

Park Glen Neighborhood Association

Agenda Board of Directors Meeting - In-Person Only

Tuesday, July 21, 2026

Approved August 18, 2026

Board Candidate Meet & Greet – 6:30 pm

Board Meeting - 7:00 pm

Scholarship Awards – 7:00 pm

Executive Session – 8:00 pm

Northpark YMCA 9100 N Beach St, Fort Worth, TX 76244

Board Candidate Statements

- The Board candidates present introduced themselves to the residents in attendance.

Call to Order, Welcome and Introduction of Board Members

- Alvin Donohue called the meeting to order at 7:39 p.m. The board members in attendance were: Alvin Donohue, Melissa Medici, Tom Kaul, Joseph Hooton. Brian Moore and Suzy Lebet were absent.

Approval of Previous Board Meeting Minutes:

- Alvin Donohue motioned to approve the June 16, 2026 Board meeting minutes. Tom Kaul seconded the motion. None opposed. None abstained. **The motion passed.**

Announcement of Board Actions

- Purchase for Village Captains
 - On June 20, 2026 Joseph Hooton motioned to purchase additional mailbox sleeves to replace failed sleeves. The sleeves will be from Amazon and the same material as the previous ones provided by Joseph Hooton, cost is not to exceed \$150, fund to be used from GL 5107-02 Community Programs. Melissa Medici seconded the motion. Tom Kaul, Melissa Medici, Alvin Donohue, Brian Moore, and Suzy Lebet voted in favor of the motion. None opposed. None abstained. **The motion passed.**
- Insurance Renewal
 - On June 23, 2026, Alvin Donohue motioned that Park Glen Neighborhood Association, Inc. approve the Scarbrough Medlin insurance renewal for the term June 25, 2026, to June 25, 2027, at a total annual premium of \$31,010.53, and decline optional terrorism (TRIA) coverage. Tom Kaul seconded. Joseph Hooton, Tom Kaul, Melissa Medici, Brian Moore voted in favor of the motion. None opposed. Alvin Donohue and Suzy Lebet abstained. **The motion passed.**
- Email Consolidation and Management
 - On July 6, 2026, Alvin Donohue motioned that the Park Glen Neighborhood Association authorize the implementation of a centrally administered email system using the parkglen.org domain. The preferred platform will be Google Workspace, with role-based mailboxes for core board and records-sensitive roles, Google Groups or shared inboxes for board, ACC, village, and event communications, and a phased migration of PGNA-related historical emails. The board authorizes an initial budget not to exceed \$1,500. This will be classified in GL 5115. Tom Kaul seconded. Joseph Hooton, Tom Kaul, Melissa Medici, Brian Moore voted in favor of the motion. None opposed. Suzy Lebet abstained. **The motion passed.**
- Facebook

- On July 8, 2026, Alvin Donohue motioned that the Park Glen Neighborhood Association approve a centrally administered Facebook structure consisting of one official PGNA Facebook Page, a main Park Glen resident Facebook Group, and a phased rollout of village-specific Facebook Groups. The official Page should be held in a business portfolio in Meta Business Suite so that the association, rather than an individual, owns it. The village Groups should not be separate Facebook Pages. PGNA-affiliated Groups should use common naming conventions, private settings (visible for resident and village Groups, hidden for the internal admin Group), membership approval questions, and standard Group rules. Each Group should have at least two board-approved admins, and village captains should serve as moderators unless the Board approves otherwise. Any conversion of a Group from private to public requires Board approval. PGNA should review all Facebook access annually and whenever board or volunteer roles change. Joseph Hooton seconded. Joseph Hooton, Tom Kaul, Brian Moore, Alvin Donohue voted in favor. Melissa Medici and Suzy Lebet abstained. **The motion passed.**
- YesElections Change Order
 - A \$427.60 change order from YesElections was signed for additional printing costs of the candidate statements. Joseph Hooton, Tom Kaul, Alvin Donohue approved the item. Melissa Medici, Brian Moore, and Suzy Lebet abstained. This was signed per prior Board approval of the printing materials.
- Alvin Donohue motioned to approve the above action from the board. Joseph Hooton seconded the motion. Alvin Donohue, Melissa Medici, Tom Kaul, Joseph Hooton voted in favor of the motion. None opposed. **The motion passed.**

New Business

- Appeal Hearing Decisions
 - Alvin Donohue motioned to approve the following Board decisions from hearings held on July 7, 2026.
 PKGN64785 Approved with conditions
 PKGN247703 Denied
 PKGN14558 Approved with conditions
 PKGN283423 Denied
 Tom Kaul seconded the motion. Alvin Donohue, Melissa Medici, Tom Kaul, Joseph Hooton voted in favor of the motion. None opposed. None abstained. **The motion passed.**

Officer & Manager Report

- President's Report
 - Alvin Donohue summarized his experiences at the North Division Police Chief Meet & Greet with Chief Garcia and Commander Gorrie. He advised PGNA residents get involved with Citizens on Patrol, Neighborhood Watch, and attend the August session for Crime Prevention Overview training. **Crime Prevention Specialists Contact Information: North Division:** Rosalinda Mendoza (682-225-0517).
- Treasurer's Report
- Directors' Report
 - Melissa Medici explained National Night Out (NNO) block parties and the goal of the event.
 - Joseph Hooton provided updates on local construction. The proposed end date for construction on Basswood Blvd road repairs will likely be delayed. Basswood/377 railroad project has many delays, as the project involves many government departments working together.
 - Tom Kaul encouraged residents to join Citizens on Patrol.

- Village captains have been reporting purple street lights in their village to the city for replacement. Alvin Donohue advised neighbors to report purple lights on MyFW mobile app for replacement.
- Community Manager's Report
 - Victoria Rosario summarized the management report reviewing violations and ownership transfers in the month. The YTD financials were reviewed, but there have not been many updates. The HOA will see more expenses reflected in the July 2026 financials, which is typical for the association.

Committee & Coordinator Reports:

- Scholarship Committee – Julie Grove - Scholarship Award Distribution.
 - Alvin Donohue recognized the winners of the Park Glen 2026 Scholarship.
- Independence Day Parade – Mark Stingley – No report.
- Yard of the Month – Tammy Terry
 - Alvin Donohue reported the winners have been posted on ParkGlen.org
- SWP6 – Gerry Sauls
 - Alvin Donohue reported that pour 1 was completed, pour 2 should be completed by end of month. Phase III is anticipated to be the next village for 2027 SWP7.
- Mailbox Repair Coordinator – Matt McCoy
 - Alvin Donohue reported that 1 full replacement is scheduled for next fiscal year, and 1 mailbox was just recently hit and damaged.
- Neighborhood Tree Planting Program Coordinator – Matt McCoy – No report.
- Welcome Committee – Stephanie Lincoln
 - Melissa Medici reported the next meeting is at World Blend August 1, 2026.
- Neighbors Helping Neighbors
 - Joseph Hooton shared that the program consists of Park Glen resident volunteers who donate their time and resources to assist neighbors experiencing disabilities or hardships with minor maintenance needs. Residents needing assistance may contact pgnaJoseph@gmail.com. The program has also helped residents address violation items they were unable to complete on their own.

Events & Activities Report:

Candidate Meet and Greet	July 21, 2026
Scholarship Award Ceremony	July 21, 2026
Advance Voting Opens	July 29, 2026
Yard of the Month	August 1-4, 2026
Annual Member Meeting & Election	September 1, 2026
National Night Out	October 6, 2026
Garage Sale	October 9-11, 2026

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

Adjourn

- Alvin Donohue motioned to adjourn the meeting. Joseph Hooton seconded the motion. Alvin Donohue, Melissa Medici, Tom Kaul, Joseph Hooton voted in favor of the motion. None opposed. The

motion passed.

Homeowner Comments

Next Board Meeting - Tuesday, August 18, 2026

Closed Executive Session to follow to discuss violations. Workshop to discuss budget.