

Park Glen Neighborhood Association

Minutes of Regular Board meeting, December 6, 2022 (held directly after the Special Meeting, which was held at 7pm) In-person and Online

Location:

In Person: 8400 Park Vista Blvd., Room E100 in the Main Building

Online: <https://global.gotomeeting.com/join/955310189> or by

Phone: (571) 317-3122 Meeting Access Code: 955-310-189

APPROVED
BY BOARD
OF
DIRECTORS
ON
1/17/23

Call to Order, Welcome and Introduction of Board Members.

Susan Kenney started the meeting at 7:39pm. The quorum was met and the meeting was called order. The following Board Members were present: Susan Kenny, Beth Rutkoski, Ralph Robb, Tom Kaul, Paul Grove, and Melissa Medici. Scott Roloff was absent.

Consideration of October 18, 2022 Board Meeting Minutes.

Tom Kaul made a motion to accept the October 18, 2022 minutes. Beth Rutkoski seconded the motion. None opposed. Motion passed unanimously.

Board Member Reports & Comments

- Update on past PID6 Meetings was given by Beth Rutkoski.
- Next PID6 Meeting is in January 26, 2023, see PID6.org for details.

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

- Neighborhood Updates/Status Report - Management Report – see attached Management Report
- Monthly Financial Reports – October 2022 Financial Report– see attached Financial Report (the November Financial Report will be given in January)

Treasurer's Report – See Financial Report above

Events & Activities Report:

- Halloween/Harvest Decorating Contest (Oct. 20-25, 7pm-10pm) Report— Beth Rutkoski reported.
- Turkey Trot (Thanksgiving morning, Nov. 24th) Report - Susan Kenney reported and stated that a financial report will be given at the January meeting.
- Holiday in the Park (December 3rd from 10am - 1pm) at Arcadia Park #4 at 4800 Glen Springs Park- Kristy Shallcross. Susan stated that Kristy could not make it, but that a financial report will be given in January
- Holiday Decorating Contest (December 8-13) - Beth Rutkoski

Business & Motions:

- Gmail Storage fee for Susan Kenney – Discussion on the need for more storage for Susan Kenney in her

PGNA Gmail account was heard. Beth Rutkoski made a motion to approve a \$21.31 Annual Fee to increase Gmail storage for Susan Kenney. Tom Kaul seconded the motion. **Motion passed unanimously.**

- Calendar of Events for 2023 – the proposed 2023 Calendar of Events was reviewed. Paul Grove made a motion to approve the Calendar of Events for 2023. Tom Kaul seconded the motion. **Motion passed unanimously.**
- Consider paying for Events Coordinator – discussion was held but more discussion is needed before a motion can be made. This item was tabled until the next meeting. Susan stated that it is increasingly more difficult to get volunteers.
- Eggstravaganza & Spring Festival – discussion was held about the Eggstravaganza and Spring Festival Event and about who would act as the coordinator of the event. Susan Kenney mentioned that NMI would charge \$ 3,000-3,500 to coordinate the event. Susan also stated that Homeowner Chelsey Masters who coordinated the event last year, would consider coordinating the event this year for a fee of between \$3,000-\$3,500. An audience member stated that she may be interested in acting as coordinator, but she would need more information. More discussion is needed on this topic. The motion was tabled until the next meeting.
- Shredding Event - Susan Kenny made a motion to allocate up to \$600 to conduct a community shredding event on April 22, 2023 with Susan Kenney as the Coordinator. This event will require: 1. Working with the shredding company; 2. Coordinating the publicity of the event; 3. arranging for location; and 4. Either working the event or getting other volunteers to work the event. Tom Kaul seconded the motion. **The motion passed unanimously.**
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- Collection Accounts to be forwarded to the Attorney – Paul Grove explained Park Glen’s Policy and Procedures for Collection of Assessments. Paul Grove made a motion to escalate the following homeowner accounts for collection action, per our collection policy, up to and including authorization of legal action to foreclose. Beth Rutkoski seconded the motion.

PKGN80950	PKGN21114	PKGN58990
PKGN48052	PKGN80740	PKGN39191
PKGN95636	PKGN47897	PKGN14873
PKGN95234	PKGN89858	PKGN14601
PKGN65347	PKGN74365	PKGN80310
PKGN81262	PKGN104051	PKGN65129
PKGN90126	PKGN14863	PKGN21051

The motion passed unanimously.

Need to find new Project Coordinator for future Sidewalk Projects – this topic was discussed. Susan Kensy and Beth Rutkoski volunteered to advertise to find a new Project Coordinator.

Member Comments – None

Adjourn - Meeting was adjourned at 8:37pm

Next Board Meeting is on January 17, 2023

Park Glen Neighborhood Association

Management Report to October 15, 2022 December 2, 2022

Administrative

Homeowner Contact:

- 24 resale certificate inquiries and/or mortgage questionnaires.
- 10 regarding violations (this includes violations on their own properties or neighbors).
- 25 requesting contact change information (or adding of email/phone numbers)
- 3 conversations regarding Property Modifications requirements/information.
- Management sent several email blasts on behalf of the board.
- Management attended the local elementary's trunk or treat on behalf of the board to promote the amendment vote.
- Management completed several tasks on the board's behalf in regards to the Turkey Trot (payments, printouts, collection of items, etc.)
- Management spoke with several homeowners and assisted with instructions on the 2nd amendment vote.

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).

Change of Ownership

25 Properties had ownership changes processed from October 15, 2022 to December 2, 2022.

Homeowner Emails on File

Currently we have 2,708 up from 2,481 emails on file, an increase of 227 emails from last month. (Mostly due to invoices and the voting for the amendment).

Park Glen Neighborhood Association

Management Report to October 15, 2022 December 2, 2022

ACC Applications from 10.15.2022 to 12.2.2022

21 ACC applications have been received from owners since 10.15.2022

17 applications were approved for:

- Driveway/Walkway extension
 - Exterior Painting
 - Fence installation
 - Gas Generator Installation
 - Handrail Installation
 - Permanent Lighting Installation
 - Porch Installation
 - Roof Replacement
 - Solar Panel Installation
- 1 application was denied for exterior painting
 - **3 applications are pending**

Violation Summary Report 10/15/2022 to 12/2/2022

Courtesy Notice - 95 – (80) Everything in parenthesis is last month

Architectural – 2 (3)
Basketball Goal – 7 (6)
Driveway/Sidewalk – 2 (3)
Exterior Maintenance – 2 (0)
Fences – 1 (2)
Landscaping – 24 (52)
Parking – 10 (3)
Storage of Garbage / Recycling -32 (7)
Stored/Inoperable Vehicle – 0 (0)
Tree Requirements – 3 (2)
Unsightly Items – 12 (2)

Park Glen Neighborhood Association

Management Report to October 15, 2022 December 2, 2022

Warning Notice 75 (19)

Basketball Goal - 3 (1)
Driveway - 3 (0)
Exterior Maintenance - 2 (2)
Fences - 3 (1)
Landscaping - 17 (9)
Storage of Garbage/recycling - 32 (0)
Parking - 1 (0)
Tree Requirements - 1 (0)
Unightly Items - 13 (0)

209 Notice 14 (4)

Basketball Goal - 1 (0)
Exterior Maintenance - 1 (1)
Fences/Wall - 3 (0)
Landscaping - 3 (0)
Parking - 3 (1)
Tree Requirements - 1 (2)
Unightly Items - 2 (0)

209 Notice Certified - 4 (4)

Exterior Maintenance 0(3)
Parking - 0 (1)
Fences - 2(1)
Tree Requirements - 2 (0)

Monitor - 201 (12)

ACC - 1 (0)
Driveway - 3 (1)
Exterior Maintenance - 1 (0)
Fence - 0 (1)
Landscaping - 191 (7)
Parking - 2 (0)
Trash Cans - 1 (2)

Park Glen Neighborhood Association

Management Report to October 15, 2022 December 2, 2022

Monitor – (con't)

Tree Requirements **1 – (1)**

Violation Totals:

Open - (95 Courtesy, 75 Warning, 18 209s)

(Monitor – 201)

Closed – 200

Accounting

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for Preliminary October 2022,

Legal (As of 10/10/2022)

1 (2) Combo – Collections/Deed Restrictions/Pre-Litigation – One on a payment plan; other one sold awaiting funds from closing

2 (1) Judicial Foreclosure

11(12) Collection/Pre-Litigation

4 (4) Active Post Judgments (3 active payment plans)

1 (1) Bankruptcy

19 accounts currently with the Attorney (20)

Respectfully Submitted,

Christina M. Fountain, FL CAM

Senior Community Association Manager

Neighborhood Management, Inc.

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 10/31/2022

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$23,859.74		\$23,859.74
1001 - CIT Operating Money Mkt *9421	\$75,127.17		\$75,127.17
1020 - PPB Operating Account *1794	\$130,661.12		\$130,661.12
1102 - AAB ICS Reserve MM *4845		\$106,758.23	\$106,758.23
1103 - CIT Reserve Money Mkt *4542		\$55,475.09	\$55,475.09
1120 - PPB Reserve Money Mkt *1785		\$76,557.78	\$76,557.78
1200 - CDARS Reserve CD *7127 52 weeks 08/24/2023		\$129,572.05	\$129,572.05
1201 - CDARS Reserve CD *7151 52 weeks 08/24/2023		\$129,572.06	\$129,572.06
1600 - Accounts Receivable	\$128,908.91		\$128,908.91
1605 - Allowance for Doubtful Accts	(\$7,528.01)		(\$7,528.01)
Total Current Assets	\$351,028.93	\$497,935.21	\$848,964.14
Total Assets	\$351,028.93	\$497,935.21	\$848,964.14
Liabilities / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$1,250.00		\$1,250.00
2050 - Prepaid Owners Assessments	\$8,554.21		\$8,554.21
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$105.00		\$105.00
Total Current Liabilities	\$9,909.21		\$9,909.21
Equity			
3500 - Fund Balance Retained	\$139,607.38	\$497,601.63	\$637,209.01
3550 - Current Year Gain / Loss	\$201,512.34	\$333.58	\$201,845.92
Total Equity	\$341,119.72	\$497,935.21	\$839,054.93
Total Liabilities / Equity	\$351,028.93	\$497,935.21	\$848,964.14

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 10/1/2022 - 10/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	218,922.00	218,922.00	-	218,922.00	218,922.00	-	218,922.00
4500 - Interest Income	20.13	-	20.13	20.13	-	20.13	-
4550 - Interest on Assessments (Delinquent)	129.55	125.00	4.55	129.55	125.00	4.55	1,500.00
4603 - Social Event Income	1,781.50	1,416.67	364.83	1,781.50	1,416.67	364.83	17,000.00
Total Income	220,853.18	220,463.67	389.51	220,853.18	220,463.67	389.51	237,422.00
Total Income	220,853.18	220,463.67	389.51	220,853.18	220,463.67	389.51	237,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	7,165.69	458.33	(6,707.36)	7,165.69	458.33	(6,707.36)	5,500.00
5105 - Postage	746.80	458.33	(288.47)	746.80	458.33	(288.47)	5,500.00
5107 - Social Committee/Community Events	1,046.53	1,100.00	53.47	1,046.53	1,100.00	53.47	27,600.00
5107-02 - Community Programs	1,909.82	1,150.00	(759.82)	1,909.82	1,150.00	(759.82)	2,000.00
5112 - Committee Expense	125.00	-	(125.00)	125.00	-	(125.00)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	6,942.00	6,942.00	-	83,304.00
5114 - Storage	265.00	265.00	-	265.00	265.00	-	3,233.00
5115 - Website/Portal	-	800.00	800.00	-	800.00	800.00	800.00
5116 - Association Meetings	-	20.00	20.00	-	20.00	20.00	240.00
5117 - Licenses, Permits & Fees	-	-	-	-	-	-	120.00
5118 - Hospitality	-	125.00	125.00	-	125.00	125.00	1,500.00
5120 - Copies	-	-	-	-	-	-	2,200.00
5176 - Legal Fees	1,140.00	400.00	(740.00)	1,140.00	400.00	(740.00)	4,800.00
5180 - Other Professional	-	-	-	-	-	-	8,000.00
5181 - Audit & Accounting	-	-	-	-	-	-	700.00
5184 - Scholarships/Charity	-	916.67	916.67	-	916.67	916.67	11,000.00
Total General and Administrative Expenses	19,340.84	12,635.33	(6,705.51)	19,340.84	12,635.33	(6,705.51)	156,997.00

Taxes

5202 - Corporate Income Tax	-	-	-	-	-	-	2,300.00
Total Taxes	-	-	-	-	-	-	2,300.00

Insurance

5250 - Commercial Package Insurance	-	-	-	-	-	-	11,220.00
5251 - Directors' & Officers' Ins.	-	-	-	-	-	-	7,825.00
5252 - Umbrella Policy	-	-	-	-	-	-	1,474.00
Total Insurance	-	-	-	-	-	-	20,519.00

Infrastructure and Maintenance

5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	-	1,250.00	1,250.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	-	1,250.00	1,250.00	15,000.00

Reserves

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 10/1/2022 - 10/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
6000 - Reserve Contribution	-	-	-	-	-	-	42,606.00
Total Reserves	-	-	-	-	-	-	42,606.00
Total Expense	19,340.84	13,885.33	(5,455.51)	19,340.84	13,885.33	(5,455.51)	237,422.00
Operating Net Total	201,512.34	206,578.34	(5,066.00)	201,512.34	206,578.34	(5,066.00)	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 10/1/2022 - 10/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	333.58	-	333.58	333.58	-	333.58	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	42,606.00
Total Income	333.58	-	333.58	333.58	-	333.58	42,606.00
Total Income	333.58	-	333.58	333.58	-	333.58	42,606.00
Reserve Net Total	333.58	-	333.58	333.58	-	333.58	42,606.00
Net Total	201,845.92	206,578.34	(4,732.42)	201,845.92	206,578.34	(4,732.42)	42,606.00

Park Glen Preliminary Calendar of Events for 2023

Date	Day	Event / Activity
Jan 17	Mon	Board Meeting
Feb 21	Tue	Board Meeting
Mar 10-17	Fri-Fri	Spring Break Week starts (KISD)
Mar 13-20	Mon-Mon	Spring Break Week starts (BISD)
Mar 21	Tue	Board Meeting
Apr 01	Sat	Eggstravaganza & Spring Festival
Apr 09	Sun	Easter
Apr 18	Tue	Board Meeting
Apr 14-16	Fri-Sun	PID6 Garage Sales
Apr 22	Sat	Free Shredding Event
May 01	Mon	Start Accepting Scholarship Applications
May 06	Sat	Spring Movie Night in the Park
May 16	Tue	Board Meeting
Multiple dates		Yard of the Month Judging (May, June, July, August)
Jun 01	Thu	PGNA Scholarship Application Deadline
Jun 20	Tue	Board Meeting
Jul 01	Sat	PID6 Independence Celebration
Jul 01	Sat	PGNA Independence Parade
Jul 18	Tue	Board Meeting
Aug 15	Tue	Board Meeting
Sep 12	Tue	Annual Meeting & Board Election 7:00-8:30pm
Sep 19	Tue	Board Meeting
Oct 03	Tue	National Night Out Block Parties
Oct 17	Tue	Board Meeting
Oct 19-24	Thur.-Tues.	Halloween/Harvest Decorating Contest
Oct 13-15	Fri-Sun	PID6 Garage Sales
Nov 23	Thu	Turkey Trot
Dec 02	Sat	Holiday in the Park
Dec 05	Tue	November / December Board Meeting
Dec 7-12	Thur.-Tues.	Holiday Decorating Contest Judging

Key: Black = community events, and Blue = PGNA Board mtgs and annual mtg

* All events are subject to change and cancellation.

NMI Estimate for Coordinating some Events

Eggstravangaza & Spring Festival- \$3500 – this incorporates, getting and stuffing eggs prior to event, getting vendors, attending event, and running the egg hunt, coordinating volunteers, securing entertainment (bands, etc), and securing vendors (i.e.bounce houses, pony rides, etc and/or other vendors the committee/board requests).

4th of July - \$2000 – coordinating with PID on their firework show, parade, not sure what else they have.

Holiday in the Park – \$3K - \$3500 Vendors, entertainment, bounce house, petting zoo, ice hill, or whatever items are requested, Santa. Attending event (1 to 5 p.m.) coordinating volunteers.

Attending the event would for staff members be \$60 an hour (not the coordinator).