

# Park Glen Neighborhood Association

## *Minutes of September 20, 2022, Board Meeting*

APPROVED  
BY BOARD  
OF  
DIRECTORS  
ON  
10/18/22

### **Location:**

**In-person:** Alliance Church, 8400 Park Vista Blvd, Room E100

**Online:** <https://global.gotomeeting.com/join/955310189> with Access Code:  
955-310-189  
or (571) 317-3122

### **Call to Order:**

**President Susan Kenney started the meeting at 7:07pm**, welcomed and introduced the Board Members. The following Board Members were present: Susan Kenney, Tom Kaul, Melissa Medici, Beth Rutkoski and Paul Grove. Absent were Scott Roloff and Ralph Robb.

### **Consideration of August 16, 2022 Board Meeting Minutes.**

- Susan Kenney stated that the August 16th minutes were not ready yet and would be put on the next meeting agenda.

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

#### **Susan gave an update on the following:**

- Update on PGNA Election and Proposed Amendment to Park Glen Phase 2 Association Declaration (concerning Short Term Rentals such as AirBnBs)
- Update on PID6 Election
- Next PID6 Meeting is Sept. 29th, see [PID6.org](http://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 Report for August 2022 - Community Manager Christina Fountain stated that the Financial Report is on [ParkGlen.org](http://ParkGlen.org) and if anyone has any questions, to please contact her.

**Treasurer's Report:** Paul will give a report at the next meeting.

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

- National Night Out Block Parties. Please email Coordinator Gerry Sauls at [PGNANationalNightOut@gmail.com](mailto:PGNANationalNightOut@gmail.com) with questions. - Susan Kenney reported
- Halloween/Harvest Decorating Contest (Oct. 20-25, 7pm-10pm)  
Volunteer judges needed. - Beth Rutkoski reported
- Turkey Trot (Thanksgiving morning, Nov. 24th)  
Volunteers needed, particularly Course Coordinator, Refreshments Coordinator & more. Please email [PGNASusan@gmail.com](mailto:PGNASusan@gmail.com) to volunteer. - Susan Kenney reported

## Business & Motions:

- Susan Kenney made a motion to appoint Paul Grove as the Treasurer. Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- Susan Kenney made a motion to appoint homeowners: Chad Blando, Levi Sweazy, Daniel Robertson, and Matt McCoy to the Architectural Control Committee (ACC); to serve effective from the end of this Board meeting to the September 2023 Board meeting. Beth Rutkoski seconded the motion. None opposed. **Motion passed unanimously.**
- Paul Grove made a motion to appoint Susan Kenney as Coordinator of Turkey Trot 2022 to be held on Thanksgiving morning, Nov. 24th, with costs before revenue of \$12,000 or less and the expectation that it will make a profit. Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- Susan Kenney made a motion to appoint Kristy Shallcross as Coordinator of the Holiday in the Park Event to be held on December 3, 2022, and approve a budget not to exceed \$5,500. Paul Grove seconded the motion. None opposed. **Motion passed unanimously.**
- The topic of reimbursement for gas allowance of \$50 for the 2022 Yard of the Month Coordinator, Beth Rutkoski and \$50 for 2022 Halloween/Harvest Decorating Contest Coordinator Beth Rutkoski was discussed. The matter has been tabled for the next meeting. Paul Grove said that he would write up a suggested motion for the next meeting.
- Paul Grove made a motion to hold another election concerning Short Term Rentals for Deed Restrictions concluding with a Special Meeting on December 6, 2022. Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- 
- Beth Rutkoski made a motion to engage the services of NMI to conduct the voting process for the proposed amendment (online, directed proxy, & at special meeting), tallying, and announcing results of the proposed amendment to the Park Glen Phase 2 Association Declaration (Declaration) concerning leasing (short-term rentals) for deed restrictions at the special meeting on December 6, 2022, with a service cost not to exceed \$2,300. (Postage is over and above this cost and is expected to be approx. \$3,100.) Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- It was discussed that an informal committee will be formed to coordinate and work on the details for the new vote of the proposed Amendment. Melissa Medici, volunteered to be the Coordinator. It was decided that the whole Board would be sent information that the Committee reviews so that the entire Board will be informed and be able to participate if able.
- Paul Grove made a motion to approve an additional cost for NMI to attend local events to allow for homeowners to vote (online or by directed proxy) on the Proposed Amendment to Declaration concerning Leasing (Short Term Rentals) and not to exceed a total cost of \$1,000. Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- Susan stated that we need to find a new Project Coordinator for future Sidewalk Projects, because Daniel Guido, our past coordinator is no longer available.

**Member Comments:** None

## Adjourn:

- Meeting adjourned at 8:23pm
- Next Board Meeting is October 18, 2022, at 7:00 p.m. in-person at the Alliance Church, 8400 Park Vista Blvd, and online via GoToMeetings, see ParkGlen.org for login information

# Park Glen Neighborhood Association

## Management Report August 13, 2022 to September 16, 2022

### Administrative

#### Homeowner Contact:

- 4 resale certificate inquiries and/or mortgage questionnaires.
- 15 regarding violations (this includes violations on their own properties or neighbors).
- 3 conversation regarding streets/street parking.
- 1 conversation regarding noise complaint.
- 2 requesting contact change information (or adding of email/phone numbers)
- 6 conversations regarding Property Modifications requirements/information.
- Management sent several email blasts on behalf of the board.
- Management attended last Board meeting, supplied board meeting packets for board members and any homeowners that might want to join (5 homeowners were present in person).
- Management assisted in the Annual Meeting Election and Attempted Amendment Vote
- Management met with several board members regarding the violations process and the letters.

**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

23 Properties had ownership changes processed from August 13, 2022 to September 16, 2022.

### Homeowner Emails on File

Currently we have 2,400 up from 2,383 emails on file, an increase of 17 emails from last month.

# Park Glen Neighborhood Association

## Management Report August 13, 2022 to September 16, 2022

### ACC Applications from 8.13.2022 to 9.16.2022

21 ACC applications have been received from owners since 8.13.2022

#### **8 applications were approved for:**

- Driveway Gate Install
  - Exterior Painting
  - Fence Replacement
  - Patio Cover
  - Roof Replacement
  - Shed Installment
  - Solar Panel Installation
- **7 applications are pending**
  - **1 application was declined**

### Violation Summary Report 8/13/2022 to 9/16/2022

#### Courtesy Notice - 487 – (166) Everything in parenthesis is last month

Architectural – **3 (1)**  
Basketball Goal – **2 (0)**  
Driveway/Sidewalk – **3 (0)**  
Exterior Maintenance – **1 (2)**  
Fences – **9 (8)**  
Landscaping – **276 (1)**  
Parking – **12 (15)**  
Signage = **2 (0)**  
Storage of Garbage / Recycling -**83 (82)**  
Stored/Inoperable Vehicle – **3 (0)**  
Tree Requirements – **10 (8)**  
Unightly Items – **30 (45)**

# Park Glen Neighborhood Association

## Management Report August 13, 2022 to September 16, 2022

### Warning Notice 191 (99)

Basketball Goal - 1 (0)  
Driveway - 1 (0)  
Exterior Maintenance - 2 (5)  
Fences - 3 (8)  
Landscaping - 58 (3)  
Storage of Garbage/recycling - 76 (52)  
Parking - 7 (3)  
Unightly Items - 37

### 209 Notice 27 (23)

Exterior Maintenance - 5 (3)  
Fences/Wall - 1 (1)  
Landscaping - 3 (0)  
Parking - 4 (1)  
Signage - 1 (0)  
Tree Requirements - 13 (6)

### 209 Notice Certified -5 (7)

Exterior Maintenance 3 (3)  
Parking - 1 (2)  
Fences - 1 (1)

### Monitor - 12 (19)

Driveway - 1 (0)  
Fence - 1 (10)  
Landscaping - 7 (3)  
Parking - 0 (2)  
Trash Cans - 2 (0)  
Tree Requirements 1 - (0)  
Unightly Items - 0 (2)

### **Violation Totals:**

# Park Glen Neighborhood Association

## Management Report August 13, 2022 to September 16, 2022

**Open - (487 Courtesy, 191 Warning, 32-209)**

**(166 Courtesy, 99 Warning, 30-209)**

**Monitor – 12 (19)**

**Closed – 144 (130)**

**\*\* 3 Issue sent to Neighborhood Police Officer Simpson**

**\*\* 3 Issues sent to Code Compliance**

### **Accounting**

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for August 2022.

### **Legal (As of 8/12/2022)**

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

**1 (1) Judicial Foreclosure**

**12(8) Collection/Pre-Litigation**

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

**1 (1) Bankruptcy**

**20 accounts currently with the Attorney (16)**

Respectfully Submitted,

*Christina M. Fountain, FL CAM*

Senior Community Association Manager

Neighborhood Management, Inc.

# Park Glen Neighborhood Association, Inc.

## Balance Sheet as of 8/31/2022

<b>Assets</b>	<b>Operating</b>	<b>Reserve</b>	<b>Total</b>
<b>Current Assets</b>			
1000 - CAB Operating Checking	\$23,076.30		\$23,076.30
1001 - CIT Operating Money Mkt *9421	\$75,089.51		\$75,089.51
1020 - PPB Operating Account *1794	\$98,698.58		\$98,698.58
1102 - AAB ICS Reserve MM *4845		\$106,718.47	\$106,718.47
1103 - CIT Reserve Money Mkt *4542		\$55,447.29	\$55,447.29
1120 - PPB Reserve Money Mkt *1785		\$3,125.46	\$3,125.46
1200 - CDARS Reserve CD *7127 52 weeks 08/24/2023		\$129,246.59	\$129,246.59
1201 - CDARS Reserve CD *7151 52 weeks 08/24/2023		\$129,246.60	\$129,246.60
1600 - Accounts Receivable	\$56,041.66		\$56,041.66
1605 - Allowance for Doubtful Accts	(\$8,555.32)		(\$8,555.32)
<b>Total Current Assets</b>	<b>\$244,350.73</b>	<b>\$423,784.41</b>	<b>\$668,135.14</b>
<b>Total Assets</b>	<b>\$244,350.73</b>	<b>\$423,784.41</b>	<b>\$668,135.14</b>
<b>Liabilities / Equity</b>			
<b>Current Liabilities</b>			
2003 - Due to Mgmt. Co.--Trf Fees	\$750.00		\$750.00
2050 - Prepaid Owners Assessments	\$16,427.54		\$16,427.54
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$510.00		\$510.00
<b>Total Current Liabilities</b>	<b>\$17,687.54</b>		<b>\$17,687.54</b>
<b>Equity</b>			
3500 - Fund Balance Retained	\$144,368.73	\$590,806.29	\$735,175.02
3550 - Current Year Gain / Loss	\$86,985.04	(\$166,970.11)	(\$79,985.07)
3600 - Prior Year Adjustments	(\$4,690.58)	(\$51.77)	(\$4,742.35)
<b>Total Equity</b>	<b>\$226,663.19</b>	<b>\$423,784.41</b>	<b>\$650,447.60</b>
<b>Total Liabilities / Equity</b>	<b>\$244,350.73</b>	<b>\$423,784.41</b>	<b>\$668,135.14</b>

# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 8/1/2022 - 8/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Income</b>							
<b>Income</b>							
4100 - Assessments	-	-	-	218,922.00	218,922.00	-	218,922.00
4100-01 - Legal Adjustments	-	-	-	3,382.63	-	3,382.63	-
4500 - Interest Income	20.11	-	20.11	130.35	-	130.35	-
4550 - Interest on Assessments (Delinquent)	127.33	125.00	2.33	2,341.25	1,375.00	966.25	1,500.00
4603 - Social Event Income	-	1,250.00	(1,250.00)	19,798.80	13,750.00	6,048.80	15,000.00
<b>Total Income</b>	<b>147.44</b>	<b>1,375.00</b>	<b>(1,227.56)</b>	<b>244,575.03</b>	<b>234,047.00</b>	<b>10,528.03</b>	<b>235,422.00</b>
<b>Total Income</b>	<b>147.44</b>	<b>1,375.00</b>	<b>(1,227.56)</b>	<b>244,575.03</b>	<b>234,047.00</b>	<b>10,528.03</b>	<b>235,422.00</b>

## Operating Expense

### General and Administrative Expenses

5104 - Administrative	1,738.25	316.67	(1,421.58)	7,014.06	3,483.37	(3,530.69)	3,800.00
5105 - Postage	402.58	250.00	(152.58)	5,591.86	2,750.00	(2,841.86)	3,000.00
5107 - Social Committee/Community Events	-	-	-	20,265.80	24,500.00	4,234.20	24,500.00
5107-02 - Community Programs	1,038.20	-	(1,038.20)	2,135.11	1,800.00	(335.11)	1,800.00
5112 - Committee Expense	-	-	-	300.00	-	(300.00)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	76,362.00	76,362.00	-	83,304.00
5114 - Storage	265.00	225.00	(40.00)	2,780.00	2,325.00	(455.00)	2,550.00
5115 - Website/Portal	143.98	20.00	(123.98)	3,267.52	220.00	(3,047.52)	240.00
5116 - Association Meetings	-	20.00	20.00	406.49	220.00	(186.49)	240.00
5117 - Licenses, Permits & Fees	-	-	-	-	320.00	320.00	320.00
5118 - Hospitality	-	125.00	125.00	-	1,375.00	1,375.00	1,500.00
5120 - Copies	-	-	-	1,639.35	2,200.00	560.65	2,200.00
5176 - Legal Fees	229.50	400.00	170.50	939.00	4,400.00	3,461.00	4,800.00
5177 - Legal Fees Billed Back	7,648.06	-	(7,648.06)	(536.50)	-	536.50	-
5180 - Other Professional	-	-	-	-	6,800.00	6,800.00	6,800.00
5181 - Audit & Accounting	-	-	-	600.00	700.00	100.00	700.00
5184 - Scholarships/Charity	8,550.00	-	(8,550.00)	8,550.00	16,000.00	7,450.00	16,000.00
<b>Total General and Administrative Expenses</b>	<b>26,957.57</b>	<b>8,298.67</b>	<b>(18,658.90)</b>	<b>129,314.69</b>	<b>143,455.37</b>	<b>14,140.68</b>	<b>152,254.00</b>

### Taxes

5202 - Corporate Income Tax	-	-	-	2,201.00	3,000.00	799.00	3,000.00
<b>Total Taxes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,201.00</b>	<b>3,000.00</b>	<b>799.00</b>	<b>3,000.00</b>

### Insurance

5250 - Commercial Package Insurance	-	-	-	10,564.00	10,000.00	(564.00)	10,000.00
5251 - Directors' & Officers' Ins.	-	-	-	7,114.00	7,300.00	186.00	7,300.00
5252 - Umbrella Policy	-	-	-	1,340.00	1,250.00	(90.00)	1,250.00
<b>Total Insurance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,018.00</b>	<b>18,550.00</b>	<b>(468.00)</b>	<b>18,550.00</b>

### Infrastructure and Maintenance

5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	6,506.30	13,750.00	7,243.70	15,000.00
<b>Total Infrastructure and Maintenance</b>	<b>-</b>	<b>1,250.00</b>	<b>1,250.00</b>	<b>6,506.30</b>	<b>13,750.00</b>	<b>7,243.70</b>	<b>15,000.00</b>



# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 8/1/2022 - 8/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
<b>Landscape</b>							
5603 - Landscape Improvements	-	-	-	550.00	-	(550.00)	-
<b>Total Landscape</b>	-	-	-	<b>550.00</b>	-	<b>(550.00)</b>	-
<b>Reserves</b>							
6000 - Reserve Contribution	-	3,884.83	3,884.83	-	42,733.13	42,733.13	46,618.00
<b>Total Reserves</b>	-	<b>3,884.83</b>	<b>3,884.83</b>	-	<b>42,733.13</b>	<b>42,733.13</b>	<b>46,618.00</b>
<b>Total Expense</b>	<b>26,957.57</b>	<b>13,433.50</b>	<b>(13,524.07)</b>	<b>157,589.99</b>	<b>221,488.50</b>	<b>63,898.51</b>	<b>235,422.00</b>
<b>Operating Net Total</b>	<b>(26,810.13)</b>	<b>(12,058.50)</b>	<b>(14,751.63)</b>	<b>86,985.04</b>	<b>12,558.50</b>	<b>74,426.54</b>	-

# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 8/1/2022 - 8/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Reserve Income</b>							
<b>Income</b>							
4500 - Interest Income	100.24	-	100.24	1,213.29	-	1,213.29	-
<b>Total Income</b>	<b>100.24</b>	<b>-</b>	<b>100.24</b>	<b>1,213.29</b>	<b>-</b>	<b>1,213.29</b>	<b>-</b>
<b>Total Income</b>	<b>100.24</b>	<b>-</b>	<b>100.24</b>	<b>1,213.29</b>	<b>-</b>	<b>1,213.29</b>	<b>-</b>
<b>Reserve Expense</b>							
<b>Infrastructure and Maintenance</b>							
5478 - Sidewalk Repair & Root Mitigation	-	-	-	168,183.40	-	(168,183.40)	-
<b>Total Infrastructure and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168,183.40</b>	<b>-</b>	<b>(168,183.40)</b>	<b>-</b>
<b>Total Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168,183.40</b>	<b>-</b>	<b>(168,183.40)</b>	<b>-</b>
<b>Reserve Net Total</b>	<b>100.24</b>	<b>-</b>	<b>100.24</b>	<b>(166,970.11)</b>	<b>-</b>	<b>(166,970.11)</b>	<b>-</b>
<b>Net Total</b>	<b>(26,709.89)</b>	<b>(12,058.50)</b>	<b>(14,651.39)</b>	<b>(79,985.07)</b>	<b>12,558.50</b>	<b>(92,543.57)</b>	<b>-</b>

Table 1

	Cost of Holding another Vote on Proposed Amendment		
	NMI	Yes Elections (costs from previous election)	VoteHoNow
Election Management Services	\$2,000.00	\$2,480.00	\$1,700.00
Election Setup/Tabulation	\$300.00	\$200.00	included
Sub-total	\$2,300.00	\$2,680.00	\$1,700.00
Printing & Postage	\$3,100.00	\$3,100.00	Don't do
<b>Total Voting Costs (Online and Directed Proxy, and In-person at Special Meeting)</b>	\$5,400.00	\$5,780.00	They only do online voting. Online voting site setup, online ballot setup, email reminder, & online vote tabulation.
Costs for NMI to attend Events to provide computers/tablets & voting code & pin for online voting and providing and receiving directed proxy form when requested:			
Elementary School Event. (3 employees for two hours. 2 @ \$60 - \$120 x 2 = \$240 & 1 @ \$80 x 2 = \$160.)	\$400.00	\$400.00	
Turkey Trot Event. (2 employees for 3 hours. 1 @ \$80 for 3 hours is free (Christina). 1 @ \$60 x 3 = \$180)	\$180.00	\$180.00	
Holiday in the Park Event, Dec. 3rd. 3 employees for 3 hours. 1 @ \$80 for 3 hours is free (Christina). 2 @ \$60 x 3 = \$360.)	\$360.00	\$360.00	
Sub-total	\$940.00	\$940.00	
<b>Total Cost for Voting Company and w NMI employees attending Events</b>	\$6,340.00	\$6,720.00	

## Halloween/Harvest Decorating Contest Guidelines

- 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. 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.
- Two previous year winners 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!