

**Park Glen General Board Meeting Minutes**  
**June 19, 2014 – 7:00pm**  
**Kroger Marketplace- 3300 Texas Sage Trail, Fort Worth, TX 76177**

**In attendance:**

Sian Vrana- **President**  
Phil Grantham- **Vice President**  
Berry Bryan- **Director**  
Sterling Rice- **Director**  
Veronica Zerpa- **PMS**  
Janna Perez- **PMS**  
Susan Ross-**Attorney**

Guests: Mark Thiessen, William Grove, Teresa Biery, Russell Zwerg, Kevin and Dana Hammack, and Linda Finley

Meeting began at 7:01pm. Quorum was met.

**2014 Board Election:**

- Sian Vrana and Kevin Hammack have both investigated and communicated with the election company called Election America.
- Election America is very secure and the company does not sell any homeowners information.
- Election America will allow the elderly and homeowners without computer access the ability to call in and receive paper ballots.
- Susan Ross will draft a letter for the upcoming election.
- Election America will give homeowners select pin numbers and a complete set of rules/instructions for the upcoming Park Glen board election.
- Election America can also help with advertising neighborhood events for about 12 months.
- Kevin Hammack stated that if homeowners want to vote the night of the meeting, then a person not connected to Park Glen, could oversee this process. By laws state that homeowners have the right to vote on the day of the meeting.
- Election America will cost the HOA around \$3,750.00 plus the cost of postage and include around 25 paper ballots. Each additional paper ballot would cost around \$2.50. This price includes around 3,300 election notices, envelopes that can be specifically designed/colored for Park Glen HOA, setup/consultation support for homeowners, election manager access (US based), and a 15% discount to the HOA since Park Glen will be a new customer.
- August 6<sup>th</sup> nominations will be due
- August 13<sup>th</sup> open voting begins
- Election America understands the difference between proxies and ballots and has eliminated the use of proxies in the upcoming election.

- Sian Vrana suggests that a letter be sent out to homeowners explaining the problems that occurred at the last election and Election America is the answer that the HOA has decided to go with to cut down on any upcoming election issues. Sian Vrana further suggested that PMS can eblast homeowners too with this information.
- Sian Vrana stated that she believes at least five homeowners are running for the upcoming board election.
- Susan Ross asked if Election America will be able to give a quorum update. Sian Vrana said that yes the company could give a quorum update and if quorum is not met, then the election date will be extended 30 days.
- Barry Bryan stated that he checked into a company called Election Trust, but that the company's prices were not as good as Election America.
- Susan Ross stated that she wants to make sure that Election America follows the Texas law, verifies homeowner ownership, and fully knows/understands the terms and conditions of the company.
- Election America will receive homeowner addresses from PMS.
- Susan Ross suggested that Election America verify the homeowner names to make sure that the homeowner is the actual owner and not the tenant when voting begins for the election.
- Barry Bryan questioned if homeowners claim that they never received their election envelope. Sian Vrana stated that this will not be an excuse for homeowners because election ads will be on the website and newsletter along with signs being posted all over the community informing homeowners of how and where to vote.
- PMS can notify Election America when resale certificates take place during the election period.
- Sian Vrana stated that she would continue to be in contact with Election America and get answers to any unanswered questions that the HOA may have at this time.
- Kevin Hammack asked Susan Ross if she will charge for the homeowner explanation letter and Susan Ross stated that she will probably not charge the HOA; but do not hold her to this statement. This homeowner explanation letter will just give the facts and remain as neutral as possible. This letter will also appear on the front of the newsletter and be in the election envelope that is sent out to homeowners.
- August newsletter will dedicate a whole two pages to the upcoming election.
- The board and homeowners discussed several annual meeting locations like the Boy Scouts place, Baptist church, library, and the Sterling building. PMS suggested the Round House which is located right by the PMS office on Main Street in Keller. Board decided that they will go with the Round House for the September 16<sup>th</sup> annual Park Glen meeting.
- Sian Vrana asked for a motion from the board to approve going forward and using the company Election America for the upcoming 2014 board election.

Barry Bryan motioned, Phil Grantham seconded, and all board members in attendance approved using the company.

May 2014 General Minutes Review:

- Scholarship recipients will be announced on the website and checks will be made out to the universities by PMS.
- Barry Bryan asked about Pam Whipple's response on the May minutes regarding late fees. PMS explained the late fee collections and how late fees can be seen on the financials under the late fee report.
- Sian Vrana motioned for the May 2014 minutes to be approved, Barry Bryan seconded this motion, and all board members in attendance approved the May 2014 minutes.

Additional Business:

- Teresa Biery told the board about the dead tree on Island Circle. PMS told all homeowners to call or email PMS about all dead trees in the community so that PMS can inform the PID 6 or the City of Fort Worth.
- Sian Vrana informed everyone that the homeowners on Davy Crockett lost their son.
- Sterling Rice asked PMS about financial variances and what PMS's goals will be for the HOA in this upcoming year. Sterling Rice wants to know which homeowners are paying their violations and which homeowners are not paying their violations and what can be done by PMS/HOA to force homeowners to pay their violation charges. Susan Ross stated that homeowner liens and foreclosure can occur, but PMS and the HOA cannot force homeowners to pay their past fees. Susan Ross stated that homeowner debts should not be wiped out until after four years. Sterling Rice would like for the financial package to be simplified into three pages and not 59 pages. PMS stated that the CPA, Pam Whipple, condensed the financials down from 96 pages to 36 pages and all of the financial variances and fees are explained in detail for the board in their monthly financial packets. Sian Vrana stated that this issue be tabled for tonight and can be revisited at a later time.
- Barry Bryan motioned for the general session to adjourn, Sian Vrana seconded, and the meeting was adjourned.

Meeting adjourned at 8:11pm