

Park Glen Neighborhood Association

Agenda Board of Directors Online Meeting – December 7, 2020 (7 pm)

Call to Order, Welcome and Introduction of Board Members

- **Started** at 7:06 p.m.
- **Board members In attendance:** Susan Kenney, Kelly Wingo, Paul Grove, Beth Rutkoski, Martin Valdez. Tom Kaul was absent. Secretary Deb Troy resigned.

APPROVED
BY BOARD
OF
DIRECTORS
AT 1/18/21
BOARD
MEETING

The September 21, 2020 and October 19, 2020 Board Meeting Minutes were not available yet and were not voted on.

Announcement of Board Actions since the October 19, 2020 Board Meeting:

On November 5, 2020, Susan Kenney made a motion to appoint Kristy Shallcross as the Service Committee Chair. The motion was seconded by Beth Rutkoski. Voting “yes” were Susan Kenney, Beth Rutkoski, Tom Kaul, Martin Valdez, and Paul Grove. Kelly Wingo and Deborah Troy did not vote. Motion passed.

An Executive Committee Meeting was held on Nov 18, 2020 at 7pm to discuss a homeowner’s appeal of an ACC decision concerning the use of limewash on the house’s exterior brick (Account# PKN74326). A follow-up meeting was held on December 7 at 6:40 p.m. to discuss in more detail before a vote was taken during the regular board meeting.

Board Member Reports & Comments

Board President Susan Kenney gave an update on the following:

- Sidewalk Project #2 Update. Daniel Guido, Sidewalk Project Coordinator also gave an update. Daniel said that for Sidewalk Project #2 (Bluffs) 70% of the residents opted in, 50% of those have been completed. He hopes to have the rest done before Christmas.
- Susan explained that the PGNA Attorney is recommending that PGNA dissolve the Service Committee because of liability risk. In place of this, a Service Group is being formed by citizens in the community. The new Service Group will be separated and unaffiliated with PGNA. The Service group will help those with special circumstances who can’t do their own yard work. Kristy Shallcross will be the volunteer Chair of the Service Group and the Park Glen Scouts: Crew 205, Troop 205, and Troop 2205 will do the volunteer yard work. This is not a service of PGNA and PGNA is not involved.
- PID6 will discuss the idea of doing a Master Plan for Arcadia Park at its January meeting. At our annual meeting a suggestion was made to add more bike paths in the Park. Susan has asked the PID6 to consider doing a master plan for the park, so everyone can give their input on any future plans for the park. Anyone interested should attend the PID6 January meeting.
- PGNA’s Attorney has advised against holding any in-person meetings or events because of the liability risk. The HOA’s insurance would not cover Covid-19 lawsuits.
- Current Board Secretary Deb Troy has resigned

- Leslie Graham(our Newsletter Editor) has volunteered to be the Secretary; a motion will be brought to the Board at the next Board meeting.
- Update on column on Preserve Bridge on Island Park Drive - Stephen Whiteland, who is spearheading this project, gave an update. Stephen said that he spoke and met with the contractor of the Sidewalk Project #2, Concrete Construction Company (CCC), and that they could fix the sidewalk adjacent to the column with piers and fix the column. Their proposal will be presented at the end of this meeting when a motion is proposed to fix the Bridge column and adjacent sidewalk. Susan explained that the City a few years ago would not pay for the column because it says Preserve on it, and we would need to fix it. This column was fixed about two years ago, but this sidewalk is the reason the column is failing again. Some of the rocks from the column are in the creek. Stephen said he also met with the City and they said that the bridge is structurally sound, but the city will send out an engineer to verify at a to be determined time. The repair bid will include repairing the column rock façade, sidewalk replacement, and piers will be put into the sidewalk.

- Other Board member Reports & Comments

Community Manager's Report:

- Neighborhood Updates/Status Report (see Community Manager's report attached)
- Monthly Financial Reports – September (see monthly PGNA Financial report attached)

Treasurer's Report:

- Tracking Report - Accounts Receivable Status
- Benevolence Fund - (this is funded from advertisers in the PGNA newsletter)

Events & Activities Report:

- Turkey Challenge (Update on event) - Susan Kenney
 - Susan explained that about \$4300 was brought in by sponsors and that there were 24 participants . At the next Board meeting, a financial report will be presented for the event.
- Holiday Decorating Contest (December 10-15th) - Beth Rutkoski
 - Beth explained that everything was going as planned. A discussion was made to determine the dates for next year's decorating contest.

Business & Motions:

- **Kelly made a Motion to deny the Appeal request to allow a limewash technique to be used on the house's exterior brick (Account# PKGN74326). The motion was seconded by Martin. The motion passed unanimously.**
- **Susan made a Motion to:**
 - 1) authorize the presented contract/agreement with Daniel Guido to serve as Project Coordinator for the third sidewalk leveling /tree root mitigation project in the Windridge section of Park Glen (which has the most buckled sidewalks)
 - 2) authorize preliminary work to develop a cost estimate,
 - 3) designate PGNA President Susan Kenney to communicate with and direct the Project Coordinator on behalf of the Association, and

- 4) if the price is similar to the Sidewalk Project #2 Bluffs Project, then we intend to use the same contractors used for Sidewalk Project #2 (Concrete Construction Company and Annie Up Tree Service). Paul seconded the motion.

Susan opened it up for discussion. Susan went over the proposed contract/agreement with Daniel Guido for Sidewalk Project #3. Susan explained that Daniel was asking for an increase in hourly rate to allow for cost of living. The increase is 5% and goes from \$54.50/hour to \$57.25/hour.

Susan explained during the discussion how a portion of the Knoll was part of the City of Fort Worth's Sidewalk and Drainage Project several years ago (part of a Bond Package) and that the remaining portion which is nearest to the Park Glen Elementary was not fixed and that is why the numbers are quite low for the Knoll in the Sidewalk Survey that Daniel Guido did for the entire neighborhood. Susan recommended that it would be best to fix this area along with the next sidewalk project, because with only half the Knoll, it would not ever rank high on the priority list.

Susan amended the Motion to add the streets that are in the Knoll section (that were not completed by the city and are located by Park Glen Elementary), which include Hot Springs Trail, Rushmore, Glen Springs Trail, Crazy Horse, Black Hills Lane, and Glen Canyon Rd. west of Park Vista.

Paul seconded the motion.

- **Susan amended the Motion to:**

- 1) **authorize the presented contract/agreement with Daniel Guido to serve as Project Coordinator for the third sidewalk leveling /tree root mitigation project in the Windridge section of Park Glen (which has the most buckled sidewalks) and in the Knoll section (that were not completed by the City's bond package and include Hot Springs Trail, Rushmore, Glen Springs Trail, Crazy Horse, Black Hills Lane, and Glen Canyon Rd. west of Park Vista.**
- 2) **authorize preliminary work to develop a cost estimate,**
- 3) **designate PGNA President Susan Kenney to communicate with and direct the Project Coordinator on behalf of the Association, and**
- 4) **if the price is similar to the Sidewalk Project #2 Bluffs Project, then we intend to use the same contractors used for Sidewalk Project #2 (Concrete Construction Company and Annie Up Tree Service). Paul seconded the motion. The motion passed unanimously.**

- **Susan made the Motion to approve Concrete Construction Company to replace the sidewalk and fix the stone facade on the Preserve Bridge Column on Island Park Drive, at a maximum expenditure of \$2,000. Martin seconded the motion. The motion passed unanimously.**

- **Susan made Motion to dissolve the Service Committee. Beth seconded the motion.** Due to a legality reason, the PGNA attorney recommended that the Service Committee not be part of the PGNA. The PGNA attorney stated that it would be fine to have a Service Group unaffiliated with the PGNA. **The motion passed unanimously.**

- **Susan 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:**

PKGN58993	PKGN49262	PKGN38598	PKGN58677	PKGN38988
PKGN30262	PKGN49336	PKGN14804	PKGN80936	PKGN74485
PKGN58803	PKGN90044	PKGN38444	PKGN58596	PKGN74344
PKGN58601	PKGN20645	PKGN47919	PKGN64862	PKGN95962
PKGN49241	PKGN95716	PKGN49246	PKGN49892	PKGN90146

This process was discussed. Susan showed the Collection policy on the parkglen.org website under Documents and then By Laws & Policy. Paul explained the Collection Policy. Homeowners that have more than two unpaid annual assessments, will be referred to the attorneys for collection. Martin seconded the motion. The motion passed unanimously.

- Susan made a Motion to approve 2021 Calendar (some dates were added and confirmed, see 2021 calendar). Beth seconded the motion. The motion passed unanimously.

- Other Business & Motions

Member Comments

Adjourn - Next Board Meeting is January 18, 2021

The meeting was adjourned.





RESERVE

Park Glen Neighborhood Association

Management Report October 17th, 2020 thru December 3rd 2020

Administrative

Homeowner Contact:

- 9 resale certificate inquiries.
- 39 regarding violations (this includes violations on their own properties or neighbors)
- 78 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 22 conversations regarding Property Modifications requirements/information.

Management attending 3 separate online meetings with various members of the Board in regards to violations. Management attended 1 online meeting with HOA attorney regarding HOA's liability on Covid exposure due to events or meetings.

Change of Ownership

12 Properties had ownership changes processed from 10/17/2020 to December 3rd, 2020

ACC Applications from 10/17/2020 to 12/3/2020

29 ACC applications have been received from owners since 10/17/2020.

- 19 applications were approved for:
 - Exterior Painting
 - Gutters
 - Outdoor Lightning
 - Roof Replacement
 - Shed
 - Stonework
 - Patio Cover
 - Pool & Spa Installation
 - Window Replacements
- 2 applications were denied
 - Exterior Painting
 - Fence Gate Replacement
- 8 applications are pending

Park Glen Neighborhood Association

Management Report October 17th, 2020 thru December 3rd 2020

- Violation Summary Report Through 12/3/2020

Courtesy Notice - 251

Architectural 4
Basketball Goal 5
Boat 1
Driveway/Sidewalk 1
Exterior Maintenance - Paint and/or Stain 12
Fence 19
Flags 3
Garbage Cans 67
Landscaping 87
Parking 2
Recreational/Commercial Vehicle 2
Signage 12
Stored/Inoperable Vehicle(s) 6
Unauthorized animals 1
Unsightly Items 29

Monitor - 5

Garbage Cans 3
Landscaping 2

Warning Notice 23 (2nd Notices)

Architectural 1
Basketball Goal 1
Exterior Maintenance - Paint and/or Stain 2
Fence 3
Garbage Cans 5
Landscaping 9
Recreational/Commercial Vehicle 1
Stored/Inoperable Vehicle(s) 1

Total 279 Open and Monitored Violations

***8 items forwarded to Code Enforcement; 3 items forwarded to NPO Simpson**

Park Glen Neighborhood Association

Management Report October 17th, 2020 thru December 3rd 2020

Accounting

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

Collections

As of 12/03/2020, below is a summary of legal and non-legal collections.

SUMMARY

At Attorney - Letter sent 3
At Attorney - Lien Notice sent 7
Attorney Payment Plan 5
Attorney Payment Plan Default 1
Balanced Settled - 19
Bank Foreclosure 1
Bankruptcy Hold 4
Certified Collection Letter 1
Late Statement - 60
Payment Plan -1

Total - 102

Legal:

4 Combo – Collections/Deed Restrictions/Pre-Litigation
4 Active Deed Restrictions Litigation
3 Judicial Foreclosures
6 Collection Pre-Litigation
7 Active Post Judgments (5 in active payment plans)
1 Bankruptcy

Non-Legal:

1 pending payment plan – paying as agreed.

Respectfully Submitted,

Christina M. Fountain, FL CAM
Neighborhood Management, Inc.

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 9/30/2020

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking *4480	\$5,242.76		\$5,242.76
1001 - CAB Operating Money Mkt *9421	\$24,823.99		\$24,823.99
1005 - CAB ICS Operating Money Mkt *3193	\$50,036.68		\$50,036.68
1020 - PPB Operating Account	\$6,329.94		\$6,329.94
1101 - TCB Reserve Money Mkt *2228		\$122,695.74	\$122,695.74
1102 - AAB ICS Reserve MM *845		\$125,598.90	\$125,598.90
1120 - Pacific Premier Reserve Money Mkt		\$113,000.00	\$113,000.00
1200 - CDARS Reserve CD 52 weeks 08/26/21*9787		\$128,017.74	\$128,017.74
1201 - CDARS Reserve CD 52 weeks 08/26/21* 0238		\$128,017.74	\$128,017.74
1600 - Accounts Receivable	\$87,909.52		\$87,909.52
1605 - Allowance for Doubtful Accts	(\$78,970.07)		(\$78,970.07)
1715 - Prepaid Taxes	\$2,800.00		\$2,800.00
Total Current Assets	\$98,172.82	\$617,330.12	\$715,502.94
Total Asset	\$98,172.82	\$617,330.12	\$715,502.94
Liability / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$720.00		\$720.00
2003-99 - Due to NMI--Collect Ltr/Pmt Plans/Admin	\$25.00		\$25.00
2050 - Prepaid Owners Assessments	\$13,599.11		\$13,599.11
Total Current Liabilities	\$14,344.11		\$14,344.11
Equity			
3500 - Fund Balance Retained	\$84,567.56	\$500,025.34	\$584,592.90
3550 - Current Year Gain / Loss	(\$711.89)	\$117,374.87	\$116,662.98
3600 - Prior Year Adjustments	(\$26.96)	(\$70.09)	(\$97.05)
Total Equity	\$83,828.71	\$617,330.12	\$701,158.83
Total Liability / Equity	\$98,172.82	\$617,330.12	\$715,502.94

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 9/1/2020 - 9/30/2020

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	(66.00)	-	(66.00)	218,922.00	218,922.00	-	218,922.00
4200 - Late Fee	(69.78)	-	(69.78)	-	-	-	-
4500 - Interest Income	11.40	35.00	(23.60)	198.95	420.00	(221.05)	420.00
4550 - Interest on Assessments (Delinquent)	(133.29)	100.00	(233.29)	2,949.97	3,900.00	(950.03)	3,900.00
4603 - Social Event Income	-	-	-	23,505.00	24,000.00	(495.00)	24,000.00
4604 - Advertising Revenue for Benevolence	150.00	-	150.00	175.00	-	175.00	-
4900 - Insurance Settlements (also see 5257)	-	-	-	1,579.21	-	1,579.21	-
Total Income	(107.67)	135.00	(242.67)	247,330.13	247,242.00	88.13	247,242.00
Total Income	(107.67)	135.00	(242.67)	247,330.13	247,242.00	88.13	247,242.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	-	-	-	3,303.62	3,200.00	(103.62)	3,200.00
5105 - Postage	52.75	125.00	72.25	1,191.55	2,850.00	1,658.45	2,850.00
5107 - Social Committee/Community Events	487.14	550.00	62.86	14,497.41	20,250.00	5,752.59	20,250.00
5107-02 - Community Programs	-	250.00	250.00	1,134.35	1,250.00	115.65	1,250.00
5112 - Committee Expense	-	325.00	325.00	177.45	600.00	422.55	600.00
5113 - Professional Management	6,675.00	6,942.00	267.00	80,100.00	83,304.00	3,204.00	83,304.00
5114 - Storage	180.00	140.00	(40.00)	2,117.35	1,895.00	(222.35)	1,895.00
5115 - Website/Portal	-	8.00	8.00	50.30	96.00	45.70	96.00
5116 - Association Meetings	-	160.00	160.00	38.00	960.00	922.00	960.00
5117 - Licenses, Permits & Fees	-	10.00	10.00	5.00	120.00	115.00	120.00
5118 - Hospitality	-	-	-	-	1,700.00	1,700.00	1,700.00
5120 - Copies	-	-	-	-	550.00	550.00	550.00
5176 - Legal Fees	-	400.00	400.00	160.00	4,800.00	4,640.00	4,800.00
5177 - Legal Fees Billed Back	(4,541.18)	-	4,541.18	(4,749.18)	-	4,749.18	-
5180 - Other Professional	(3,672.79)	-	3,672.79	-	6,250.00	6,250.00	6,250.00
5181 - Audit & Accounting	-	-	-	425.00	700.00	275.00	700.00
5183 - Benevolence	-	-	-	460.00	-	(460.00)	-
5184 - Scholarships/Charity	2,025.00	-	(2,025.00)	13,500.00	16,500.00	3,000.00	16,500.00
Total General and Administrative Expenses	1,205.92	8,910.00	7,704.08	112,410.85	145,025.00	32,614.15	145,025.00

Taxes

5202 - Corporate Income Tax	-	-	-	2,858.00	-	(2,858.00)	-
Total Taxes	-	-	-	2,858.00	-	(2,858.00)	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 9/1/2020 - 9/30/2020

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Insurance							
5250 - Commercial Package Insurance	-	-	-	17,577.00	17,600.00	23.00	17,600.00
5252 - Umbrella Policy	-	-	-	974.00	-	(974.00)	-
5257 - Insurance Deductible/Claim (see also 4900)	-	-	-	1,050.00	-	(1,050.00)	-
Total Insurance	-	-	-	19,601.00	17,600.00	(2,001.00)	17,600.00
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	172.17	15,000.00	14,827.83	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	172.17	15,000.00	14,827.83	15,000.00
Reserves							
6000 - Reserve Contribution	113,000.00	69,617.00	(43,383.00)	113,000.00	69,617.00	(43,383.00)	69,617.00
Total Reserves	113,000.00	69,617.00	(43,383.00)	113,000.00	69,617.00	(43,383.00)	69,617.00
Total Expense	114,205.92	79,777.00	(34,428.92)	248,042.02	247,242.00	(800.02)	247,242.00
Operating Net Total	(114,313.59)	(79,642.00)	(34,671.59)	(711.89)	-	(711.89)	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 9/1/2020 - 9/30/2020

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	187.58	-	187.58	6,364.12	-	6,364.12	-
4750 - Reserve Fund Contribution Income	113,000.00	69,617.00	43,383.00	113,000.00	69,617.00	43,383.00	69,617.00
Total Income	113,187.58	69,617.00	43,570.58	119,364.12	69,617.00	49,747.12	69,617.00
Total Income	113,187.58	69,617.00	43,570.58	119,364.12	69,617.00	49,747.12	69,617.00
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	-	-	-	1,989.25	-	(1,989.25)	-
Total Infrastructure and Maintenance	-	-	-	1,989.25	-	(1,989.25)	-
Total Expense	-	-	-	1,989.25	-	(1,989.25)	-
Reserve Net Total	113,187.58	69,617.00	43,570.58	117,374.87	69,617.00	47,757.87	69,617.00
Net Total	(1,126.01)	(10,025.00)	8,898.99	116,662.98	69,617.00	47,045.98	69,617.00

Park Glen Neighborhood Association

Benevolence Fund - December 7, 2020

Dedicated Advertising Revenue through 2017: \$ 2,130

Dedicated Advertising Revenue since 1/1/18: (showing deposit date)

1/20/2018	Captain Ron's (January)	\$ 50
1/19/2018	Anderson Team (Jan, Feb, Mar)	\$ 300
2/27/2018	Captain Ron's (February)	\$ 50
2/27/2018	Linda Green (February, March)	\$ 40
3/30/2018	Park Glen Pools (March)	\$ 50
4/9/2018	Captain Ron's (April)	\$ 50
4/30/2018	Linda Green (April)	\$ 20
5/21/2018	Captain Ron's (May)	\$ 50
5/21/2018	Anderson Team (Apr, May, Jun)	\$ 300
5/21/2018	Linda Green (May)	\$ 20
9/10/2018	Anderson Team (Jul, Aug, Sep)	\$ 300
3/1/2019	Primrose School of Parkwood Hill (Mar)	\$ 150
7/11/2019	Master the Music (Jun)	\$ 150
12/2/2019	North Texas Roofing	\$ 25
7/2/2020	North Texas Roofing	\$ 100
7/17/2020	Marlexi Design LLC	\$ 50

Total Revenue: \$ **3,835**

Disbursements:

7/29/2017	Stump Removal and Mulch for a PG 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
5/26/2019	Park Glen homeowner with personal tragedy	\$ 460

Total Disbursements: \$ **2,072**

Available Now (Total Revenue minus Total Disbursements): \$ **1,763**

Accounts Receivable Monthly Tracking

2017 Assessment				2018 Assessment				2019 Assessment				2020 Assessment			
Bill Date <i>Late Aug</i> Due Date <i>Oct 1</i>	Total # Past Due Accts	% of 3,317 Homes	Total Past Due \$ Owed	Bill Date <i>Early Sep</i> Due Date <i>Nov 1</i>	Total # Past Due Accts	% of 3,317 Homes	Total Past Due \$ Owed	Bill Date <i>Early Oct</i> Due Date <i>Nov 1</i>	Total # Past Due Accts	% of 3,317 Homes	Total Past Due \$ Owed	Bill Date <i>Early Oct</i> Due Date <i>Nov 1</i>	Total # Past Due Accts	% of 3,317 Homes	Total Past Due \$ Owed
10/16/17	597	18.0%	199,027	11/30/18	746	22.5%	176,222	11/27/19	615	18.5%	151,321	12/3/20	627	18.9%	121,673
12/4/17	405	12.2%	177,084	1/21/19	385	11.6%	151,708	1/17/20	422	12.7%	139,256				
1/15/18	361	10.9%	182,867	2/18/19	347	10.5%	163,364	2/14/20	380	11.5%	123,498				
2/19/18	239	7.2%	167,542	3/15/19	313	9.4%	154,363	3/13/20	297	9.0%	117,861				
3/19/18	209	6.3%	157,253	4/9/19	268	8.1%	142,781	4/17/20	277	8.4%	107,038				
4/19/18	191	5.8%	156,408	5/17/19	244	7.4%	134,398	5/19/20	269	8.1%	108,017				
5/19/18	183	5.5%	157,298	6/14/19	228	6.9%	129,371	6/12/20	251	7.6%	98,354				
6/30/18	176	5.3%	153,646	7/12/19	228	6.9%	128,716	7/15/20	215	6.5%	93,713				
7/10/18	175	5.3%	152,404	8/16/19	205	6.2%	135,699	NMI System Changeover							
8/20/18	164	4.9%	142,996	9/13/19	193	5.8%	128,456								
9/17/18	161	4.9%	140,085	10/18/19	184	5.5%	119,695	10/19/20	85	2.6%	86,337				

Independent Contractor Agreement
Project Coordinator
for Sidewalk Replacement / Tree Root Abatement
Project No. 3 Park Glen Neighborhood Association

This agreement is between Park Glen Neighborhood Association (PGNA) and Daniel Guido (Coordinator) under which Coordinator will be the project coordinator for a sidewalk replacement and tree root abatement project at a number of properties (to be determined) in the Park Glen Neighborhood.

If the project is authorized by PGNA's Board of Directors, Coordinator will serve as the representative of PGNA to the affected owners and residents and to the selected contractor(s) for the project (sidewalk paving contractor, tree contractor, sprinkler contractor, etc.), devoting the required time to coordinate the project, communicate with owners/residents, provide oversight of the contractor(s), resolve conflicts, and pursue the best interests of PGNA, the community, and our members.

Coordinator's Roles with regard to Owners/Residents:

1. Recommend the project area(s), presuming an emphasis on fixing the worst sidewalk problems in the neighborhood and shooting for a total project cost at or about \$200,000.
2. Do an inventory of sidewalk problems in the recommended project area(s), recording the approximate number of linear feet and number of tree roots needing to be corrected per address.
3. Provide to PGNA by **February 1, 2021**, a recommended plan for moving forward (specifically, what areas to include in the project, approximately how many sidewalks and trees will need work, and an estimate of the potential project cost) for PGNA's consideration for approval.
4. Inform eligible property owners of the project's objectives, scope, limitations, and potential impact, and answer questions, with the goal of getting as many as possible to include their properties in the project by their signing an authorization / release / application that PGNA will develop.
5. Provide owners and residents with an e-mail address and/or phone number by which they may contact the Coordinator.
6. Notify residents and owners of work schedule and potential disruptions, unless done by the contractor(s).
7. Answer questions and address problems or complaints raised by owners/residents, relaying to contractor(s) and, when necessary, to PGNA for decisions/direction.

Coordinator's Roles with regard to Contractor(s):

1. Prepare scope document, qualify contractors, issue Requests for Proposals, **if applicable**, review and tabulate proposals, approve the specific properties proposed to be included and eligible to be included in the project, and solicit quotes from qualified contractors.
2. Provide recommendation of contractor(s) and draft contract(s) to PGNA by **February 1, 2021**.
3. Advise PGNA on proposed contract(s) with the recommended contractor(s) prior to PGNA executing the contract(s).
4. Provide contractor(s) with an e-mail address and phone number by which they may contact the Coordinator.
5. Ensure that appropriate city permits are issued and documented.
6. Be attentive to the scheduling and apparent quality of the job, performing routine high level inspections and communicating any concerns directly to contractor(s) or, as necessary, to PGNA.
7. Address issues that arise during the project and answer questions raised by contractor(s), relaying to PGNA for decisions/direction when necessary.
8. Instruct contractor(s) to fix any problems, whether things observed in inspections or items brought to

the Coordinator's attention by owners/residents or others.

Terms:

1. Coordinator to be an independent contractor, not covered by Association's insurance and with no payroll taxes or benefits provided by the Association.
2. PGNA will designate a Board member to communicate with and direct Coordinator.
3. Compensation shall be at the rate of ~~\$54.50~~ \$57.25 per hour of work by Coordinator, reportable in quarter-hour increments.
4. Direct expenses shall be reimbursed only when accompanied by itemized receipts, and with PGNA Board supervisor approval.
5. Coordinator to submit periodic status reports summarizing work and project status since the last report and including a brief look-ahead projection of work and project status. Reports shall be accompanied by pay request and required documentation. PGNA will review and upon approval, payment will be issued to Coordinator within 10 days.
6. Coordinator to provide a form W-9 and federal taxpayer identification number to the Association before the first payment.
7. Coordinator will not have liability from or investment in the project.
8. While Coordinator will make every effort to promote quality of workmanship, the contractors doing work on the project are responsible for meeting quality standards typical of the nature of the contracted work scope, and the terms of the contract(s) will govern.
9. The term of this agreement will be from the date of signing through the end of the project, but either party may terminate the agreement at any time with simple notice to the other party.
10. If requested by PGNA at the end of the project or termination of the agreement, Coordinator will provide a brief summary report of the project (including what went well, major challenges encountered, key resident/owner feedback, before/after photos, and lessons learned to inform subsequent PGNA-managed improvement projects) and participate in a discussion of the project with the PGNA Board.

Agreed to by:

Daniel Guido, Project Coordinator

Susan Kenney, PGNA President

[DATE]

[DATE]

Project Description: Park Glen Neighborhood Association – Sidewalk Project #2

TO: Mr. Stephen Whiteland, PGNA Vice President

Cc: Mr. Russell Zwerg, PGNA President

FROM: Daniel Guido, Project Coordinator

Subject: PROGRESS REPORT – December 2, 2019

A brief progress report:

I have completed inventorying of all of Park Glen by driving all streets and recording the number of panels that would potentially warrant being replaced because they appear to be ADA non-compliant. Visually, I'd suggest that means anything that appeared to be about 1-1/2" or worse, mismatched. The approximate number of panels follows:

- | | |
|-----------------------------------|-----|
| 1. The Bluffs – | 123 |
| 2. Wind Ridge – | 104 |
| 3. The Meadows – | 98 |
| 4. Parkview – | 93 |
| 5. The Preserve – | 14 |
| 6. The Crossing – | 14 |
| 7. The Glen – negligible | |
| 8. The Hills – negligible | |
| 9. Phase III – negligible | |
| 10. The Vistas of PG – negligible | |
| 11. The Vistas at PG – negligible | |
| 12. Phase I – negligible | |
| 13. The Knoll – negligible | |

The approximate total number of panels is 446. From Project 1, the "per panel" price worked out to about \$188 per panel. Applying this figure to all apparent/potentially warranted panels for a SWP #2 = \$83,800.

I expect the total price per panel to be LOWER for a SWP #2 due to less tree roots to mitigate. However I expect the price to go up somewhat to secure a better contractor. And finally, I expect the price to go up somewhat should we address all areas of Park Glen because there would be more significant mobilization time and perhaps more signage expense. Overall I'd suggest we plan a 5% (to \$197.40) increase per panel and at this early stage apply a 20% contingency as the potential project is considered further.

As a result the grand total of a potential project may be: \$105,700.

Note – I did not inventory Basswood or Park Vista at this time as I didn't think to ask if those streets should be included.

Table 1

PGNA - 2021 Calendar and Event Ideas			
<i>Date</i>	<i>Day</i>	<i>Event / Activity</i>	
1/18/21	Mon	Board Meeting	
2/15/21	Mon	Board Meeting	
3/15/21	Mon	Spring Break Week starts (KISD & BISD)	
3/15/21	Mon	Board Meeting	
3/20/21	Sat	Cancelled: Eggstravaganza & Spring Festival	
4/4/21	Sun	Easter	
4/16/21	Fri	PID6 Garage Sales	
4/17/21	Sat	PID6 Garage Sales	
4/18/21	Sun	PID6 Garage Sales	
4/19/21	Mon	Board Meeting	
5/1/21	Sat	Start Accepting Scholarship Applications	
5/17/21	Mon	Board Meeting	
		Yard of the Month Judging (winner selected end of May, Jun, Jul, Aug)	
6/1/21	Tue	PGNA Scholarship Application Deadline. Selection Committee reviews in June	
	Sun	Pool Movie Night (if Pack up and Play Pool is open) ??	
6/21/21	Mon	Board Meeting	
7/3/2021	Sat	PID6 Independence Celebration (rain date 7/10/21)	
7/3/21	Sat	PGNA Independence Parade	
	Sun	Pool Movie Night (if Pack up and Play Pool is open) ??	
7/19/21	Mon	Board Meeting	
	Sun	Pool Movie Night (if Pack up and Play Pool is open) ??	
8/16/21	Mon	Board Meeting	
9/13/21	Mon	Annual Meeting & Board Election 7:00-8:30pm	
9/20/21	Mon	Board Meeting	
9/25/21	Sat	Community Shredding (last held on Sept. 26, 2020)	
10/12/21	Tue	National Night Out Block Parties	
10/16/21	Sat	Movie in the Park (if no Summer Pool/Movie nights) ??	
10/18/21	Mon	Board Meeting	
10/15/21	Fri	PID6 Garage Sales	
10/16/21	Sat	PID6 Garage Sales	
10/17/21	Sun	PID6 Garage Sales	
10/21/21-10/26/21		Halloween/Harvest Decorating Contest	
11/25/21	Thu	Turkey Trot ??	
12/4/21	Sat	Holiday in the Park	
12/9/21-12/13/21		Holiday Decorating Contest Judging	
12/6/21	Mon	November / December Board Meeting	
		* All events are subject to change and cancellation	