

Park Glen Neighborhood Association

*Agenda Board of Directors In-person and Online Meeting
February 15, 2022 (7 pm)*

In-person Meeting Location has changed to:

7904 Park Vista Blvd., in the Gym at the back of the Alliance United
Methodist Church

****APPROVED**
BY BOARD OF
DIRECTORS
ON 3/15/22**

Access this Meeting online via your computer, tablet or smart phone or calling in by phone:

- Click on this meeting link at the at the time of the meeting to join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/955310189>
- You may also dial in using your phone: **(571) 317-3122**
- Meeting Access Code: **955-310-189**
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The meeting was called to order at 7:00 pm by Board President Susan Kenney. Those present were Susan Kenney, Tom Kaul, Beth Rutkoski, Ralph Robb, Paul Grove, Scott Roloff. Secretary Leslie Graham was absent. Board members introduced themselves and all attendees were welcomed.

The Board meeting minutes of December 6, 2021 and January 17, 2022 were not available as of yet, so no action was taken.

Board Member Reports & Comments

- Board President Susan Kenney gave an update on City of Fort Worth Redistricting Process. Susan stated that City Council held a working session today on February 15, 2022, on the Redistricting Map. At the working session, the City Council revised their schedule, so the local public hearing originally planned for Feb. 21st at Heritage Church of Christ and the other local hearings around the City have been cancelled. The City Council needed more time to decide on the map so they have planned a special work session for this Tuesday, February, 22nd at 9:30 am and a public hearing for the entire City on Thursday, February 24 at 6 pm.
- Director and Treasurer Paul Grove gave an update on Athletic Equipment Phase 2 that PID6 is planning to put in Arcadia Park (cost \$100,000). Paul stated that he and Board member Leslie Graham met with City Parks & Rec Representative Mike Tovar about station #5 and the Athletic Equipment. Paul said that Mike Tovar said that Station #5 is staying by Park Glen's entrance/exit point on Los Padres Trail. Paul stated he felt good that they could have a conversation about concerns.
- Next PID6 Board Meeting is Feb. 24th (see PID6.org for details)

Community Manager's Report:

- Community Manager Christina Fountain went over the Management Report which is attached to the minutes.
- Community Manager Christina Fountain went over the Financial Reports of December 2021, January

Treasurer's Report

- Paul stated that he will go over the Accounts Receivable Status and Benevolence Fund at the next meeting.

Susan stated that she forgot to mention at the beginning of the meeting that PGNA won a 2021 City newsletter award and she thanked Leslie Graham for submitting the application for the award and for being the Newsletter Editor, and Susan thanked the writers and contributors: EJ Beaulieu, Bob Kilburn, Susan Kenney, and Beth Rutkoski. Susan also stated that PGNA's Neighborhood Police Officer Derrick Simpson was a finalist for the City's 2021 Neighborhood Police Officer of the Year.

Events & Activities Report:

- Susan announced the Eggstravaganza & Spring Festival Event that will be held on April 2nd, 2-5 pm
- Susan announced the Free PGNA Shredding Event that will be held on April 23rd, 9-11 am (Location: Park Glen Elementary, in parking lot along Black Hills Ln.) Susan asked if any Board members would be available to help on the day of the event. Paul Grove and Beth Rutkoski said they could help at the event.
- Susan announced the Scholarship Program coming up and stated the information and application will be put on website i(ParkGlen.org) in mid April. Typically applications are accepted between May 1-June 1st.

Business & Motions:

- Susan stated that she had put the Sidewalk Project #3 on the agenda in case any trees were found to need removal and needed a motion; however, no motion is needed at this time.
- Community Manager Christina Fountain explained about the Mail boxes that have been either completely damaged or need repair. **Susan made the motion to approve the bid from B & R General Contracting, with a budget not to exceed \$6,500, to do a complete rebuild of the brick mail boxes at 7009 Warm Springs, 8004 Mount Shasta, and 4900 Glenscape Drive, Fort Worth, TX, and a brick repair to the mail box at 7512 Los Padres. Tom Kaul seconded the motion. The motion passed unanimously.**
- Paul Grove, Director and Treasurer, explained about the Collection Accounts that meet PGNA's Documents' policy to go to the Attorney. Paul said that there are additional accounts that he found since the December Board meeting motion of Collection Accounts, that need to go to the Attorney. **Paul made the motion to escalate the following homeowner accounts for collection action, per our collection policy:**

**PKGN58993, PKGN38619, PKGN39159, PKGN38890, PKGN74462, PKGN74394, PKGN14941,
PKGN38052, PKGN14838, PKGN94870, PKGN74363, PKGN20871**

- Paul Grove explained the PGNA 2022 Scholarship Program Application and Guidelines and highlighted the changes from last year which were the changing of the dates to 2022 and changing the short answer question on the application. **Susan made a motion to approve the PGNA 2022 Scholarship Program Application & Guidelines and appoint Julie Grove as the Coordinator of the 2022 Scholarship Program. Beth seconded the motion. The motion passed unanimously.**
- Susan explained that currently there is a sale at web.com to make a new PGNA Website that is more up-to-date looking as well as a secure website with Secure Socket Layer (SSL), having a Security cer-

tificate. Currently the PGNA website doesn't have this; however, in the past it was thought this wasn't needed since no transactions are completed on the website. Susan stated that some people may be concerned about opening a link into a website that is not secured. Susan explained that web.com's sale is to do a complete new updated website, also making it SSL (security certificate) for \$2,600. Previously, the cost was quoted to be \$4,000. Susan stated that this sale would end tomorrow. Paul Grove stated he wanted to research other companies and see what the ratings and costs were. It was decided to wait until Paul brings forward further information.

Member Comments

Several members were present at the meeting. One, Melissa Medici, asked what was the decision on the Security cameras. Susan stated that the Board discussed this about a year ago, and the PID6 also discussed the topic then. The PID6, which is a more likely entity to install the cameras (since PID6 tax dollars can be used for security) decided that they wanted to continue using off-duty police officers instead of switching to security cameras. Susan explained that PID6 Security Liaison Jon Grady, who attended our Board member meeting a year ago, said that because there are so many entry and exit points into the neighborhood, it would be very costly to install. In addition, PID6 Security Liaison Grady stated that in other parts of the City he learned that police officers are sitting by the security camera license plate readers and then going after the cars that trigger the camera.

Member Bill Begole asked about the speed and noise of cars on Park Vista. Bill stated this usually occurs Friday and Saturday nights between 9pm and 3 am. Susan stated that she will send an email to NPO Derrick Simpson and said others can do the same.

Board meeting was adjourned at 8:40 pm and Susan announced that the next Board Meeting is March 15, 2022

Park Glen Neighborhood Association

Management Report January 13, 2022, through February 11, 2022

Administrative

Homeowner Contact:

- 4 resale certificate inquiries.
- 6 regarding violations (this includes violations on their own properties or neighbors)
- 1 conversations regarding streets/street parking.
- 7 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 2 requesting contact change information (or adding of email/phone numbers)
- conversations regarding Property Modifications requirements/information.
- 6 questions regarding sidewalks.
- Management sent several email blasts on behalf of the board.

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 January 13, 2022 to February 11, 2022.

Homeowner Email Count

Currently have 2313 email addresses on file.

ACC Applications from 1.13.22 to 2.11.22

11 ACC applications have been received from owners since 1-13.2022

- **10 applications were approved for:**
 - Tree removal (sidewalk mitigation project)
 - Solar Panel installation
 - Attic vent turbine
 - Roof Replacement

Park Glen Neighborhood Association

Management Report January 13, 2022, through February 11, 2022

- 1 application is pending

Violation Summary Report Through 2/11/2022

Courtesy Notice - 74

Architectural - 3
Basketball Goal - 1
Boat/Trailer - 2
Driveway/Sidewalk - 2
Exterior Maintenance - 3
Fence - 9
Garbage Cans - 29
Landscaping - 1
Recreational/Commercial Vehicle - 2
Tree Requirements - 4
Unightly Items - 5

Monitor - 38

Landscaping - 60

Warning Notice 25

Architectural - 4
Basketball Goal - 1
Exterior Paint and/or Stain - 2
Fence - 5
Garbage Cans - 6
Landscaping - 5
Parking - 1
Tree Requirements - 2

Total:

164 Open and Monitored Violations.

163 Violations were closed

Park Glen Neighborhood Association

Management Report January 13, 2022, through February 11, 2022

**** 3 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 December 2021 and January 2022.

Legal

As of January 10th, 2022 the following accounts are with the attorney.

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 – Account that was due for Foreclosure sale on February 2nd, entered into a payment plan, and corrected the first portion of their violation.

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

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 12/31/2021

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$17,964.42		\$17,964.42
1001 - CIT Operating Money Mkt *9421	\$74,996.99		\$74,996.99
1020 - PPB Operating Account *1794	\$196,565.13		\$196,565.13
1102 - AAB ICS Reserve MM *845		\$125,866.91	\$125,866.91
1103 - CIT Reserve Money Mkt *4542		\$71,656.10	\$71,656.10
1120 - PPB Reserve Money Mkt *1785		\$52,958.11	\$52,958.11
1200 - CDARS Reserve CD 52 weeks 08/25/22*4684		\$128,939.26	\$128,939.26
1201 - CDARS Reserve CD 52 weeks 08/25/22* 4471		\$128,939.27	\$128,939.27
1600 - Accounts Receivable	\$81,767.92		\$81,767.92
1605 - Allowance for Doubtful Accts	(\$8,894.99)		(\$8,894.99)
1715 - Prepaid Taxes	\$171.00		\$171.00
Total Current Assets	\$362,570.47	\$508,359.65	\$870,930.12
Total Asset	\$362,570.47	\$508,359.65	\$870,930.12
Liability / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$1,535.00		\$1,535.00
2050 - Prepaid Owners Assessments	\$10,435.26		\$10,435.26
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin	\$8,588.32		\$8,588.32
Total Current Liabilities	\$20,558.58		\$20,558.58
Equity			
3500 - Fund Balance Retained	\$144,368.73	\$590,806.29	\$735,175.02
3550 - Current Year Gain / Loss	\$197,872.30	(\$82,446.64)	\$115,425.66
3600 - Prior Year Adjustments	(\$229.14)		(\$229.14)
Total Equity	\$342,011.89	\$508,359.65	\$850,371.54
Total Liability / Equity	\$362,570.47	\$508,359.65	\$870,930.12

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2021 - 12/31/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	(1.66)	-	(1.66)	218,920.34	218,922.00	(1.66)	218,922.00
4500 - Interest Income	10.31	-	10.31	29.72	-	29.72	-
4550 - Interest on Assessments (Delinquent)	434.13	125.00	309.13	1,242.83	375.00	867.83	1,500.00
4603 - Social Event Income	4,479.45	1,250.00	3,229.45	14,693.80	3,750.00	10,943.80	15,000.00
Total Income	4,922.23	1,375.00	3,547.23	234,886.69	223,047.00	11,839.69	235,422.00
Total Income	4,922.23	1,375.00	3,547.23	234,886.69	223,047.00	11,839.69	235,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	21.00	316.67	295.67	3,205.01	950.01	(2,255.00)	3,800.00
5105 - Postage	552.45	250.00	(302.45)	2,624.97	750.00	(1,874.97)	3,000.00
5107 - Social Committee/Community Events	1,483.44	5,000.00	3,516.56	7,798.37	19,000.00	11,201.63	24,500.00
5107-02 - Community Programs	-	650.00	650.00	921.13	1,300.00	378.87	1,800.00
5112 - Committee Expense	-	-	-	300.00	-	(300.00)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	20,826.00	20,826.00	-	83,304.00
5114 - Storage	330.00	210.00	(120.00)	750.00	630.00	(120.00)	2,550.00
5115 - Website/Portal	-	20.00	20.00	-	60.00	60.00	240.00
5116 - Association Meetings	-	20.00	20.00	216.49	60.00	(156.49)	240.00
5117 - Licenses, Permits & Fees	-	-	-	-	200.00	200.00	320.00
5118 - Hospitality	-	125.00	125.00	-	375.00	375.00	1,500.00
5120 - Copies	-	-	-	-	-	-	2,200.00
5176 - Legal Fees	-	400.00	400.00	267.00	1,200.00	933.00	4,800.00
5180 - Other Professional	-	-	-	-	3,400.00	3,400.00	6,800.00
5181 - Audit & Accounting	-	700.00	700.00	-	700.00	700.00	700.00
5184 - Scholarships/Charity	-	-	-	-	-	-	16,000.00
Total General and Administrative Expenses	9,328.89	14,633.67	5,304.78	36,908.97	49,451.01	12,542.04	152,254.00

Other Expense

5190 - Bad Debt Expense	66.00	-	(66.00)	66.00	-	(66.00)	-
Total Other Expense	66.00	-	(66.00)	66.00	-	(66.00)	-

Taxes

5202 - Corporate Income Tax	-	-	-	-	-	-	3,000.00
Total Taxes	-	-	-	-	-	-	3,000.00

Insurance

5250 - Commercial Package Insurance	-	-	-	-	-	-	10,000.00
5251 - Directors' & Officers' Ins.	-	-	-	-	-	-	7,300.00
5252 - Umbrella Policy	-	-	-	-	-	-	1,250.00
Total Insurance	-	-	-	-	-	-	18,550.00

Infrastructure and Maintenance

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2021 - 12/31/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	39.42	3,750.00	3,710.58	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	39.42	3,750.00	3,710.58	15,000.00
Reserves							
6000 - Reserve Contribution	-	3,884.83	3,884.83	-	11,654.49	11,654.49	46,618.00
Total Reserves	-	3,884.83	3,884.83	-	11,654.49	11,654.49	46,618.00
Total Expense	9,394.89	19,768.50	10,373.61	37,014.39	64,855.50	27,841.11	235,422.00
Operating Net Total	(4,472.66)	(18,393.50)	13,920.84	197,872.30	158,191.50	39,680.80	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2021 - 12/31/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	114.81	-	114.81	341.36	-	341.36	-
Total Income	114.81	-	114.81	341.36	-	341.36	-
Total Income	114.81	-	114.81	341.36	-	341.36	-
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	-	-	-	82,788.00	-	(82,788.00)	-
Total Infrastructure and Maintenance	-	-	-	82,788.00	-	(82,788.00)	-
Total Expense	-	-	-	82,788.00	-	(82,788.00)	-
Reserve Net Total	114.81	-	114.81	(82,446.64)	-	(82,446.64)	-
Net Total	(4,357.85)	(18,393.50)	14,035.65	115,425.66	158,191.50	(42,765.84)	-

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 1/31/2022

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$17,965.18		\$17,965.18
1001 - CIT Operating Money Mkt *9421	\$75,006.55		\$75,006.55
1020 - PPB Operating Account *1794	\$188,953.35		\$188,953.35
1102 - AAB ICS Reserve MM *845		\$125,882.94	\$125,882.94
1103 - CIT Reserve Money Mkt *4542		\$71,665.23	\$71,665.23
1120 - PPB Reserve Money Mkt *1785		\$52,960.36	\$52,960.36
1200 - CDARS Reserve CD 52 weeks 08/25/22*4684		\$128,982.99	\$128,982.99
1201 - CDARS Reserve CD 52 weeks 08/25/22* 4471		\$128,982.99	\$128,982.99
1600 - Accounts Receivable	\$75,654.73		\$75,654.73
1605 - Allowance for Doubtful Accts	(\$8,894.99)		(\$8,894.99)
1715 - Prepaid Taxes	\$171.00		\$171.00
Total Current Assets	\$348,855.82	\$508,474.51	\$857,330.33
Total Asset	\$348,855.82	\$508,474.51	\$857,330.33
Liability / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$250.00		\$250.00
2050 - Prepaid Owners Assessments	\$12,514.87		\$12,514.87
2070 - Homeowner Refunds	\$66.00		\$66.00
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin	\$5,950.00		\$5,950.00
Total Current Liabilities	\$18,780.87		\$18,780.87
Equity			
3500 - Fund Balance Retained	\$144,368.73	\$590,806.29	\$735,175.02
3550 - Current Year Gain / Loss	\$186,201.28	(\$82,331.78)	\$103,869.50
3600 - Prior Year Adjustments	(\$495.06)		(\$495.06)
Total Equity	\$330,074.95	\$508,474.51	\$838,549.46
Total Liability / Equity	\$348,855.82	\$508,474.51	\$857,330.33

Park Glen Neighborhood Association, Inc.

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

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	-	-	-	218,922.00	218,922.00	-	218,922.00
4500 - Interest Income	10.32	-	10.32	40.04	-	40.04	-
4550 - Interest on Assessments (Delinquent)	322.42	125.00	197.42	1,563.59	500.00	1,063.59	1,500.00
4603 - Social Event Income	-	1,250.00	(1,250.00)	14,693.80	5,000.00	9,693.80	15,000.00
Total Income	332.74	1,375.00	(1,042.26)	235,219.43	224,422.00	10,797.43	235,422.00
Total Income	332.74	1,375.00	(1,042.26)	235,219.43	224,422.00	10,797.43	235,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	100.00	316.67	216.67	3,305.01	1,266.68	(2,038.33)	3,800.00
5105 - Postage	268.45	250.00	(18.45)	2,893.42	1,000.00	(1,893.42)	3,000.00
5107 - Social Committee/Community Events	1,803.14	-	(1,803.14)	9,601.51	19,000.00	9,398.49	24,500.00
5107-02 - Community Programs	-	-	-	921.13	1,300.00	378.87	1,800.00
5112 - Committee Expense	-	-	-	300.00	-	(300.00)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	27,768.00	27,768.00	-	83,304.00
5114 - Storage	235.00	210.00	(25.00)	985.00	840.00	(145.00)	2,550.00
5115 - Website/Portal	-	20.00	20.00	-	80.00	80.00	240.00
5116 - Association Meetings	-	20.00	20.00	216.49	80.00	(136.49)	240.00
5117 - Licenses, Permits & Fees	-	-	-	-	200.00	200.00	320.00
5118 - Hospitality	-	125.00	125.00	-	500.00	500.00	1,500.00
5120 - Copies	-	-	-	-	-	-	2,200.00
5176 - Legal Fees	-	400.00	400.00	267.00	1,600.00	1,333.00	4,800.00
5180 - Other Professional	-	-	-	-	3,400.00	3,400.00	6,800.00
5181 - Audit & Accounting	425.00	-	(425.00)	425.00	700.00	275.00	700.00
5184 - Scholarships/Charity	-	-	-	-	-	-	16,000.00
Total General and Administrative Expenses	9,773.59	8,283.67	(1,489.92)	46,682.56	57,734.68	11,052.12	152,254.00

Other Expense

5190 - Bad Debt Expense	29.17	-	(29.17)	95.17	-	(95.17)	-
Total Other Expense	29.17	-	(29.17)	95.17	-	(95.17)	-

Taxes

5202 - Corporate Income Tax	2,201.00	-	(2,201.00)	2,201.00	-	(2,201.00)	3,000.00
Total Taxes	2,201.00	-	(2,201.00)	2,201.00	-	(2,201.00)	3,000.00

Insurance

5250 - Commercial Package Insurance	-	-	-	-	-	-	10,000.00
5251 - Directors' & Officers' Ins.	-	-	-	-	-	-	7,300.00
5252 - Umbrella Policy	-	-	-	-	-	-	1,250.00
Total Insurance	-	-	-	-	-	-	18,550.00

Infrastructure and Maintenance

Park Glen Neighborhood Association, Inc.

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

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	39.42	5,000.00	4,960.58	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	39.42	5,000.00	4,960.58	15,000.00
Reserves							
6000 - Reserve Contribution	-	3,884.83	3,884.83	-	15,539.32	15,539.32	46,618.00
Total Reserves	-	3,884.83	3,884.83	-	15,539.32	15,539.32	46,618.00
Total Expense	12,003.76	13,418.50	1,414.74	49,018.15	78,274.00	29,255.85	235,422.00
Operating Net Total	(11,671.02)	(12,043.50)	372.48	186,201.28	146,148.00	40,053.28	-

PARK GLEN NEIGHBORHOOD ASSOCIATION 2022 SCHOLARSHIP PROGRAM GUIDELINES

A. PURPOSE:

The Park Glen Neighborhood Association 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

1. 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).

2. 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.

3. 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

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). However, the committee may deviate from the scoring system and use any other criteria, factors, system, or methods they desire.

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 23 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 and fees required

Number Awarded	Value
12 or fewer	\$950
13	\$850
14	\$800
15	\$750
16	\$700
17	\$650
18	\$600
19	\$600
20	\$550
21	\$550
22	\$500
23	\$500

Application Scoring System
For each application, score 0 to 3 points for each line below. 0 = Information not provided 1=Poor, 2=Good, 3=Excellent Maximum score per application is 10 lines x 3 points = 30
GPA & Transcript
Repeat GPA & Transcript
Future Study and Career Plans
Volunteer Service
Involvement
Leadership and Awards
Applicant Statement
Reference 1
Reference 2
Overall Impression

to enroll at or attend plus required course-related expenses, such as fees, books, supplies, and equipment that are required for the courses in which recipient will enroll.

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. PGNA 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
 - someone born on or after 1/1/1999 (no more than 23 years of age on the last day of the current year) 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 or university 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 September 1, 2022.
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 in early April 2022. Applications will be accepted beginning May 1, 2022 with a firm submission deadline of June 1, 2022.
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. 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.
5. The complete application package must be submitted between 12:01 am on May 1, 2021 and 11:59 pm on June 1, 2022. We encourage the submission of applications to the Scholarship Coordinator at this dedicated e-mail address: PGNAScholarship@gmail.com. But we have also arranged the opportunity to submit applications, 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.

6. Mailed applications must be postmarked on or before 6/1/22 and received by 6/5/22. 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 Mon-Thurs 8:30-5:00 PM, and Friday 8:30-3:00 PM (NMI has offered their drop box as a delivery point for applications, and their office is currently closed to the public due to Covid-19). 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.
7. 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.
8. The Program Coordinator will confirm all applications by e-mail within 72 hours of receipt. If you do not receive the confirmation, contact the Program Coordinator at PGNAScholarship@gmail.com.
9. Once an application is submitted, no further revisions or additions can be made.
10. It is recommended that you retain a copy of your entire application and attachments for your records and for resubmission, if necessary.
11. Applications and all supporting documents will not be returned to the submitter but will be retained for some period of time before being destroyed.
12. Applications are considered confidential and will be handled and viewed only by the Program Coordinator and Selection Committee.
13. 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.
14. All applicants agree to accept the decisions of the Selection Committee as final.
15. Selected awardees will be notified by June 30, 2022. 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.

16. Each selected awardee must e-mail the following to the Association Treasurer no later than September 1, 2022:
 - a. 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.
 - b. his or her student identification number
 - c. the address of the Bursar, Financial Aid, or Scholarship office to which the payment should be sent.

The Treasurer will confirm receipt of this information within 72 hours.

17. The Association Treasurer will process scholarship payments on or soon after the later of July 25, 2022 or the date awardee provides proof of registration and student identification number to the Program Coordinator. Awardee forfeits the scholarship award if the proof of registration and student identification number is not provided to the Treasurer by September 1, 2022.
18. Awardees are required to timely notify the Program Coordinator of any change in address, school enrollment, or other relevant information.

PARK GLEN NEIGHBORHOOD ASSOCIATION
2022 SCHOLARSHIP PROGRAM APPLICATION FORM

APPLICANT INFORMATION:

Applicant Name: _____ Date of Birth: _____

Address: _____

Phone #: _____ E-mail 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 2022): _____

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 reference 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 2021 (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.