Minutes of January 17, 2022, Board Meeting

Location:

In-person: Office of Neighborhood Management, 5421 Basswood Blvd, Suite 710 **Online:** <u>https://global.gotomeeting.com/join/955310189</u> with Access Code: 955-310-189 or (571) 317-3122

Close Session Appeal Meeting: (held before regular board meeting)

Started at 6:15 pm, the Board met in closed session to hear and discuss one homeowner appeal to an ACC decision regarding denying the addition of bamboo fencing attached to an existing fence (Account# PKGN101056).

Call to Order:

Susan Kenney started the meeting at 7:05 p.m.; quorum was met, and the meeting was called to order. The following Board Members were present: Susan Kenney, Tom Kaul, Paul Grove, Beth Rutkoski, Scott Roloff, and Leslie Graham.

Announcement of Board Actions since the December 6, 2021, Board Meeting:

- On December 29, 2021, Susan Kenney made a motion approving Wilson Map S Modified (Map V on City's website) and Dr. Wilson's Map (Map U on City's website) for the City's Redistricting Map or a map which keeps our geographic boundary of approximately F.M. 1709 to the north, Hwy-377 to the east, I-820 to the south, and I-35W to the west, in one City Council District. Scott Roloff seconded the motion. Voting yes were Susan Kenney, Scott Roloff, Tom Kaul, Beth Rutkoski, Leslie Graham, Paul Grove. None opposed. Motion passed unanimously.
- On December 29, 2021, Susan Kenney made a motion asking the City of Fort Worth to recognize a new Community of Interest that includes our surrounding neighborhoods that share common interests and concerns and which is reflected in the Wilson Map S Modified (Map V) and Dr. Wilson's Map (Map U) which our Multi-Neighborhood Working Group collectively created and geographically defined as approximately F.M. 1709 to the north, Hwy-377 to the east, I-820 to the south, and I-35W to the west. Scott Roloff seconded the motion. Voting yes were Susan Kenney, Scott Roloff, Tom Kaul, Beth Rutkoski, Leslie Graham, Paul Grove. None opposed. Motion passed unanimously.
- Two letters with maps attached to each letter were sent by our multi-neighborhood working group to the City Council, Mayor, and Redistricting Task Force.

Consideration of December 6, 2021, Board Meeting Minutes:

Board meeting minutes were not ready yet, so they were moved to next meeting

Board Member Reports & Comments:

- Susan Kenney- President
 - New Board Member Susan made a motion to appoint PGNA Board Director Tom Kaul to Vice President of the PGNA Board and to appoint Ralph Robb as a PGNA Board member, due to the resignation of Kelly Wingo, formerly Vice President. Beth Rutkoski seconded the motion. None opposed. Motion passed unanimously.
 - PID6 Next PID6 Board Meeting is Thursday, January 27, 2021, at 6:30 p.m. their meetings are in-person at FirstService Residential, Suite 210, 9800 Hillwood Parkway, Fort Worth, TX, 76177, see <u>PID6.org</u> for more information. There is a possibility that they will have the equipment ready to hold online meetings, check their website, <u>PID6.org</u>, for updated information.

APPROVED BY BOARD OF DIRECTORS ON 3/15/22

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

- Neighborhood Updates/Status Report see attached Management Report
- Monthly Financial Reports for November 2021 see attached Financial Report

Treasurer's Report - Paul Grove reported on the following:

- Accounts Receivable Status see attached document
- Benevolence Fund see attached document
- Financial Report for Turkey Trot see attached document
- Financial Report for Holiday in the Park see attached document

Events & Activities Report:

• Report on Holiday Decorating Contest (Dec. 9-14th, anytime between 6 pm-10 pm) - Beth Rutkoski

Business & Motions:

- ACC Appeal Paul Grove made a motion to deny a homeowner appeal (Account #PKGN101056) concerning the ACC denying the addition of bamboo fencing attached to an existing fence due to the conformity of the community. Tom Kaul seconded the motion. None opposed. Motion passed unanimously. Board suggested in the meeting that the resident could put in a request for an 8' fence.
- Redistricting Meeting Susan Kenney made a motion to approve a budget not to exceed \$1,500 to charter a bus and buy t-shirts, for Park Glen homeowners to attend a City of FTW meeting concerning the Redistricting boundaries, if the PGNA Board determines that it is necessary to have our neighborhood voices heard to keep our Park Glen Neighborhood in one City Council District and in a district with our surrounding neighborhoods. Ralph Robb seconded the motion. None opposed. Motion passed unanimously.
- New Location for Board Meetings Susan Kenney stated that NMI, our Community Management company, can no longer host our Board meetings because they are going to be putting cubicle workspaces in the area that we hold board meetings. Susan stated that PGNA will be able to hold their board meetings at the Alliance United Methodist Church gymnasium, but the meetings will have to move to the third Tuesday of the month.
- PGNA 2022 Calendar Susan Kenney made a motion to approve the 2022 Calendar. Tom Kaul seconded the motion. None opposed. Motion passed unanimously.
- Eggstravaganza & Spring Festival Event Susan Kenney made a motion to hold the Eggstravaganza and Spring Festival Event on April 2, 2022, with a budget not to exceed \$4,000, and with Chelsey Masters as the coordinator. Beth Rutkoski seconded the motion. None opposed. Motion passed unanimously.
- Sidewalk Project #3 Susan Kenney made a motion to approve PGNA Board Sidewalk Coordinator for Sidewalk Project #3 to authorize up to \$6,000 for tree removal. Beth Rutkoski seconded the motion. None opposed. Motion passed unanimously. Two addresses need to have the trees evaluated to determine if they need to be saved or removed before finishing the open sidewalks. The next step is to finish the 55 opt-ins that are remaining.
- Neighborhood Mailbox Repairs Christina Fountain from NMI reported on three neighborhood mailboxes in the neighborhood that need repair of the brick and the foundation of the mailbox. Currently she has received two bids from \$3,000 to \$5,000. Christina will forward the board the estimates as she receives them. Daniel Guido suggested that the board look at Construction Blue Book for bids, it is a free resource

to receive bids from contractors.

Member Comments: (None)

Adjourn:

- Meeting adjourned at 9:25 p.m.
- Next Board Meeting is Tuesday, February 22, 2021, at 7:00 p.m. in-person at the NMI office and online via Go-ToMeetings, see <u>ParkGlen.org</u> for login information.

Management Report December 4th 2021 through January 12, 2022

Administrative

Homeowner Contact:

- 15 resale certificate inquiries.
- 8 regarding violations (this includes violations on their own properties or neighbors)
- 3 conversations regarding streets/street parking.
- 12 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 3 requesting contact change information (or adding of email/phone numbers)
- conversations regarding Property Modifications requirements/information.
- 15 questions regarding sidewalks.
- Management sent several email blasts on behalf of the board.
- Management has informed the board that due to additional remodeling of the NMI office the meeting space normally used for the Board meetings will no longer be available.
- Management called several chuches, school and library regarding meeting space.

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

31 Properties had ownership changes processed from December 4, 2021 to January 12, 2022.

Management Report December 4th 2021 through January 12, 2022

ACC Applications from 12.4.21 to 1.12.22

18 ACC applications have been received from owners since 12-04.2021

13 applications were approved for:

- o House Addition
- Landscaping Plan
- o Painting
- Roof Replacement
- o Solar Panel Installation
- 3 applications were denied.
 - o 2 fence changes
 - o Patio Cover
- 2 applications are pending

Violation Summary Report Through 1/12/2022

Courtesy Notice - 48

Basketball Goal – 1 Boat/Trailer - 3 Driveway/Sidewalk - 2 Exterior Maintenance - 2 Fence - 4 Garbage Cans -22 Landscaping – 1 Parking - 2 Signage - 4 Tree Requirements - 2 Unsightly Items -5

Management Report December 4th 2021 through January 12, 2022

<u> Monitor – 38</u>

Architectural - <mark>1</mark> Exterior Maintenance Paint/Stain – <mark>1</mark> Landscaping - <mark>35</mark>

Warning Notice 18

Basketball Goal - 1 Driveway/Sidewalk - 1 Exterior Pant and/or Stain - 1 Fence - 2 Garbage Cans - 4 Landscaping - 4 Parking - 1 Play Equipment - 1 Tree Requirements - 1 Unsightly Items - 1

Total: 114 Open and Monitored Violations. 154 Violations were closed

** 2 Different issues sent to Neighborhood Police Officer Simpson ** 2 Complaints sent to Code Compliance

Accounting

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for November 2021.

Management Report December 4th 2021 through January 12, 2022

Collections

As of 1/14/2022, below is a summary of legal and non-legal collections.

SUMMARY

At Attorney - Lien Notice sent - 2 At Attorney – Review - 1 At Attorney Foreclosure - 1 Attorney - Judicial Foreclosure - 1 Attorney Payment Plan - 2 Balance Settled - 151 Bankruptcy Hold - 2 Certified Collection Letter - (Jan) 2 or Less - 209 Collection Fee Statement – (July) 2 or less - 52 Collection Fee Statement - (Nov) 2 or Less - 4 Collection Fee Statement (April) – 2 or Less – 1 Collection Letter - (Dec 2 or Less) - 4 Delinguent Balance Reminder - 158 Foreclosure - 1 Manager Review after Cert - 1 Non Legal Pre-Referral Letter - (Jan) More than 2 - 1 Payment Plan - 1 Resale Hold - 3 Resale Hold Review – 1 Send to Attorney (after 209) cert - 1 **Total 602**

Legal:

2 Combo – Collections/Deed Restrictions/Pre-Litigation
1 Judicial Foreclosures (1 is in a payment plan)
2 Collection Pre-Litigation
7 Active Post Judgments (2 active payment plans)
1 Bankruptcy

13 accounts currently with the Attorney

Respectfully Submitted,

Management Report December 4th 2021 through January 12, 2022

Christina M. Fountain, FL CAM Senior Community Association Manager Neighborhood Management, Inc.

Balance Sheet as of 11/30/2021

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$14,201.21		\$14,201.21
1001 - CIT Operating Money Mkt *9421	\$74,987.44		\$74,987.44
1020 - PPB Operating Account *1794	\$190,754.51		\$190,754.51
1102 - AAB ICS Reserve MM *845		\$125,850.88	\$125,850.88
1103 - CIT Reserve Money Mkt *4542		\$71,646.97	\$71,646.97
1120 - PPB Reserve Money Mkt *1785		\$52,955.86	\$52,955.86
1200 - CDARS Reserve CD 52 weeks 08/25/22*4684		\$128,895.56	\$128,895.56
1201 - CDARS Reserve CD 52 weeks 08/25/22* 4471		\$128,895.57	\$128,895.57
1600 - Accounts Receivable	\$88,600.41		\$88,600.41
1605 - Allowance for Doubtful Accts	(\$8,894.99)		(\$8,894.99)
1715 - Prepaid Taxes	\$171.00		\$171.00
Total Current Assets	\$359,819.58	\$508,244.84	\$868,064.42
Total Asset	\$359,819.58	\$508,244.84	\$868,064.42
Liability / Equity	Operating	Reserve	Total
Current Liablities			
2003 - Due to Mgmt. CoTrf Fees	\$1,295.00		\$1,295.00
2050 - Prepaid Owners Assessments	\$8,410.03		\$8,410.03
2070 - Homeowner Refunds	\$66.00		\$66.00
2003-99 - Due to Mgmt CoCollect Ltr/Pmt Plans/Admin	\$3,630.00		\$3,630.00
Total Current Liablities	\$13,401.03		\$13,401.03
Equity			
3500 - Fund Balance Retained	\$144,368.73	\$590,806.29	\$735,175.02
3550 - Current Year Gain / Loss	\$202,344.96	(\$82,561.45)	\$119,783.51
3600 - Prior Year Adjustments	(\$295.14)		(\$295.14)
Total Equity	\$346,418.55	\$508,244.84	\$854,663.39
Total Liability / Equity	\$359,819.58	\$508,244.84	\$868,064.42

Statement of Revenues and Expenses 11/1/2021 - 11/30/2021

		Current Period			Year To Date		Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budge
Operating Income							
Income							
4100 - Assessments	-	-	-	218,922.00	218,922.00	-	218,922.00
4500 - Interest Income	9.63	-	9.63	19.41	-	19.41	
4550 - Interest on Assessments (Delinquent)	719.75	125.00	594.75	808.70	250.00	558.70	1,500.0
4603 - Social Event Income	9,880.65	1,250.00	8,630.65	10,214.35	2,500.00	7,714.35	15,000.00
 Total Income	10,610.03	1,375.00	9,235.03	229,964.46	221,672.00	8,292.46	235,422.0
Total Income	10,610.03	1,375.00	9,235.03	229,964.46	221,672.00	8,292.46	235,422.0
Operating Expense							
General and Administrative Expenses							
5104 - Administrative	185.00	316.67	131.67	3,184.01	633.34	(2,550.67)	3,800.00
5105 - Postage	2,072.52	250.00	(1,822.52)	2,072.52	500.00	(1,572.52)	3,000.0
5107 - Social Committee/Community Events	5,120.43	12,500.00	7,379.57	6,314.93	14,000.00	7,685.07	24,500.0
5107-02 - Community Programs	271.13	-	(271.13)	921.13	650.00	(271.13)	1,800.0
5112 - Committee Expense	-	-	-	300.00	-	(300.00)	500.0
5113 - Professional Management	6,942.00	6,942.00	-	13,884.00	13,884.00	-	83,304.0
5114 - Storage	210.00	210.00	-	420.00	420.00	-	2,550.0
5115 - Website/Portal	-	20.00	20.00	-	40.00	40.00	240.0
5116 - Association Meetings	-	20.00	20.00	216.49	40.00	(176.49)	240.0
5117 - Licenses, Permits & Fees	-	-	-	-	200.00	200.00	320.0
5118 - Hospitality	-	125.00	125.00	-	250.00	250.00	1,500.0
5120 - Copies	-	-	-	-	-	-	2,200.0
5176 - Legal Fees	-	400.00	400.00	267.00	800.00	533.00	4,800.0
5180 - Other Professional	-	3,400.00	3,400.00	-	3,400.00	3,400.00	6,800.0
5181 - Audit & Accounting	-	-	-	-	-	-	700.0
5184 - Scholarships/Charity	-	-	-	-	-	-	16,000.0
Total General and Administrative Expenses	14,801.08	24,183.67	9,382.59	27,580.08	34,817.34	7,237.26	152,254.0
Taxes							
5202 - Corporate Income Tax	-	-	-			-	3,000.0
Total Taxes	-	-	-	-	-	-	3,000.0
Insurance							
5250 - Commercial Package Insurance	-	-	-	-	-	-	10,000.0
5251 - Directors' & Officers' Ins.	-	-	-	-	-	-	7,300.0
5252 - Umbrella Policy	-	-	-		-	-	1,250.0
Total Insurance	-	-	-	-	-	-	18,550.0
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	39.42	1,250.00	1,210.58	39.42	2,500.00	2,460.58	15,000.00
Total Infrastructure and Maintenance	39.42	1,250.00	1,210.58	39.42	2,500.00	2,460.58	15,000.00

Reserves

Statement of Revenues and Expenses 11/1/2021 - 11/30/2021

		Current Period			Year To Date			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget	
Operating Expense								
6000 - Reserve Contribution	-	3,884.83	3,884.83	-	7,769.66	7,769.66	46,618.00	
Total Reserves	-	3,884.83	3,884.83	-	7,769.66	7,769.66	46,618.00	
Total Expense	14,840.50	29,318.50	14,478.00	27,619.50	45,087.00	17,467.50	235,422.00	
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Operating Net Tota	(4,230.47)	(27,943.50)	23,713.03	202,344.96	176,585.00	25,759.96		

Statement of Revenues and Expenses 11/1/2021 - 11/30/2021

	Current Period				Year To Date			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget	
Reserve Income								
Income								
4500 - Interest Income	111.87	-	111.87	226.55	-	226.55	-	
- Total Income	111.87	-	111.87	226.55	-	226.55	-	
- Total Income	111.87	-	111.87	226.55	-	226.55	-	
Reserve Expense								
Infrastructure and Maintenance								
5478 - Sidewalk Repair & Root Mitigation	82,788.00	-	(82,788.00)	82,788.00	-	(82,788.00)	-	
Total Infrastructure and Maintenance	82,788.00	-	(82,788.00)	82,788.00	-	(82,788.00)	-	
- Total Expense	82,788.00	-	(82,788.00)	82,788.00	-	(82,788.00)	-	
_								
Reserve Net Total	(82,676.13)	-	(82,676.13)	(82,561.45)	-	(82,561.45)		
Net Tota	(86,906.60)	(27,943.50)	(58,963.10)	119,783.51	176,585.00	(56,801.49)	-	

Turkey Trot Financials	2021		
General Info & Proceeds	# of participants:	495	
	Coordinator:	Su	san Kenney
	Race fees:	\$	13,393.80
	Sponsor proceeds:	\$	5,355.00
	Total proceeds:	\$	18,748.80
Expenses			
T-Shirts:	Panther City Promotions	\$	2,605.85
Food and Snacks:		\$	91.70
Race Timing:	Chip-2-Chip	\$	2,054.00
City Event Permit:	City of Fort Worth	\$	150.00
City Park Permit:	City of Fort Worth	\$	165.00
Police Officers:	Individual officers (3)	\$	900.00
Gift Cards:	4 \$25 cards donated	\$	-
Medals and Sponsor Plaques:	Multiple sources	\$	738.05
Door Prizes:	Donated	\$	-
Printing:			
Postage and Envelopes:		\$	44.52
Special Event Insurance:	Scarbrough, Medlin, & Assoc	\$	250.00
Supplies:		\$	133.58
Cone rental:	Dallas Lite & Barricade	\$	303.10
	Total expenses:	\$	7,435.80
Summary			
	Budget:	\$	11,000.00
	Under / (Over) Budget:	\$	3,564.20
	Net profit:	\$	11,313.00
	Previous surplus:	\$	184.75
	Available for scholarships:	\$	11,497.75
	# of scholarships:		TBD
	Scholarship amount:		TBD

Holiday in the Park	2021		
General Info & Revenue	Attendees (approx #):		700
	Coordinator:	Kris	sty Shallcross
	Date:		12/4/21
	Location:	ŀ	Arcadia #4
	Exhibitors:		15
	Fee:		\$50
	Total Revenue:		\$750
Expenses			
Santa:	Rob Meyer	\$	450.00
Balloon Artist:	Casey Foster	\$	200.00
Bounce House(s):	Sky Pirates Inflatables	\$	1,699.48
Petting Zoo:	Westland Ranch	\$	750.00
Facility Rental/Permit:	City of Fort Worth	\$	165.00
Coordinator:	Kristy Shallcross		n/a
Food:	Methodist Men	\$	666.98
Hot Chocolate Mix:	AUMC Boy Scout Troop		n/a
DJ / Sound System:	Our portable speaker		n/a
Other supplies/snacks:	Dollar Tree - table cloths	\$	7.58
Portable Toilet:	ChemCan	\$	243.56
Police officer:	Officer Gray	\$	200.00
	Total expenses:	\$	4,382.60
Summary			
	Budget:	\$	5,000.00
	Net cost:	\$	(3,632.60)
	Under / (Over) Budget:	\$	1,367.40

PGNA Benevolence Fund

Source is advertising revenue. No homeowner assessments go towards Benevolence.

Dedicated Ad	\$ 3,685	
Dedicated Ad		
7/2/2020	North Texas Roofing	\$ 100
7/17/2020	Marlexi Design LLC	\$ 50
2/22/2021	Shalunda Corzine	\$ 150
5/2/2021	iExplore Montessori	\$ 150
6/21/2021	Judicial award/compensation to PGNA	\$ 3,708
	Total Revenue:	\$ 7,843
Total Disburs	ements:	
7/29/2017	Stump Removal & Mulch for a Park Glen owner in need	\$ 412
2/19/2018	Park Glen homeowner with a special needs child	\$ 500
4/18/2018	Park Glen homeowner with significant medical expense for child	\$ 500
5/26/2019	Park Glen homeowner with significant medical expense for child	\$ 200
5/26/2020	Park Glen homeowner with personal tragedy	\$ 460
	Total Disbursements:	\$ 2,072
	Available Now (Total Revenue minus Total Disbursements):	\$ 5,771

Motion to escalate homeowner accounts for collection:

I move that we escalate the following homeowner accounts for collection action, per our collection policy:

PKGN95019	PKGN58596	PKGN6486 <mark>2</mark>	PKGN49241
PKGN58803	PKGN20645	PKGN95962	

Background information:

The PGNA collection policy can be found on our website, under Documents => Bylaws and Policies => Policy and Procedures for the Collection of Assessments & Other Charges:

Any account with more than two unpaid annual assessments shall be subject to the following schedule of collection action and collection fees:

- On or near November 10: Late Notice Statement mailed to owner, with a \$5.00 collection fee assessed by Management Company added to owner's account and payable by owner to the Association.
- On or near December 1: Collection Letter and Statement mailed to owner, with a \$15.00 collection fee assessed by Management Company added to owner's account and payable by owner to the Association.
- In December Board considers account and decides whether to authorize for referral to an attorney or other third party for collection and filing of a lawsuit and/or initiation of foreclosure action.
- Today
- On or near January 1 As a courtesy, the Board may, but is not required to, notify owner of the pending escalation prior to the official pre-referral letter.
- On or near February 1 Official pre-referral letter sent by certified mail, with a \$30.00 collection fee assessed by Management Company added to owner's account and payable by owner to the Association.
- In March account turned over to an attorney or other third party for collection action as authorized by the Board, with a \$25 collection fee assessed by Management Company added to owner's account and payable by owner to the Association. Subsequent charges assessed by the attorney or other third party will be added to owner's account and payable by owner to the Association.

Table 1

		PGNA - 2	2022 Calendar and Event Ideas (Draft)
	.		
	<u>Date</u>	<u>Day</u>	<u>Event / Activity</u>
	1/17/22	Mon 	Board Meeting
	2/15/22	Tue	Board Meeting
	3/14/22	Mon	Spring Break Week starts (KISD & BISD)
	3/15/22	Tue	Board Meeting
	4/2/22	Sat	Eggstravaganza & Spring Festival
	4/17/2022	Sun	Easter
	4/22/22	Fri	PID6 Garage Sales
	4/23/22	Sat	PID6 Garage Sales
	4/24/22	Sun	PID6 Garage Sales
	4/19/2022	Tue	Board Meeting
	4/23/22	Sat	Free Shredding Event
	5/1/22	Sat	Start Accepting Scholarship Applications
	5/17/22	Tue	Board Meeting
			Yard of the Month Judging (winner selected end of May, Jun, Jul, Aug)
	6/1/22	Tue	PGNA Scholarship Application Deadline. Selection Committee reviews in June
	6/11/22	Sat	Pool Movie Night (if iExploreMontessori Pool is open) ??
	6/21/22	Tue	Board Meeting
	7/2/2022	Sat	PID6 Independence Celebration
	7/2/22	Sat	PGNA Independence Parade
	7/16/22	Sat	Pool Movie Night (if iExploreMontessori Pool is open) ??
	7/19/22	Tue	Board Meeting
	8/13/22	Sat	Pool Movie Night (if iExploreMontessori pool is open) ??
	8/16/22	Tue	Board Meeting
	9/13/22	Tue	Annual Meeting & Board Election 7:00-8:30pm
	9/20/22	Tue	Board Meeting
	10/4/22	Tue	National Night Out Block Parties
	10/18/22	Tue	Board Meeting
· · · · · · · · · · · · · · · · · · ·	10/20-25/2022	ThurTues.	Halloween/Harvest Decorating Contest
	10/21/2022	Fri	PID6 Garage Sales
	10/22/2022	Sat	PID6 Garage Sales
	10/23/22	Sun	PID6 Garage Sales
	11/24/22	Thu	Turkey Trot
	12/3/22	Sat	Holiday in the Park
	12/6/22	Tue	November / December Board Meeting
	12/8-13/2022	ThurTues.	Holiday Decorating Contest Judging
			* All events are subject to change and cancellation.