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Warning Notice **72**

Architectural Changes (All Phases)	4
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	6
Exterior Maintenance (Ph III, V, XIII)	2
Landscape - Ph V & Ph XIII	6
Landscape - Phase III	7
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	28

Storage of Garbage/Recycling	10
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Tree Requirements	8
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Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
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Violation Report - Detail for 7/12/2024 - 8/16/2024

Total 1099

Park Glen Neighborhood Association

Management Report from July 12, 2024, to August 16, 2024

Financials

Please refer to the attached Summary Financials for June 2024.

Legal (As of August 16, 2024) Collections Only

21 Collection/Pre-Litigation

1 Active Post Judgments

22 accounts currently with the Attorney

Respectfully Submitted,

Victoria Rosario

Community Association Manager
Neighborhood Management, Inc.



HAVEN
COMMUNITY MANAGEMENT

AAMC®- ACCREDITED ASSOCIATION MANAGEMENT COMPANY®

Park Glen Neighborhood Association, Inc.

07/31/2024

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 7/31/2024

Assets	Operating	Reserve	Total
Current Assets			
1020 - PPB Operating Account *1794	\$55,231.54		\$55,231.54
1021 - PPB ICS Operating MM *1794	\$129,615.68		\$129,615.68
1120 - PPB Reserve Money Mkt *1785		\$3,277.17	\$3,277.17
1121 - PPB ICS Reserve MM *1785		\$37,259.30	\$37,259.30
1200 - CDARS Reserve CD *1072 weeks 08/22/24		\$137,627.15	\$137,627.15
1201 - CDARS Reserve CD *1102 52 weeks 08/22/24		\$137,627.19	\$137,627.19
1600 - Accounts Receivable	\$59,824.18		\$59,824.18
1605 - Allowance for Doubtful Accts	(\$6,785.75)		(\$6,785.75)
Total Current Assets	\$237,885.65	\$315,790.81	\$553,676.46
Total Assets	\$237,885.65	\$315,790.81	\$553,676.46
Liabilities / Equity			
	Operating	Reserve	Total
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$250.00		\$250.00
2050 - Prepaid Owners Assessments	\$20,563.83		\$20,563.83
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$315.00		\$315.00
Total Current Liabilities	\$21,128.83		\$21,128.83
Equity			
3500 - Fund Balance Retained	\$139,013.57	\$560,109.95	\$699,123.52
3550 - Current Year Gain / Loss	\$80,023.98	(\$244,319.14)	(\$164,295.16)
3600 - Prior Year Adjustments	(\$2,280.73)		(\$2,280.73)
Total Equity	\$216,756.82	\$315,790.81	\$532,547.63
Total Liabilities / Equity	\$237,885.65	\$315,790.81	\$553,676.46

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 7/1/2024 - 7/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	-	-	-	218,876.87	218,922.00	(45.13)	218,922.00
4500 - Interest Income	148.52	-	148.52	732.93	-	732.93	-
4550 - Interest on Assessments (Delinquent)	117.54	125.00	(7.46)	1,448.90	1,250.00	198.90	1,500.00
4603 - Social Event Income	-	1,250.00	(1,250.00)	17,776.05	12,500.00	5,276.05	15,000.00
4604 - Advertising Revenue for Benevolence	-	-	-	500.00	-	500.00	-
Total Income	266.06	1,375.00	(1,108.94)	239,334.75	232,672.00	6,662.75	235,422.00
Total Income	266.06	1,375.00	(1,108.94)	239,334.75	232,672.00	6,662.75	235,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	1,001.08	-	(1,001.08)	13,630.60	5,500.00	(8,130.60)	5,500.00
5105 - Postage	1,633.87	-	(1,633.87)	5,455.75	7,000.00	1,544.25	7,000.00
5107 - Social Committee/Community Events	240.00	1,600.00	1,360.00	29,696.75	30,500.00	803.25	31,800.00
5107-02 - Community Programs	-	-	-	2,594.70	1,850.00	(744.70)	2,000.00
5112 - Committee Expense	-	-	-	-	-	-	500.00
5113 - Professional Management	6,942.00	6,942.00	-	69,420.00	69,420.00	-	83,304.00
5114 - Digital/Offsite Storage & Virus Protection	314.00	303.00	(11.00)	3,096.00	3,030.00	(66.00)	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	-	-	-	15.00	120.00	105.00	120.00
5118 - Hospitality	-	125.00	125.00	-	1,250.00	1,250.00	1,500.00
5120 - Copies	596.05	-	(596.05)	596.05	500.00	(96.05)	500.00
5176 - Legal Fees	487.50	-	(487.50)	4,387.50	5,000.00	612.50	5,000.00
5180 - Other Professional	-	-	-	-	8,000.00	8,000.00	8,000.00
5181 - Audit & Accounting	-	-	-	500.00	500.00	-	500.00
5184 - Scholarships/Charity	-	-	-	632.63	-	(632.63)	8,000.00
Total General and Administrative Expenses	11,214.50	8,970.00	(2,244.50)	131,337.69	133,720.00	2,382.31	158,410.00

Taxes

5202 - Corporate Income Tax	-	-	-	1,118.00	2,000.00	882.00	2,000.00
Total Taxes	-	-	-	1,118.00	2,000.00	882.00	2,000.00

Insurance

5250 - Commercial Package Insurance	14,478.00	-	(14,478.00)	15,916.14	16,588.81	672.67	16,588.81
5251 - Directors' & Officers' Ins.	6,940.00	-	(6,940.00)	6,940.00	8,365.20	1,425.20	8,365.20
5252 - Umbrella Policy	3,998.94	-	(3,998.94)	3,998.94	3,588.44	(410.50)	3,588.44
Total Insurance	25,416.94	-	(25,416.94)	26,855.08	28,542.45	1,687.37	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 7/1/2024 - 7/31/2024

	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	36,631.44	8,970.00	(27,661.44)	159,310.77	179,262.45	19,951.68	235,422.00
Operating Net Total	(36,365.38)	(7,595.00)	(28,770.38)	80,023.98	53,409.55	26,614.43	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 7/1/2024 - 7/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	1,139.03	-	1,139.03	12,730.15	-	12,730.15	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	31,469.55
Total Income	1,139.03	-	1,139.03	12,730.15	-	12,730.15	31,469.55
Total Income	1,139.03	-	1,139.03	12,730.15	-	12,730.15	31,469.55
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	-	-	-	257,049.29	-	(257,049.29)	-
Total Infrastructure and Maintenance	-	-	-	257,049.29	-	(257,049.29)	-
Total Expense	-	-	-	257,049.29	-	(257,049.29)	-
Reserve Net Total	1,139.03	-	1,139.03	(244,319.14)	-	(244,319.14)	31,469.55
Net Total	(35,226.35)	(7,595.00)	(27,631.35)	(164,295.16)	53,409.55	(217,704.71)	31,469.55

Park Glen Neighborhood Association, Inc.

2025 Approved Annual Budget (10/1/2024-9/30/2025)

2025

Income

Income	
4100 - Assessments	218,922.00
4550 - Interest on Assessments (Delinquent)	1,500.00
4603 - Social Event Income	15,000.00
4750 - Reserve Fund Contribution Income	21,218.00
Total Income	256,640.00
Total Income	256,640.00

Expense

General and Administrative Expenses

5104 - Administrative	4,100.00
5105 - Postage	9,000.00
5107 - Social Committee/Community Events	40,000.00
5107-02 - Community Programs	2,850.00
5112 - Committee Expense	
5113 - Professional Management	83,304.00
5114 - Digital/Offsite Storage & Virus Protection	3,800.00
5115 - Website/Portal	1,150.00
5116 - Association Meetings	6,100.00
5117 - Licenses, Permits & Fees	
5118 - Hospitality	
5120 - Copies	
5176 - Legal Fees	5,000.00
5180 - Other Professional	2,000.00
5181 - Audit & Accounting	500.00
5184 - Scholarships/Charity	10,800.00
Total General and Administrative Expenses	168,604.00

Taxes

5202 - Corporate Income Tax	2,000.00
Total Taxes	2,000.00

Insurance

5250 - Commercial Package Insurance	16,500.00
5251 - Directors' & Officers' Ins.	7,600.00
5252 - Umbrella Policy	4,500.00
Total Insurance	28,600.00

Infrastructure and Maintenance

5404 - Mailbox Repair	40,000.00
Operating	15,000.00
Reserve	25,000.00
5478 - Sidewalk Repair & Root Mitigation	250,000.00
Total Infrastructure and Maintenance	290,000.00

Park Glen Neighborhood Association, Inc.

2025 Approved Annual Budget (10/1/2024-9/30/2025)

2025

Reserves

6000 - Reserve Contribution

21,218.00

Total Reserves

21,218.00

Total Expense

510,422.00

**CERTIFICATE OF PRESIDENT
of
PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.
regarding
BOARD RESOLUTION
adopting
EXTERIOR 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 _____, 2024:

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 “Exterior Lighting Guidelines” were approved as set forth below:

Exterior Lighting Guidelines:

All permanent exterior lighting must be approved by the Architectural Control Committee (the “ACC”) for type, location and illumination prior to installation. 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. Applications submitted to the ACC for installation of permanent 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. Except as provided below as to holiday or event lights, exterior lighting must be white or soft white in color and installed in such a way to shield or minimize the amount of spill light on adjacent properties, homes or streets. Except as provided below as to holiday or event lights, no flash, strobe, blinking, flickering, dancing, or moving lighting is permitted.

All lighting, regardless of type or color, must be set to illuminate at or after dusk and turn off by dawn. All exterior lighting must be kept in a clean and working manner, lighting should not be a nuisance to neighboring Lots.

If the lighting is for holidays or events, as described below, no ACC application is required and the lighting may only be turned on according the following schedule. No flash or strobe lighting is permitted:

1. **Christmas and New Year's Day**. The day after Thanksgiving through January 15th of the following year.
2. **Halloween**. The month of October.
3. **Other Religious/Nationally Recognized Holidays**. Thirty (30) days prior to the holiday and fifteen (15) days after the holiday.
4. **Non-holiday Events (e.g. sports celebrations, birthday party)**. The day of the event.

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 _____, 2024.

**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 _____, 2024 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

The Preserve

No.	Item Description	Unit	Unit Cost	Quantity	Sub-Total
211 Homes					
1	Remove & Replace Concrete Sidewalk	SF	\$15.37	7,268	\$111,709
2	Grind < 1/2" Existing Concrete Sidewalk	EA	\$147.00	43	\$6,321
3	Tree Removal & Stump Grinding	EA	\$700.00	8	\$5,600
SUB TOTAL CONSTRUCTION COST					\$123,630.16
10% Contingency					\$12,363.02
TOTAL CONSTRUCTION COST					\$135,993

The Crossing

Bid Item No.	Item Description	Unit	Unit Cost	Quantity	Sub-Total
143 Homes					
1	Remove & Replace Concrete Sidewalk	SF	\$15.37	4,532	\$69,657
2	Grind < 1/2" Existing Concrete Sidewalk	EA	\$147.00	13	\$1,911
3	Tree Removal & Stump Grinding	EA	\$700.00	5	\$3,500
SUB TOTAL CONSTRUCTION COST					\$75,067.84
10% Contingency					\$7,506.78
TOTAL CONSTRUCTION COST					\$82,575

The Glen

Bid Item No.	Item Description	Unit	Unit Cost	Quantity	Sub-Total
201 Homes					
1	Remove & Replace Concrete Sidewalk	SF	\$15.37	5,830	\$89,607
2	Grind < 1/2" Existing Concrete Sidewalk	EA	\$147.00	18	\$2,646
3	Tree Removal & Stump Grinding	EA	\$700.00	6	\$4,200
SUB TOTAL CONSTRUCTION COST					\$96,453.10
10% Contingency					\$9,645.31
TOTAL CONSTRUCTION COST					\$106,098

Bid Item No.	Item Description	Unit	Unit Cost	Quantity	Sub-Total
8 Homes					
1	Remove & Replace Concrete Sidewalk	SF	\$15.37	468	\$7,193
2	Grind < 1/2" Existing Concrete Sidewalk	EA	\$147.00	0	\$0
3	Tree Removal & Stump Grinding	EA	\$700.00	2	\$1,400
SUB TOTAL CONSTRUCTION COST					\$8,593.16
10% Contingency					\$859.32
TOTAL CONSTRUCTION COST					\$9,452

	100%	55%	80%
The Preserve	\$135,993	\$74,796.25	\$108,794.54
The Crossing	\$82,575	\$45,416.04	\$66,059.70
The Glen	\$106,098	\$58,354.13	\$84,878.73
Miscellaneous	\$9,452	\$5,198.86	\$7,561.98
Coordinator	\$15,000	\$15,000	\$15,000
Sub Total Cost	\$266,544	\$153,349	\$216,235
Budget	\$250,000		



Sidewalk Replacement/Repair and Tree Root Mitigation Project

Dear Park Glen Homeowner,

The Park Glen Neighborhood Association Board of Directors has authorized a **ONE-TIME** program **TO REPLACE OR REPAIR DAMAGED SIDEWALKS** in your part of Park Glen, **AT NO COST TO YOU.**

Eligible properties are Park Glen homes with problem sidewalks on the streets meeting project criteria and have been inventoried by the project coordinator in consultation with qualified paving contractors. If you receive this letter, your home qualifies. **WHILE YOU MAY BELIEVE YOU DON'T NEED REPAIRS, WE ARE REPAIRING ANY SIDEWALK WITH A VERTICAL MISMATCH OF OVER 1/4" SO WE URGE YOU TO PARTICIPATE IN THIS ONE-TIME NO-COST PROGRAM TO AVOID HAVING TO MAKE REPAIRS AT HOMEOWNER'S COST IN THE FUTURE.**

Additional areas of Park Glen may be assessed after the completion of this project.

Here is some key information:

- **According to the city of Fort Worth, sidewalk upkeep is the direct responsibility of homeowners, but the PGNA Board of Directors has authorized a ONE-TIME program to fix sidewalks in the project area on your behalf.**
- It is PGNA's intent to replace or repair sidewalks that do not meet Fort Worth city codes and/or access/disability standards, however PGNA reserves the right to decline sidewalk replacement for any reason, in which case PGNA will provide an explanation to the homeowner.
- Removal of tree/shrub roots may be required if they have caused and/or will cause sidewalk problems. In most cases, the remedy will be to remove offending roots (at PGNA's expense) without removing trees/shrubs. In extreme cases, tree/shrub removal (at PGNA's expense) may be necessary before sidewalks are replaced.
- PGNA, the Project Coordinator, and the project's contractors shall not be responsible for any problems with trees/shrubs after sidewalks are replaced.
- Damage to sprinkler systems or grass from the project will be repaired by the contractor.
- Project is targeted to begin **January 1, 2025** with expected 90 to 120-day duration.
- **The "Opt-In" period ends November 1, 2024.** Project will include your sidewalks only if you "opt in."

IMPORTANT: The project requires your authorization to proceed on your sidewalk. By completing the "Opt-In" section of this form on the reverse, you authorize PGNA to evaluate your property, mitigate tree/shrub root problems, and replace/repair your sidewalk **AT NO COST TO YOU.**

You will be contacted by Project Coordinator Gerry Sauls, Park Glen resident. Any and all questions may be directed to Mr. Sauls.

Sidewalk Project Contact Information:

Gerry Sauls, Project Coordinator

E-mail: PGNAGerry@gmail.com

Phone (or text): 817-680-8922

Mail: 5421 Rocky Mountain Road, Fort Worth, TX 761



Sidewalk Replacement/Repair and Tree Root Mitigation Project

By Opting-In, You are granting and conveying to Park Glen Neighborhood Association, Inc. ("PGNA") an easement over, on, and across Your Property to construct, repair and/or replace Your sidewalk and perform any necessary tree/shrub root mitigation, including the cutting of roots or complete removal of plants on Your Property FREE OF CHARGE. You agree that any future maintenance, repair or replacement of the sidewalk and landscaping will be Your responsibility and You, unless otherwise provided herein, agree to hold PGNA harmless from any and all damages arising out of or related to the construction, repair and/or replacement of Your sidewalk and the tree/shrub root mitigation, including the cutting of roots or complete removal of plants. You agree that any of Your successors and assigns will be equally bound by this easement. This easement will terminate after the sidewalk has been constructed, repaired and/or replaced and the tree/shrub root mitigation, including the cutting of roots or complete removal of plants has been completed on Your Property.

To opt in, complete the opt-in section below and mail or e-mail the form to the Project Coordinator at the address shown on the reverse. We encourage you to make a copy of both pages for your records and information. Once received, the Project Coordinator will contact you to confirm his receipt of your form. Advance questions about the project can be directed to the Project Coordinator using the contact information shown on the reverse.

Remember, the Opt-In period is time-limited to allow the contractor to begin scheduling repairs.

Property Address ("Property") _____

Homeowner name(s) ("I", "You" or "Your") _____

Mailing Address _____

E-mail Address(es) _____

Phone # _____

I request that PGNA replace or repair my sidewalks and perform any necessary tree/shrub root mitigation, including the cutting of roots or complete removal of plants between sidewalk and the street. I understand and agree with the information on this document, including:

- Sidewalk repair and/or replacement and tree/shrub root mitigation will be paid for by PGNA.
- Warranty on the sidewalk work will be as provided by the contractor only.
- Damage from the project to sprinkler systems or grass will be repaired by the contractor. Homeowner must notify PGNA of any damage caused by the contractor within 30 days of work being completed.
- PGNA's initial evaluation indicates that cutting and removal of tree/shrub roots will be necessary throughout the project area, but it may become apparent only after removing problem sidewalks that some entire trees/shrubs will need to be removed, and you are granting us an easement and permission to perform such work. Trees/shrubs to be removed as part of this project (expected to be very rare) will be removed at **the city or** PGNA's expense and must be replaced by homeowner within six months of completion of the project (with a reimbursement of up to \$200 available from PGNA).
- **Trees within the parkway (the area between the sidewalk and curb line) are property of the city of Fort Worth. The city forester will make the decision to shave/trim the roots or remove the tree if the tree would not survive the root shaving/trimming.**
- Neither PGNA nor the contractor is warranting the trees/shrubs in the affected area and will not be responsible for any problems, death, or impairment of trees/shrubs.
- PGNA is not taking ownership of the sidewalks nor responsibility for any future work or problems.

Homeowner Signature _____ Date _____

Halloween/Harvest Decorating Contest Guidelines 2024

- This Park Glen Halloween/Harvest Decorating Contest is being held to recognize and show appreciation to residents for their outstanding efforts to decorate their homes for everyone to enjoy.
- Decorations may be related to Halloween, Harvest Season, or a combination of both.
- Entries or nominations are not required.
- Volunteer judges will tour the neighborhood looking at home decorations between 7 p.m. and 10 p.m., any day from October 17 - 22, which is approximately ONE WEEK before Halloween.
- It is recommended that spot lights be used on decorations that are only visible during the day, so that judges can view the decorations when they drive through the neighborhood in the evening.
- Judging will be based on “curb appeal” as viewed from the street only. The primary factor will be overall presentation (“wow factor”), but judges will also consider uniqueness & creativity, storyline or theme, and neatness & organization.
- Winners from the past two years and properties with past due balances owed to the Association or outstanding deed restriction violations will not be eligible.
- 13 homes will be selected (one from each of Park Glen’s 13 villages), with each winner receiving a \$50 gift card and a yard sign to display for three weeks. Winners will also be announced and pictured on our website and in the newsletter.
- Judges are volunteers that judge a different village from their own and are still eligible for the contest.
- Be creative, be festive, and have fun!