

Park Glen Neighborhood Association

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

Tuesday, April 21, 2026

Approved on 5/19/2026

Board Meeting - 7:00 pm

Executive Session – 8:00 pm

Northpark YMCA 9100 N Beach St, Fort Worth, TX 76244 [Room: Multi-Purpose 4]

Call to Order, Welcome and Introduction of Board Members

- Alvin Donohue called the meeting to order at 7:00 p.m. The board members in attendance were: Brian Moore, Melissa Medici, Suzy Lebet, Alvin Donohue, Joe Hooten, Ralph Robb, Tom Kaul.

Approval of Previous Board Meeting Minutes:

- Alvin Donohue motioned to approve the March 17, 2026 Board meeting minutes and April 7, 2026 Special Board meeting minutes. Joe Hooten seconded the motion. None opposed. **The motion passed unanimously, no discussion.**

Guest Speaker

- Chandler Crouch, Presentation on Property Taxes (also provided handout)_
 - Proposed Summary Revision: Mr. Crouch explained that if hired, clients would receive a value notice and residents would be informed about new software and a new website. He discussed property value freezes, noting they can be beneficial for some homeowners—particularly those over 65—but not for everyone, especially if they plan to move soon. He clarified that exemptions and freezes can lead to discounts that vary by taxing entity, and that over time exemptions grow while freezes lock in a tax amount. Mr. Crouch emphasized fairness, stating that property values should be assessed uniformly and that unequal discounts undermine equity. He also described his office's protest strategy, which includes sales and equity comparisons, focusing on same-year sales to establish a reasonable market value for appeals.

Announcement of Board Actions

- Signage Neighborhood Awards
 - On March 9, 2026, Alvin Donohue motioned to purchase 7 kiosk signs and 15 yard sign sets (3 signs per set, 45 signs total) from AlphaGraphics to publicize the Association's Mayor's Community Awards, at a total cost not to exceed \$1,265. Tom Kaul Seconded. A majority voted in favor. **The motion passed without discussion.**
- Signage Garage Sale
 - On March 27, 2026, Alvin Donohue motioned to purchase 15 yard signs from AlphaGraphics to publicize our Garage Sales, at a total cost not to exceed \$375. Tom Kaul seconded. A majority voted in favor. **The motion passed without discussion.**
- Scholarship Program Guidelines and Application
 - The Board approved the 2026 Scholarship Guidelines and Application Form.
- Legal Update HOA Owned Property
 - The board and Legal Counsel worked on a settlement agreement which included a deed transfer to prior owner. Once recorded, the HOA will no longer own real property.
- Board Resignation

- The Board accepted Director Ralph Robb's resignation from the Board of Directors, effective after April 30, 2026. The Board will consider appointing a homeowner to fill the vacancy at a future Open Board Meeting.
- Other announcements.
- Alvin Donohue motioned to approve the above action from the board. Tom Kaul seconded the motion. None opposed. **The motion passed, no discussion.**

New Business

- Consider and vote on Board Member Responsibilities Document
 - Alvin Donohue motioned to approve the Board Member Responsibilities Document as presented. This document is a supplement to Bylaws ARTICLE VIII POWERS AND DUTIES 8.1-8.7. and does not supersede the aforementioned articles. Ralph Robb seconded the motion. 6 voted in favor. **The motion passed.**
- Consider and vote on Park Glen Birthday Party Funding
 - Alvin Donohue motioned to approve funds to be used from GL 5107 Social Events, not to exceed \$500.00. Joe Hooten seconded the motion. 6 voted in favor. **The motion passed.**
- Consider and vote on Turkey Trot Race Vendor
 - Alvin Donohue motioned to contract Cowtown Timing as the vendor for the 2026 Turkey Trot Race and Course Recertification. Tom Kaul seconded the motion. 6 voted in favor. **The motion passed, proceed with the vendor but not to sign the contract.**

Officer & Manager Report

- President's Report (presented by Alvin Donohue)
 - Email was sent out about Keller ISD meeting and funding issue and inadvertently attached was a status report with people's name and email. A possible reason is that it was scheduled for a further date to go out but the issue is being fixed. No questions were presented
- Treasurer's Report (presented by Brian Moore)
 - Eggstravaganza Expense Report & Suggestions > Event was under budget by \$1091.72.
 - Taylor Doyle coordinated with NMI
 - Some suggestions made: provide map for all activities and issue noted was that the map did not line up with where the activities and vendors were actually located, no hand sanitizer and timing was rushed due to weather threat
- Directors' Report (presented by Melissa Medici)
 - Village Captain position has been brought back but there are 3 villages that do not have a Capt.
 - Also keep in mind can have a co-captain
 - Park Glen Birthday Party and Melissa asked residents to provide pictures of Park Glen through the years
- Community Manager's Report (presented by Joe Hooten)
 - Arcadia Park project is ongoing
 - Question posed was when will the trails be joined the website seems to indicate incorrect information. It was brought up that the website has not been updated since August 2025 possibly because info is linked to Watauga

Committee & Coordinator Reports:

- Scholarship Committee – Julie Grove (absent - Alvin Donohue presented information)

- Need to put out application guidelines through facebook and E-blast
- 5/1 opens and 6/1 closes - total amount of scholarship is \$500
- July HOA meeting can also have scholarship presentation with recipients present
- This coming Saturday is Dis 4 community fair
- SWP6 – Gerry Sauls (present)
 - The Hills is the village that is getting the upgrade and there are 360 possible from letter that were received
 - Residents can contact Victoria
 - Gerry looked into a concrete contractor, budget is set and ready to start
 - Right now it is first come, first served and once the budget is reached then no more will be done
 - The worst will be addressed first
- Mailbox Repair Coordinator – Matt McCoy (absent)
 - Small budget - if mailbox is in dire need let Matt or Alvin know
- Neighborhood Tree Planting Program Coordinator – Matt McCoy (absent - presented by Alvin Donohue)
 - Fort Worth has free program to give trees native to Texas
 - Need to coordinate with Matt but you have to plant and also has to for the front yard
- Welcome Committee – Stephanie Lincoln (absent)
 - Always looking for volunteers and can contact Stephanie for information

Events & Activities Report:

Scholarship Application Open	May 1, 2026
Shredding Event	May 2, 2026
Park Glen Birthday Party	May 19, 2026
Scholarship Application Close	June 1, 2026
Scholarship Award Ceremony	July 21, 2026
Yard of the Month	June 5-7, 2026

- Volunteer Opportunities
- Visit **ParkGlen.org** for more information on events and activities.

Adjourn

- Alvin Donohue motioned to adjourn the meeting. Tom Kaul seconded the motion. None opposed. **The motion passed unanimously.**

Homeowner Comments

Next Board Meeting - Tuesday, May 19, 2026.

Closed Executive Session to follow to discuss legal items and contracts.

PARK GLEN NEIGHBORHOOD ASSOCIATION 2026 SCHOLARSHIP PROGRAM GUIDELINES

A. PURPOSE:

The Park Glen Neighborhood Association (PGNA) has authorized the Scholarship Program to recognize, reward, and develop members of our neighborhood and their dependents who have exhibited commendable academic success, leadership, and volunteer & extracurricular involvement.

B. GUIDELINES

A number of scholarships of \$500 or more will be awarded for graduate or undergraduate (post-high school) study in the upcoming fall semester. The amount of each scholarship will depend on the total number of scholarships awarded (see table at right).

Number Awarded	Value
10 or fewer	\$950
11	\$850
12	\$800
13	\$725
14	\$675
15	\$625
16	\$600
17	\$550
18	\$525
19	\$500

1. Park Glen homeowner Julie Grove will serve as the Scholarship Program Coordinator. In the event of a vacancy in the position of Program Coordinator, the PGNA President shall designate himself or herself, another Board member, or (with approval by the Board) a responsible non-Board member. The Program Coordinator must affirm in advance that he or she knows of no close connection to any potential scholarship applicant. Examples of "close connections" are relatives, close friends, and children of close friends. Later, it is not disqualifying if the Coordinator turns out to know or be acquainted with an applicant.
2. The PGNA President shall appoint a Scholarship Selection Committee made up of at least three Park Glen homeowners, with approval by the Board. The Program Coordinator may not serve on the Selection Committee. It is desirable for committee members to have some insight into one or more of the following, through either personal or a child's experiences:
 - a. involvement in activities during high school
 - b. pursuit of academic success in high school or college
 - c. the process of applying, selecting, and transitioning to college
3. Selection Committee members must affirm in advance that they know of no acquaintance with any potential scholarship applicant. Later, if it turns out that a selection committee member has an acquaintance with an applicant, that committee member must abstain from giving any score or input on that application, with the average of all other committee members' scores for that application inserted instead.
4. The Selection Committee will select the recipients of scholarships based on eligibility requirements and the Application Scoring System (outlined in the box to the right).
5. The committee has the flexibility to set the number of scholarship awards between 40% and 80% of the number of valid applications received, not to exceed 19 awards.
6. To award the scholarships, a check will be mailed to the school where each selected recipient is officially registered and has an official student ID. The funds are to be sent directly to the recipient's school and applied to the student's account to cover tuition, required fees, and required course-related expenses, such as books, supplies, and equipment required for the courses in which the recipient will enroll.

Application Scoring System
For each application, score 0 to 5 points for each line below.
0 = Information not provided
1=Poor, 3=Good, 5=Excellent
Maximum score per application is 10 lines x 5 points = 50
GPA & Transcript
Repeat GPA & Transcript
Future Study and Career Plans
Volunteer Service
Involvement
Leadership and Awards
Applicant Statement
Reference 1
Reference 2
Overall Impression

7. The Park Glen Neighborhood Association reserves the right to change the guidelines and procedures of the Scholarship Program at any time, including termination or reduction of the program.
8. Any awarded but unpaid or refunded scholarships will not be awarded to alternate recipients.
9. The Park Glen Neighborhood Association bears no responsibility for taxability of a scholarship or impact on a recipient's or family's tax status or financial aid.
10. Any questions or comments should be directed to the Scholarship Program Coordinator at PGNAScholarship@gmail.com.

C. ELIGIBILITY:

1. Applicant must be either:
 - a registered owner of a Park Glen home in county records or
 - a dependent who receives over half of his or her support from the owner(s) of a Park Glen home.

In either case, the relevant homeowner must be a member in good standing of the Park Glen Neighborhood Association at the time of application and at the time of payment, if a scholarship is awarded. "Good standing" means no active violations more than 60 days old and no past due amounts owed to the Association.

2. Applicant must have a cumulative grade point average of 80% or better (or 3.00 on a 4.00 scale) for all of the most recent type of school attended (either high school or college).
3. Applicant must have been active in school and/or community activities and demonstrated leadership and volunteer & extracurricular involvement.
4. Applicant must be registered or planning to register for post-high-school study at an accredited college, university or trade school for the upcoming fall semester.
5. Each scholarship awardee must provide proof of registration and his or her student identification number to the PGNA Treasurer no later than **August 14, 2026**.
6. If an awardee chooses to no longer receive the award, does not attend school, or becomes ineligible for any reason after the scholarship is paid, the awardee is responsible for ensuring that the award is refunded to PGNA.

D. APPLICATION PROCESS:

1. Applications will be available at **www.parkglen.org** by **April 30, 2026**. Applications will be accepted beginning **May 1, 2026** with a firm submission deadline of **June 1, 2026**.
2. A complete application package will include all of the following:
 - a. The 3 pages of the Application Form, filled out completely, signed by applicant, by the Park Glen homeowner, and by the applicant's parent or guardian (unless applicant is over 18 years of age).
 - b. Applicant Statement (one or two paragraphs), as described at the end of the application.
 - c. Two recent Letters of Recommendation as described at the end of the application.
 - d. Copy of the most recent official cumulative high school or college transcript, as described at the end of the application.
3. To be fair and consistent, nothing other than the five requested items (application, applicant statement, letter of recommendation #1, letter of recommendation #2, and transcript) will be used in the selection process, so additional items (certificates, confirmation of volunteer service, diploma, more than 2 recommendations, acceptance letter, etc.) should not be submitted.
4. The submitted materials must be provided as original paper documents or PDF files.

5. Applicants are responsible for gathering and submitting all required information. Since applications are evaluated on the information supplied, all questions should be answered and all information supplied as completely as possible. Applications will be accepted as submitted, but missing information will count against the applicant.
6. The complete application package must be submitted between 12:01 am on **May 1, 2026** and 11:59 pm on **June 1, 2026**. Applicants are encouraged to submit applications to the Scholarship Coordinator at this dedicated email address: PGNAScholarship@gmail.com. Applications may also be submitted, sealed in an envelope, by mail or in person to:

PGNA Scholarship Coordinator
c/o Neighborhood Management, Inc
5421 Basswood Blvd, Suite 710
Fort Worth, TX 76137

NMI's office is 2 doors to the left of Premier Eye Care. Their drop box is located in front of their entrance facing Basswood Blvd.

Please do not staple the pages of mailed / in-person application packets.

7. Mailed applications must be postmarked on or before 6/1/26 and received by 6/5/26. In-person applications must be sealed and deposited in the NMI office or in the drop-box located outside of Neighborhood Management, Inc.'s office (address above). Neighborhood Management, Inc. is open Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 3:00 p.m. All questions should be directed to PGNAScholarship@gmail.com. NMI personnel are unable to answer any questions or provide any information about the scholarship program.
8. The Program Coordinator will determine whether each applicant meets all eligibility requirements of sections C-1 and C-2 above and notify applicant and/or homeowner in the event of non-eligibility.
9. The Program Coordinator will confirm all applications by email within 72 hours of receipt. If you do not receive the confirmation, contact the Program Coordinator at PGNAScholarship@gmail.com.
10. Once an application is submitted, no further revisions or additions can be made.
11. It is recommended that you retain a copy of your entire application and attachments for your records and for resubmission, if necessary.
12. Applications and all supporting documents will not be returned to the submitter but will be retained for some period of time before being destroyed.
13. Applications are considered confidential and will be handled and viewed only by the Program Coordinator and Selection Committee.
14. The Program Coordinator will assign a unique number to each applicant, write the number on each page of the submitted package, redact confidential information (e.g. Social Security #) throughout the package, and provide the complete package (except for page 1 of the application form) to the Selection Committee. The Selection Committee will refer to applications by their assigned numbers.
15. All applicants agree to accept the decisions of the Selection Committee as final.
16. Selected awardees will be notified by **June 30, 2026**. The list of selected awardees will be published on the www.parkglen.org website and published in the community newsletter. Applicants agree to the publication / announcement of their names for this purpose.

17. Each selected awardee must email the following to the Park Glen Manager (parkglenmanager@nmitx.com) no later than **August 14, 2026**:
- proof of registration (e.g. enrollment confirmation, fee statement, class schedule) containing the student's name and the name of the institution. Screenshots are acceptable only if they substantiate registration and contain both the student's and institution's names.
 - his or her student identification number
 - the address of the Bursar, Financial Aid, or Scholarship office to which the payment should be sent.
- The PGNA Treasurer will confirm receipt of this information within 72 hours.
18. The PGNA Treasurer will process scholarship payments on or soon after the later of **July 24, 2026** or the date awardee provides proof of registration and student identification number to the PGNA Treasurer. Awardee forfeits the scholarship award if the proof of registration and student identification number is not provided to the PGNA Treasurer by **August 14, 2026**.
19. Awardees are required to timely notify the PGNA Treasurer of any change in address, school enrollment, or other relevant information.

**PARK GLEN NEIGHBORHOOD ASSOCIATION
2026 SCHOLARSHIP PROGRAM APPLICATION FORM**

APPLICANT INFORMATION:

Applicant Name: _____ Date of Birth: _____

Address: _____

Phone #: _____ Email Address: _____

HOMEOWNER INFORMATION & CERTIFICATION:

Address of Park Glen home that relates to this applicant: _____

Owner(s) of that Park Glen home: _____

Relationship of Applicant to Owner(s): _____

Does applicant receive more than 50% of his or her support from owner(s)? ☐ YES ☐ NO

I authorize the Scholarship Coordinator to be given information from Park Glen Neighborhood Association records regarding property ownership, the current status of amounts owed, and the existence of any open violations for the property.

Signature of Homeowner

Date

Printed Name of Homeowner

APPLICANT (& PARENT/GUARDIAN) CERTIFICATION:

All information provided in this application is true and accurate. I/We understand that if Applicant is chosen to receive a scholarship, final approval is contingent upon meeting all of the requirements described above. If Applicant does not meet the requirements, he or she relinquishes any right to the PGNA scholarship. If Applicant is awarded a scholarship, I/We agree to the publication of Applicant's name in reference to the award. I/We agree to regard the decision of the Scholarship Selection Committee as final.

Signature of Applicant

Date

Signature of Parent or Guardian (if applicant is under 18)

Date

EDUCATIONAL HISTORY AND GOALS:

School or Institution Last Attended: _____

Date or Semester/Year of Last Attendance (e.g. Spring 2026): _____

Cumulative GPA (either High School or College, whichever most recently attended): _____

Name of college or university you plan on attending: _____

Please describe your proposed field of study and future career plans: _____

VOLUNTEER SERVICE EXPERIENCES - Please list up to four instances of your most meaningful volunteer service experiences during the last four years. Please explain each experience in one paragraph or less.

1. Date(s): _____ Organization or Event: _____

2. Date(s): _____ Organization or Event: _____

3. Date(s): _____ Organization or Event: _____

4. Date(s): _____ Organization or Event: _____

INVOLVEMENT - Please list below up to four organizations and activities in which you have actively participated within and outside of school. Use only the space provided.

1. Organization/Activity/Date(s): _____
2. Organization/Activity/Date(s): _____
3. Organization/Activity/Date(s): _____
4. Organization/Activity/Date(s): _____

If applicable, please list below your employment history (if any) for the last two-year period. Please include Business / Name / Location / Dates (Month/Year)

LEADERSHIP ROLES - Please list below the roles that you have taken within and outside of school, including any clubs or organizations in which you have been involved. Please use only the space below.

AWARDS - Please list below any awards that you have received in the last four years.

IN ADDITION TO THIS THREE-PAGE FORM, please also submit:

1. Applicant Statement (one or two paragraphs typed or handwritten) exhibiting your own writing expressing "What goals or achievements would you like to accomplish in the next ten years?" The intention is for the selection committee to get a sense of the candidates' writing skills as well as provide meaningful insight into the candidates themselves.
2. Two Letters of Recommendation from a teacher, school principal, professor, counselor, employer, minister, or any other reference who is over the age of 21. Letters of recommendation should be dated and recent. Letters over 1 year old or without dates will be accepted but are likely to receive lower scores.
3. Copy of the most recent official cumulative college or high school transcript, as applicable, containing classes taken through at least fall 2025 (graduating high school seniors show classes and grades for at least 3½ years of high school; college students show all classes and grades taken so far in college; if a recent transcript is not available, then the previous year's or previous semester's cumulative transcript plus one or more report cards showing all complete grades since then will be accepted). This transcript should be submitted in the same packet with the rest of the information from the student rather than being sent separately. It must be accurate but does not have to be certified, sealed, or provided directly by the school.

Board Member Responsibilities

*This document is a supplement to the Bylaws ARTICLE VIII POWERS AND DUTIES 8.1-8.7. and does not supersede the aforementioned articles. All share equal **voting power** in board decisions (regardless of whether they hold an officer position).*

President

- Presides over all board and membership meetings
- Ensures the board follows the governing documents and Texas law
- Signs contracts, legal documents, and official correspondence (unless delegated)
- Works with management, committees, and vendors to carry out board decisions
- Functions as primary liaison between board and the property management company
- Represents Park Glen with city officials, neighboring HOAs, and community organizations
- Provides strategic leadership and sets long-range priorities
- Serves as a liaison to the general membership, providing those insights to the other board members

Vice President

- Assists the president and performs duties in their absence
- Takes on special projects or committees as assigned by the board
- Supports continuity of leadership if the president resigns or is unavailable
- Ensures order is maintained during board meetings, both internal and with the membership at large
- Recruits committee members and engages volunteers
- Serves as a liaison to the general membership, providing those insights to the other board members

Secretary

- Creates and maintains official records of the association (minutes, notices, membership lists)
- May sign documents requiring certification (like amendments)
- Ensures order is maintained during board meetings, and correct steps are taken during motions
- Serves as a liaison to the general membership, providing those insights to the other board members

Treasurer

- Tracks and protects the community's funds, securities and financial record-keeping, collections and delinquencies, often in conjunction with a management company
- Oversees reserves and investment of funds
- Oversees budget preparation and financial planning
- Authorizes payments
- Reviews submitted check requests
- Presents event expense report
- Reviews fee waiver requests

- Serves as a liaison to the general membership, providing those insights to the other board members

Director

- Supports the board
- Serves as a liaison to the general membership, providing those insights to the other board members
- Serves (when necessary) as primary liaison with community manager to expedite membership work requests
- Adjusts duties as needed to help the board address the association's priorities at the time, from heading new committees to assisting the treasurer in budget season
- Helps educate members on Park Glen rules, responsibilities, and benefits

(Approved by the Board of Directors on April 21, 2026)

Park Glen 2026 Eggstravaganza Event Summary

Cost Summary	
General Info	
Coordinator:	Taylor Doyle
Event Date:	March 28 th , 2026
Event Time:	10AM-1PM
Planning Period:	Jan 2026 – March 2026
Approx # of Attendees:	400
Exhibitors	
Exhibitor Revenue:	\$400
Expenses	
Coordinator:	\$3,000
Event Insurance:	\$460
City Permit:	\$430
Police Officer:	\$260
Caricature Artist, Face Painter, Balloon Twister:	\$680
DJ:	\$535
Pre-Filled Easter Eggs:	\$2,086
Bounce Houses & Generators:	\$432.28
Picnic Tables, Port-a-Potty, Canopy Tent:	\$722.84
Extra Supplies:	\$102.16
Total Expenses:	\$8,708.28
Summary	
Net Expense:	\$8,308.28
Budget:	\$9,400
Under/(Over) Budget:	\$1,091.72

Cost-saving Measures:

- 2 hour event time
 - Many vendors price out for 2 hours and charge a large amount for a 3rd hour and in the end it can almost double the event total
 - This also causes residents to gather at the same time instead of spread out waves
- Different event venue
 - Arcadia Park has a section that has a set playground and picnic tables along with a large green space that would save you renting picnic tables and add an activity for the kids
- Purchase foldable tables & chairs to reuse instead of renting
- Portable Speakers instead of a DJ
- Keep signage throughout years

Event Recommendations:

- Consider booking vendors that book early ahead of time to ensure availability:
 - Petting Zoo
 - Certain Inflatables
 - Entertainment
- Charge Exhibitors \$100 initially and refund \$50 if they show up to help ensure attendance
- 2 face painters to help the line
- Having the event start at 12pm-2pm will increase food truck usage
- Inventory check at the beginning of the year to see what needs replacing and what you have after a year of events