

Park Glen Neighborhood Association

Minutes of February 22, 2021 Board Meeting

APPROVED
BY BOARD
OF
DIRECTORS
ON 4/19/21

Location - Online Meeting

- via <https://global.gotomeeting.com/join/955310189> or (571) 317-3122 with Access Code: 955-310-189

Call to Order

- Susan Kenney started the meeting at 7:06 p.m. Quorum was met at 7:09 p.m., and the meeting was called to order.

Roll Call – Introduction of Board Members

- The following Board members were present: Susan Kenney, Tom Kaul, Paul Grove, Beth Rutkoski

Discussion on Fort Worth Bike Share Program

- PID6 is considering installing a Bike Share Program for Arcadia Park
 - Presentation by Jennifer Grissom, Director of Fort Worth Bike Sharing Program
 - The Bike Share Program is at no cost to PGNA or PID6. The program is a nonprofit organization, but is working on a partnership with Trinity Metro.
 - Organization has a partnership with the city of Fort Worth for permits.
 - Upkeep of the Bike Share equipment will be done by the organization. They have ambassadors within the neighborhood who volunteer to help.
 - There is advertising on the bikes in the Bike Share Program.
- Open floor for discussion - There were a number of people at the meeting. Of those who stated their opinions: 10 people stated they were not in favor of bike sharing in the Park; 2 stated they were in favor of bike sharing in the Park; and one person was neutral but did not see the benefit of it to the neighborhood.
- Motion to recommend to PID6 denial of the bike sharing program for Arcadia Park. **Paul Grove made a motion for PGNA to communicate to PID6 that PGNA is not in support of the bike share program in Arcadia Park. Beth Rutkoski seconded. None opposed. Motion passed unanimously.**
 - Discussed looking into how to gather information from residents about this topic possibly via email blast, newsletter, and Facebook on a Google survey.
 - Recommended to add to the newsletter about how Daniel Guido repairs bikes and gives away bikes in the neighborhood.

Consideration of Board Meeting Minutes

- Board Meeting Minutes for September 21, 2020 – **Beth Rutkoski moved to approve the September Board Meeting Minutes. Tom Kaul seconded. None opposed. Minutes passed unanimously.**
- Board Meeting Minutes for January 18, 2021 – **Tom Kaul moved to approve the January Board Meeting Minutes. Paul Grove seconded. None opposed. Minutes passed unanimously.**

Announcement of Board Actions Since Last Meeting - None

Board Member Reports & Comments

- President's Report - Susan Kenney
 - Sidewalk Project #2 (Bluffs) Update
 - 76% of the Sidewalk Replacement Project was completed,

- 53.8% participation in the Sidewalk Replacement Project,
- 22.1% completed mismatched edges (45 of 204 eligible edges)
- 20-25 root area grindings
- \$90,000 spent of the \$150,238 budgeted
 - Project Manager, Daniel Guido, Observation 1: Homeowners with minor mismatches (1 inch or less) are not opting into the program, Guido suspects that they do not want to bother with it since there is perceived to be little to no risk. He recommends motivating homeowners with concrete grinding; it is noninvasive and little dust collection.
 - Project Manager Observation 2: There were several relatively minor costs the contractor asked to be covered that were not in the contract. This was a result of contractor for Sidewalk Replacement Project #1 contractor working these into the quote on a unit cost bases or absorbing these costs. Moving forward he will include these into the future contracts so that they are captured moving forward.
- PID6 decided not to install security cameras. PGNA discussion on security cameras, no movement forward on security cameras in our neighborhood.
- PID6.org may discuss Fort Worth bike sharing for Arcadia Park at its February 25th meeting, 6:30 p.m.
- PID6.org will discuss idea of doing Master Plan for Arcadia Park at its February 25th meeting, 6:30 p.m.
- City of Fort Worth is going to replace the Playground at Arcadia Park #3, located at 4800 Seneca Drive. Our community can recommend which of three playground designs we prefer to be built. There are three different playground designs to choose from. It was discussed that information from the residents would be gathered via email blast, newsletter, and Facebook possibly via a survey.
- Other Board member Reports & Comments

Community Manager's Report – NMI reported on the following:

- Neighborhood Updates/Status Report - Management Report
- Monthly Financial Reports – December 2020, January 2021

Treasurer's Report – Paul Groves reported on the following:

- Tracking Report – Accounts Receivable Status
 - 394 (about 11%) have not paid
- Benevolence Fund Report – no change

Events & Activities Report – Susan Kenney reported on the following:

- Scholarship Program coming up. Julie Grove has volunteered to be the coordinator of this program. Information and application will be put on the website (ParkGlen.org) in late April. Typically, applications are accepted between May 1 - June 1st.

Business & Motions

- Susan moved to authorize a total expenditure of up to \$180,000 from the reserve fund for a project throughout the Windridge Section, and a portion of the Knoll section (that was not completed by the City's bond package and includes Hot Springs Trail, Rushmore, Glen Springs Trail, Crazy Horse, Black Hills Lane, and Glen Canyon Rd. west of Park Vista), and any areas of the Bluffs and Phase 1, not completed in Sidewalk Project #1 or #2 to repair/replace identified sidewalk height mismatches greater than ¼ inch and mitigate tree roots where needed, and to approve contracts with The Concrete Construction Company and Annie-Up Tree Service for that work in addition to the contract approved 12/7/20 for Daniel Guido to coordinate the project. Beth Rutkoski seconded. None opposed. **Motion passed unanimously.**
- Susan moved to appoint homeowners Jason Adler and Kalyn Hahne to the Architectural Control Committee; to serve effective from the end of this Board meeting to the September 2021 Board meet-

- ing. Beth Rutkoski seconded. **None opposed. Motion passed unanimously.**
- **Susan moved to relieve an ACC member of his/her position if inactive from duty for more than three months unless extenuating circumstances are relayed to Community Manager.** Paul Grove seconded. **None opposed. Motion passed unanimously.**
 - **Susan moved to approve a revised 2021 Calendar (correcting the date of the National Night Out, which the correct date is Oct. 5, 2021).** Paul Grove seconded. **None opposed. Motion passed unanimously.**
 - Other Business & Motions

Member Comments - None

Adjourn

- Meeting adjourned at 9:01 p.m.
- Next Board Meeting is scheduled for March 15, 2021 at 7:00 p.m. online via GoToMeetings.



Suite 2

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Suite 4

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

TO: Mr. Stephen Whiteland, PGNA Vice President

Cc: Ms. Susan Kenney, PGNA President

FROM: Daniel Guido, Project Coordinator

Subject: FINAL REPORT – FEBRUARY 12, 2021 (amending 2/4/2021 report)

Final Report (amending pre-final report dated 1/18/2021):

1. 154 of 286 eligible homeowners opted in, which represents 53.8% participation
2. Completed 6,522 of 8,581 eligible square-feet, or 76.0%, of sidewalk replacement
3. Completed 45 of 204 eligible edges, or 22.1%, of mis-match edge grinding
4. Completed approximately 20-25 root area grindings for \$2,685
5. Expended approximately \$90,000 of \$150,238 budget (which included contingency), or 60%
6. Project timetable: approved by Board October 2019, qualifying contractors/bidding during Spring, inventory in June, hired contractors in July, Opt-ins during August/September, first pour October 19, 2020, punch list completed/acceptance 10/15/2021.

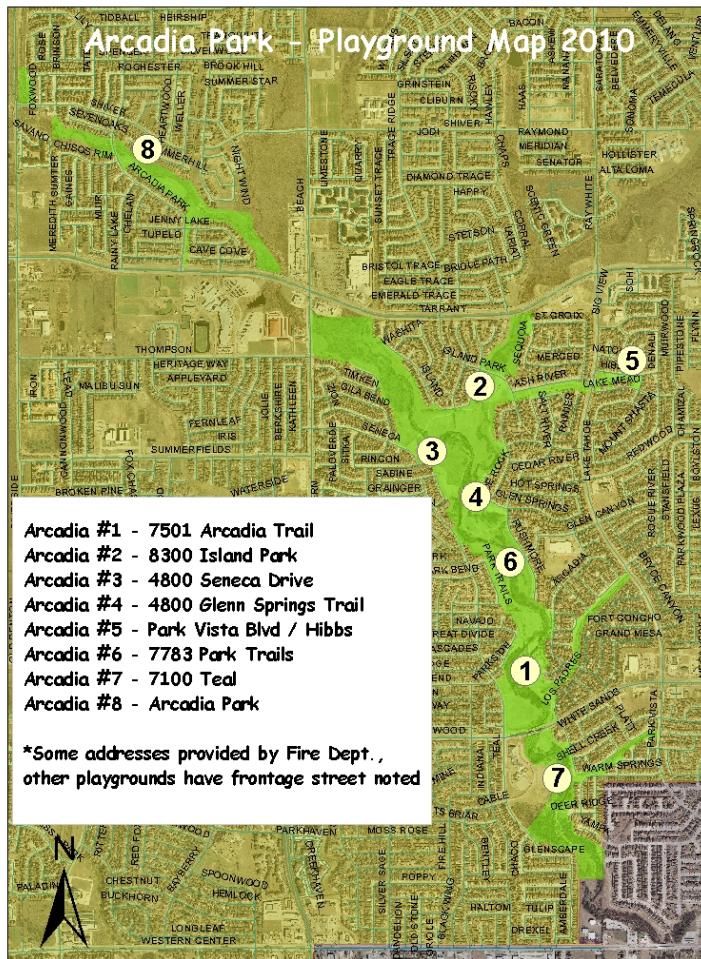
Two new lessons learned to inform future potential projects:

1. It would appear many homeowners with more minor (I'll define as 1" or less) vertical mismatches are not opting in. I suspect it's because they don't want to bother with it since they perceive there's little to no issue/risk. I recommend we consider ways to motivate participation in edge grinding. It is very non-invasive (including dust collection).
2. There were several relatively minor items the contractor asked the project to cover that were not strictly covered in the contract/anticipated. This appears to be a result of SWP1 contractor working these into his quote on a unit-cost basis and/or absorbing the cost. Going forward I will modify the paving contract to include these items so they're captured going forward.

Contracts, invoicing:

- | | |
|----------------------------------|------------------|
| 1. Concrete Construction Company | \$ 82,527 |
| 2. Annie-Up Tree Service | \$ 2,685 |
| 3. D. Guido, Coordinator | \$ 4,897 |
| | \$ 90,109 |

The Playground at Arcadia Park #3 (located at 4800 Seneca Drive) is scheduled to be replaced by the City of Fort Worth this coming year. Our community has the opportunity to choose which of three playground design options we prefer as well as the color, either primary (red/yellow/blue) or natural colors for any of the playground options. Please see below an Arcadia Park Map and the three playground design choices (Options #1-3). For your information Arcadia Park #2 and #6 have the Playground Option #2 which were installed this past year. Arcadia Park #5 has Playground Option #1, and is located off of Hibbs on the east side of Park Vista. **Please email your opinion on which playground design option you prefer along with color preference (primary colors or natural colors) to: PGNASusan@gmail.com.**





Playground Option #1



Playground Option #2



Playground Option #3



Playground Color Selection

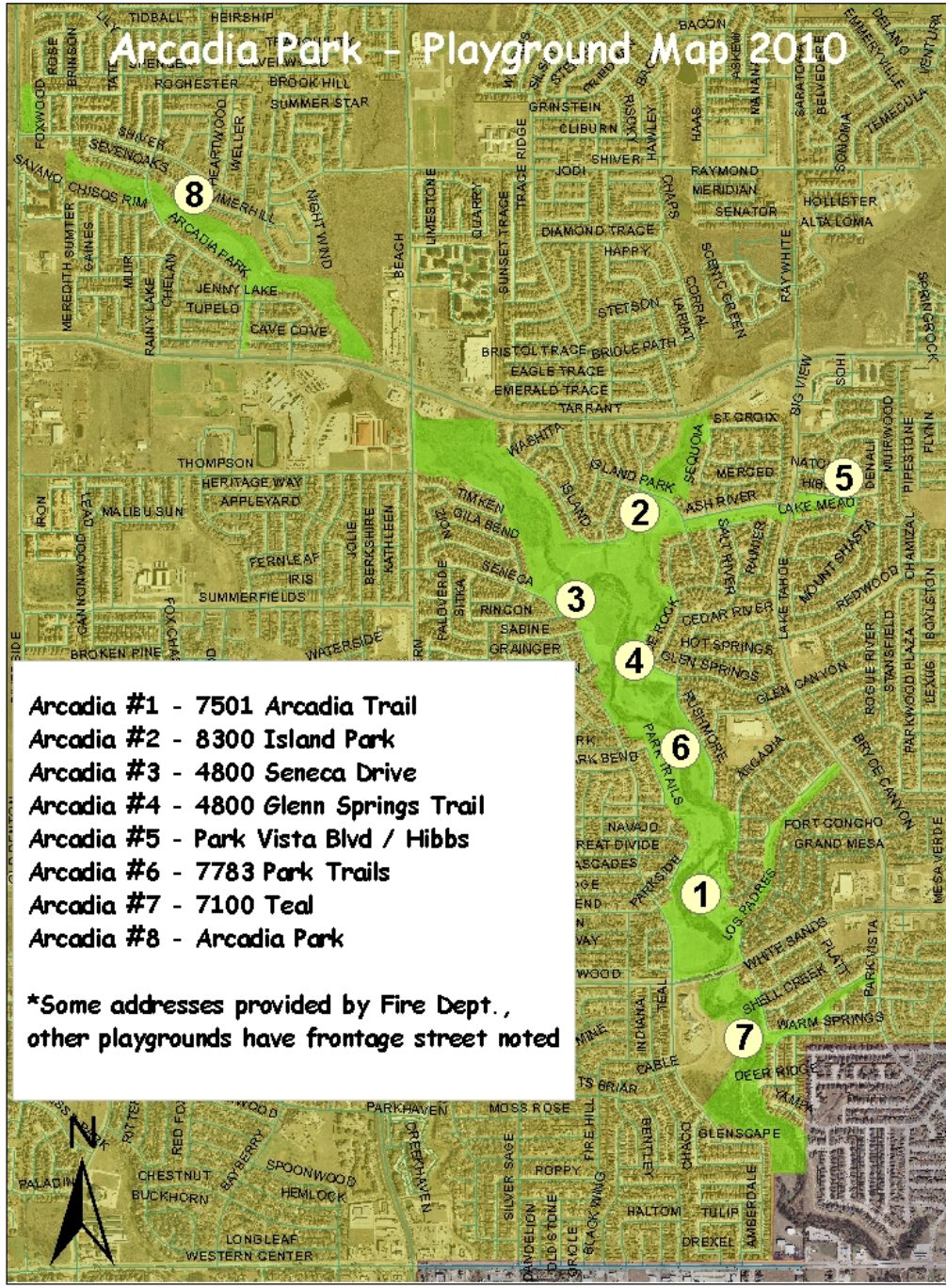


PRIMARY COLORS

NATURAL COLORS



Arcadia Park - Playground Map 2010



- Arcadia #1 - 7501 Arcadia Trail
- Arcadia #2 - 8300 Island Park
- Arcadia #3 - 4800 Seneca Drive
- Arcadia #4 - 4800 Glenn Springs Trail
- Arcadia #5 - Park Vista Blvd / Hibbs
- Arcadia #6 - 7783 Park Trails
- Arcadia #7 - 7100 Teal
- Arcadia #8 - Arcadia Park

*Some addresses provided by Fire Dept.,
other playgrounds have frontage street noted

Park Glen Neighborhood Association

Management Report January 15, 2021 through February 11, 2021

Administrative

Homeowner Contact:

- 4 resale certificate inquiries.
- 24 regarding violations (this includes violations on their own properties or neighbors)
- 3 conversations regarding streets/street parking.
- 6 conversations that were for the PID6 and referred to them.
- 2 conversations regarding the sidewalk project.
- 12 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 6 emails requesting contact change information (or adding of email/phone numbers)
- 12 conversations regarding Property Modifications requirements/information.

Neighborhood Management's local office continues to be closed to outside traffic due to the ongoing COVID pandemic. All personnel continue to work normal duties.

Change of Ownership

11 Properties had ownership changes processed from January 15, 2021 through February 11, 2021.

ACC Applications from 1/15/2021 to 2/11/2021

19 ACC applications have been received from owners since 1/15/2001.

- 11 applications were approved for:
 - Exterior Trim Painting
 - Gutters
 - Pergola
 - Roof Replacement
 - Window Replacements
- 8 applications are pending

Park Glen Neighborhood Association

Management Report January 15, 2021 through February 11, 2021

Violation Summary Report Through 2/11/2021

Courtesy Notice - 265

- Air Conditioning Unit -1
- Architectural -5
- Basketball Goal -11
- Boat -1
- Exterior Maintenance - Paint and/or Stain -14
- Fence -28
- Flags -3
- Garbage Cans -89
- Landscaping -64
- Parking -2
- Recreational/Commercial Vehicle -1
- Signage -19
- Stored/Inoperable Vehicle(s) -4
- Unauthorized animals -1
- Unightly Items -29

Monitor - 2

- Basketball Goal - 1
- Landscaping -1

Warning Notice 28 (2nd Notices)

- Architectural -2
- Basketball Goal -7
- Exterior Maintenance - Paint and/or Stain -3
- Fence -2
- Garbage Cans -4
- Landscaping -3
- Unightly Items-3

Total: 151 Open and Monitored Violations.

31 violations were closed since 1/15/2021.

***4 items forwarded to Code Enforcement; 1 items forwarded to NPO Simpson**

Park Glen Neighborhood Association

Management Report January 15, 2021 through February 11, 2021

Accounting

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

Collections

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

SUMMARY of all Collection Items

At Attorney - Lien Notice sent **6**
Attorney Payment Plan **3**
Attorney Payment Plan Follow up **3**
Balance Settled **85**
Bank Foreclosure **1**
Bankruptcy Hold **3**
Certified Collection Letter **21**
Late Statement (No Late Fee) **57**
Payment Plan **1**

Total 180

Legal:

3 Combo – Collections/Deed Restrictions/Pre-Litigation
1 Judicial Foreclosures
4 Collection Pre-Litigation
7 Active Post Judgments
1 Bankruptcy
2 Active Payment Plans

**** One property did go to foreclosure sale and was purchased by a 3rd party. Homeowner has 180 days to redeem the property.**

Respectfully Submitted,

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

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 12/31/2020

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking *4480	\$4,934.33		\$4,934.33
1001 - CAB Operating Money Mkt *9421	\$74,884.57		\$74,884.57
1020 - PPB Operating Account	\$149,136.77		\$149,136.77
1101 - TCB Reserve Money Mkt *2228		\$71,534.04	\$71,534.04
1102 - AAB ICS Reserve MM *845		\$125,662.22	\$125,662.22
1120 - Pacific Premier Reserve Money Mkt		\$100,252.69	\$100,252.69
1200 - CDARS Reserve CD 52 weeks 08/26/21*9787		\$128,226.92	\$128,226.92
1201 - CDARS Reserve CD 52 weeks 08/26/21* 0238		\$128,226.92	\$128,226.92
1600 - Accounts Receivable	\$112,236.00		\$112,236.00
1605 - Allowance for Doubtful Accts	(\$78,970.07)		(\$78,970.07)
1617 - Accts Receivable - Due from Reserves	\$525.00		\$525.00
1715 - Prepaid Taxes	\$2,800.00		\$2,800.00
Total Current Assets	\$265,546.60	\$553,902.79	\$819,449.39
Total Asset	\$265,546.60	\$553,902.79	\$819,449.39
Liability / Equity			
	Operating	Reserve	Total
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$1,560.00		\$1,560.00
2007 - Due to Operating		\$525.00	\$525.00
2050 - Prepaid Owners Assessments	\$6,986.15		\$6,986.15
2003-99 - Due to NMI--Collect Ltr/Pmt Plans/Admin	\$455.00		\$455.00
Total Current Liabilities	\$9,001.15	\$525.00	\$9,526.15
Equity			
3500 - Fund Balance Retained	\$83,620.15	\$617,330.12	\$700,950.27
3550 - Current Year Gain / Loss	\$177,476.38	(\$63,952.33)	\$113,524.05
3600 - Prior Year Adjustments	(\$4,551.08)		(\$4,551.08)
Total Equity	\$256,545.45	\$553,377.79	\$809,923.24
Total Liability / Equity	\$265,546.60	\$553,902.79	\$819,449.39

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2020 - 12/31/2020

	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
4400 - Closing Fee (Initiation/Transfer/Working Capital)	-	-	-	66.00	-	66.00	-
4500 - Interest Income	(32.51)	-	(32.51)	24.47	-	24.47	-
4550 - Interest on Assessments (Delinquent)	-	208.33	(208.33)	-	624.99	(624.99)	2,500.00
4603 - Social Event Income	4,051.00	416.67	3,634.33	4,384.91	1,250.01	3,134.90	5,000.00
Total Income	4,018.49	625.00	3,393.49	223,397.38	220,797.00	2,600.38	226,422.00
Total Income	4,018.49	625.00	3,393.49	223,397.38	220,797.00	2,600.38	226,422.00
Operating Expense							
General and Administrative Expenses							
5104 - Administrative	(5,932.45)	-	5,932.45	3,604.45	3,400.00	(204.45)	3,400.00
5105 - Postage	44.00	208.33	164.33	219.00	624.99	405.99	2,500.00
5107 - Social Committee/Community Events	(1,635.60)	666.67	2,302.27	153.06	2,000.01	1,846.95	8,000.00
5107-02 - Community Programs	1,413.66	166.67	(1,246.99)	1,413.66	500.01	(913.65)	2,000.00
5112 - Committee Expense	375.00	41.67	(333.33)	375.00	125.01	(249.99)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	20,826.00	20,826.00	-	83,304.00
5114 - Storage	300.00	183.33	(116.67)	660.00	549.99	(110.01)	2,200.00
5115 - Website/Portal	-	10.00	10.00	-	30.00	30.00	120.00
5116 - Association Meetings	133.00	20.00	(113.00)	133.00	60.00	(73.00)	240.00
5117 - Licenses, Permits & Fees	-	10.00	10.00	-	30.00	30.00	120.00
5118 - Hospitality	-	125.00	125.00	-	375.00	375.00	1,500.00
5120 - Copies	-	133.33	133.33	-	399.99	399.99	1,600.00
5176 - Legal Fees	-	400.00	400.00	-	1,200.00	1,200.00	4,800.00
5177 - Legal Fees Billed Back	(42.50)	-	42.50	(42.50)	-	42.50	-
5180 - Other Professional	5,936.85	-	(5,936.85)	5,936.85	2,500.00	(3,436.85)	6,250.00
5181 - Audit & Accounting	-	700.00	700.00	-	700.00	700.00	700.00
5184 - Scholarships/Charity	-	-	-	-	-	-	5,000.00
Total General and Administrative Expenses	7,533.96	9,607.00	2,073.04	33,278.52	33,321.00	42.48	122,234.00
Other Expense							
5190 - Bad Debt Expense	282.48	-	(282.48)	562.48	-	(562.48)	-
Total Other Expense	282.48	-	(282.48)	562.48	-	(562.48)	-
Taxes							
5202 - Corporate Income Tax	-	-	-	-	-	-	2,500.00
Total Taxes	-	-	-	-	-	-	2,500.00

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2020 - 12/31/2020

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Insurance							
5250 - Commercial Package Insurance	-	-	-	8,465.00	9,000.00	535.00	18,000.00
5252 - Umbrella Policy	-	-	-	-	-	-	1,000.00
Total Insurance	-	-	-	8,465.00	9,000.00	535.00	19,000.00
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	4,140.00	3,750.00	(390.00)	15,000.00
5478 - Sidewalk Repair & Root Mitigation	(525.00)	-	525.00	(525.00)	-	525.00	-
Total Infrastructure and Maintenance	(525.00)	1,250.00	1,775.00	3,615.00	3,750.00	135.00	15,000.00
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	67,688.00
Total Reserves	-	-	-	-	-	-	67,688.00
Total Expense	7,291.44	10,857.00	3,565.56	45,921.00	46,071.00	150.00	226,422.00
Operating Net Total	(3,272.95)	(10,232.00)	6,959.05	177,476.38	174,726.00	2,750.38	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2020 - 12/31/2020

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	234.68	-	234.68	571.67	-	571.67	-
Total Income	234.68	-	234.68	571.67	-	571.67	-
Total Income	234.68	-	234.68	571.67	-	571.67	-
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	13,286.00	-	(13,286.00)	64,524.00	-	(64,524.00)	-
Total Infrastructure and Maintenance	13,286.00	-	(13,286.00)	64,524.00	-	(64,524.00)	-
Total Expense	13,286.00	-	(13,286.00)	64,524.00	-	(64,524.00)	-
Reserve Net Total	(13,051.32)	-	(13,051.32)	(63,952.33)	-	(63,952.33)	-
Net Total	(16,324.27)	(10,232.00)	(6,092.27)	113,524.05	174,726.00	(61,201.95)	-

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 1/31/2021

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking *4480	\$4,934.54		\$4,934.54
1001 - CAB Operating Money Mkt *9421	\$74,894.11		\$74,894.11
1020 - PPB Operating Account	\$150,331.10		\$150,331.10
1101 - TCB Reserve Money Mkt *2228		\$71,549.44	\$71,549.44
1102 - AAB ICS Reserve MM *845		\$125,683.56	\$125,683.56
1120 - Pacific Premier Reserve Money Mkt		\$85,634.46	\$85,634.46
1200 - CDARS Reserve CD 52 weeks 08/26/21*9787		\$128,297.48	\$128,297.48
1201 - CDARS Reserve CD 52 weeks 08/26/21* 0238		\$128,297.48	\$128,297.48
1600 - Accounts Receivable	\$108,041.47		\$108,041.47
1605 - Allowance for Doubtful Accts	(\$78,970.07)		(\$78,970.07)
1715 - Prepaid Taxes	\$2,800.00		\$2,800.00
Total Current Assets	\$262,031.15	\$539,462.42	\$801,493.57
Total Asset	\$262,031.15	\$539,462.42	\$801,493.57
Liability / Equity			
	Operating	Reserve	Total
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$1,560.00		\$1,560.00
2050 - Prepaid Owners Assessments	\$8,600.35		\$8,600.35
2003-99 - Due to NMI--Collect Ltr/Pmt Plans/Admin	\$3,395.00		\$3,395.00
Total Current Liabilities	\$13,555.35		\$13,555.35
Equity			
3500 - Fund Balance Retained	\$83,620.15	\$617,330.12	\$700,950.27
3550 - Current Year Gain / Loss	\$169,599.23	(\$77,867.70)	\$91,731.53
3600 - Prior Year Adjustments	(\$4,743.58)		(\$4,743.58)
Total Equity	\$248,475.80	\$539,462.42	\$787,938.22
Total Liability / Equity	\$262,031.15	\$539,462.42	\$801,493.57

Park Glen Neighborhood Association, Inc.

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

	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
4400 - Closing Fee (Initiation/Transfer/Working Capital)	-	-	-	66.00	-	66.00	-
4500 - Interest Income	9.75	-	9.75	34.22	-	34.22	-
4550 - Interest on Assessments (Delinquent)	-	208.33	(208.33)	-	833.32	(833.32)	2,500.00
4603 - Social Event Income	-	416.67	(416.67)	4,384.91	1,666.68	2,718.23	5,000.00
Total Income	9.75	625.00	(615.25)	223,407.13	221,422.00	1,985.13	226,422.00
Total Income	9.75	625.00	(615.25)	223,407.13	221,422.00	1,985.13	226,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	17.50	-	(17.50)	3,621.95	3,400.00	(221.95)	3,400.00
5105 - Postage	-	208.33	208.33	219.00	833.32	614.32	2,500.00
5107 - Social Committee/Community Events	50.00	666.67	616.67	203.06	2,666.68	2,463.62	8,000.00
5107-02 - Community Programs	129.90	166.67	36.77	1,543.56	666.68	(876.88)	2,000.00
5112 - Committee Expense	-	41.67	41.67	375.00	166.68	(208.32)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	27,768.00	27,768.00	-	83,304.00
5114 - Storage	180.00	183.33	3.33	840.00	733.32	(106.68)	2,200.00
5115 - Website/Portal	-	10.00	10.00	-	40.00	40.00	120.00
5116 - Association Meetings	-	20.00	20.00	133.00	80.00	(53.00)	240.00
5117 - Licenses, Permits & Fees	-	10.00	10.00	-	40.00	40.00	120.00
5118 - Hospitality	-	125.00	125.00	-	500.00	500.00	1,500.00
5120 - Copies	-	133.33	133.33	-	533.32	533.32	1,600.00
5176 - Legal Fees	-	400.00	400.00	-	1,600.00	1,600.00	4,800.00
5177 - Legal Fees Billed Back	42.50	-	(42.50)	-	-	-	-
5180 - Other Professional	-	-	-	5,936.85	2,500.00	(3,436.85)	6,250.00
5181 - Audit & Accounting	-	-	-	-	700.00	700.00	700.00
5184 - Scholarships/Charity	-	-	-	-	-	-	5,000.00
Total General and Administrative Expenses	7,361.90	8,907.00	1,545.10	40,640.42	42,228.00	1,587.58	122,234.00

Other Expense

5190 - Bad Debt Expense	-	-	-	562.48	-	(562.48)	-
Total Other Expense	-	-	-	562.48	-	(562.48)	-

Taxes

5202 - Corporate Income Tax	-	-	-	-	-	-	2,500.00
Total Taxes	-	-	-	-	-	-	2,500.00

Park Glen Neighborhood Association, Inc.

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

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Insurance							
5250 - Commercial Package Insurance	-	-	-	8,465.00	9,000.00	535.00	18,000.00
5252 - Umbrella Policy	-	-	-	-	-	-	1,000.00
Total Insurance	-	-	-	8,465.00	9,000.00	535.00	19,000.00
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	4,140.00	5,000.00	860.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	4,140.00	5,000.00	860.00	15,000.00
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	67,688.00
Total Reserves	-	-	-	-	-	-	67,688.00
Total Expense	7,361.90	10,157.00	2,795.10	53,807.90	56,228.00	2,420.10	226,422.00
Operating Net Total	(7,352.15)	(9,532.00)	2,179.85	169,599.23	165,194.00	4,405.23	-

Park Glen Neighborhood Association, Inc.

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

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	189.63	-	189.63	761.30	-	761.30	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	67,688.00
Total Income	189.63	-	189.63	761.30	-	761.30	67,688.00
Total Income	189.63	-	189.63	761.30	-	761.30	67,688.00
Reserve Expense							
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	2,530.00	-	(2,530.00)	2,530.00	-	(2,530.00)	-
5478 - Sidewalk Repair & Root Mitigation	12,100.00	-	(12,100.00)	76,099.00	-	(76,099.00)	-
Total Infrastructure and Maintenance	14,630.00	-	(14,630.00)	78,629.00	-	(78,629.00)	-
Total Expense	14,630.00	-	(14,630.00)	78,629.00	-	(78,629.00)	-
Reserve Net Total	(14,440.37)	-	(14,440.37)	(77,867.70)	-	(77,867.70)	67,688.00
Net Total	(21,792.52)	(9,532.00)	(12,260.52)	91,731.53	165,194.00	(73,462.47)	67,688.00

Proposed budget for Sidewalk Project #3: Windridge Section and a portion of the Knoll section that was not completed by the City's bond package and includes Hot Springs Trail, Rushmore, Glen Springs Trail, Crazy Horse, Black Hills Lane, and Glen Canyon Rd. west of Park Vista, and any areas of the Bluffs and Phase 1, not completed in Sidewalk Project #1 or #2

1. Areas: 523 (about 470 eligible homes)
2. Replacement: 11,100 square feet
3. Tree roots: 64
4. Edge grinding: 287

Recommended budget: \$180,000 (includes 5% contingency, rounded)

\$122,100	Concrete
\$ 27,839	Edge grinding
\$ 6,400	Tree root grinding
\$ 3,000	Budget for sprinkler repair and grout repair
\$ 3,800	Budget for wood chip haul/dump
\$ 5,500	Budget for Coordinator (SWP2 actual about \$5,100)
\$ 168,639	Sub-Total
\$ 8,432	(5% Contingency)
=====	
\$177,071	Total

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)	
10/5/21	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	