

Park Glen Neighborhood Association
August 11, 2015 Board Meeting Minutes

Longhorn Activity Center, Ft Worth, Texas

Final – as Approved
by the PGNA Board
9/8/2015

- 1) Russell called the meeting to order shortly after 7PM
- 2) In attendance:
 - a. Board Members
 - i. Russell Zwerg – Vice President
 - ii. Theresa Biery - Director
 - iii. Sterling Rice - Director
 - iv. Barry Bryan - Director
 - v. Jack Webb – Director
 - b. ACC
 - i. Cecilia Shilling
 - c. RealManage
 - i. Jennifer Martinez – Community Manager
 - d. Volunteers & Neighbors
 - i. Dan Self, Cleta Childers, Cherie Cangiano, Mark Thiessen, Tal Finley, Lyn Linder, Sandra Zwerg, Jack Reiser, Cynthia Coe, Jennifer & Scott Brister, Vicky Hlavacek, Tom Nelson, Susan Kerns, Tom McMeans, Bill Grove
- 3) Proof of Notice of meeting or waiver - Russell noted that it was made public via email, the web site, and social media
- 4) Notice of Recordings of meetings – Russell reported that he is recording the meeting for notes.
- 5) Reading of Minutes of preceding meeting
 - a. No minutes for July, as there was no quorum and no business was decided
- 6) Reports of Officers (ref. 8.1)
 - a. President (relayed by Russell on Kevin’s behalf):
 - i. RM Violation Enforcement Priorities (Board needs to discuss and provide). We will be addressing after the election, including considering the recommendations of the violation committee.
 - ii. Kevin sent an email to Fort Worth City Council member Carey Moon regarding eviction and public dumping. Russell not aware of response.
 - iii. Discussion of City’s possible interest in extending westward the left turn lane eastbound on Basswood onto 377 northbound. There have been no decisions made and nothing formal presented. Russell showed an overview picture of the intersection. There is a monument in the center with two wings and trees. Kevin’s idea is to ask the city to rebuild monument if they tear the current one out. Most in attendance felt that it is

important to have a monument sign. We may not be able to have a veto but can voice our concerns. Jack mentioned that he would be verbally against the change. Barry mentioned that traffic coming off of Parkwood Hill creates a lot of traffic and suggested changing the intervals of the traffic lights to help. Theresa mentioned that we may lose trees and the monument. The board agreed that we would like the city to come and talk to the neighborhood. Additional discussion was had regarding truck traffic. Russell suggested that additional comments be made to the board email.

iv. Reminder of the September 1, 2015 Annual Meeting.

b. Vice President/ Treasurer

i. Election Status Update

1. Though 2PM today 146 homeowners had voted, 4.2 % of the total of 3318 homes. We still have 20 days to get to 10% of the membership. 7.76% had voted by this time last year. We are not tracking well. Should quorum not be obtained voting will be extended, the annual meeting will be recessed to a future time within 7 to 14 days, and a different type of proxy will be used.

2. There was a brief discussion on possible ways to increase voting. People probably don't understand the concept of quorum but would probably vote if they understood how important their vote is. We need to communicate the need for quorum and explain what that means. Other suggestions were to write to landlords because they really should care about the quality of the neighborhood, put up changing countdown signs, and put a thermometer status graphic on the website. Russell asked everyone to talk to their neighbors. The idea of putting up signs around the neighborhood and at this Saturday's pool night was positively received.

ii. Russell made an appeal for volunteers, stating that there is a very small group of people doing a lot of things.

7) Property Managers report - Jennifer presented and talked about the violations (quantity and reason) and the homeowner contacts to RealManage (quantity and reason). There was a little discussion on why some kinds of violations don't get fixed. There was a good suggestion that we write an article explaining the difference between the city, PID6, and PGNA, and publish in the newsletter and possibly on the website.

8) Reports of Committees

a. ACC (Architectural Control Committee)

i. Cecilia gave a verbal summary of ACC decisions. Committee wasn't quite as busy. Lots of variety in the request. No two alike. Of 9 requests, 5 were approved, 1 has conditional approval, and 3 denied for cause.

ii. Russell showed and mentioned the new Property Modification Approval Request form from our website.

b. Communications - Russell mentioned that a homeowner had volunteered to revamp our website.

- c. Social (upcoming Events)
 - i. Russell thanked Teresa for her contributions and generosity with her time and resources as Social Chairperson.
 - ii. Russell put up slides and briefly announced the upcoming Pool/Movie nights (August 15 & September 12), Turkey Trot (November 26), and Mayor's Rolling Town Hall (September 16).
 - iii. A homeowner suggested that we contact Janet Adams at Central High School to ask the "Interact Club" to volunteer for the Turkey Trot.
- d. Scholarships – Russell stated that out of 51 applicants, 15 were awarded. Russell also stated that all scholarship payments had been made. Russell thanked Mark and the Scholarship Selection Committee for their hard work.

9) Unfinished Business

- a. Russell moved
I move that PGNA contract with Dallas law firm Henry, Oddo, Austin, & Fletcher to serve as legal counsel to the Association, in addition to existing counsel Pullen, Cappuccio, Pulman, Benson, & Jones. The President or Treasurer is authorized to speak for the Board with the firm and give a monthly report of the firm's activity to the Board.
Russell presented some cost estimates from three firms and explained that this will be our local day-to-day legal firm for collections, documents, and operating advice. Theresa seconded. The motion passed unanimously.
- b. Theresa made a **motion to spend up to \$250 to get additional signs for voting awareness**. Jack seconded. The motion passed unanimously.

10) Budget and Financials

- a. Bank Transactions: Russell presented a list of bank transactions since the last meeting.
- b. Budget: Russell presented a budget with a \$66 assessment rate, a mailbox/sidewalk repairs budget of \$156,000, and a net loss of \$98,000, with a note that the bulk of the repairs would be paid from accumulated funds. He then moved
I move to adopt the budget for October 1, 2015 through September 30, 2016 that was presented tonight and set an assessment rate of \$66 per home.
The budget was approved.
- c. Russell offered up his contact information for additional clarification on budgets or financial matters, if needed.

11) New Business

- a. Election Coordinator: Russell made a motion ***to appoint Mark Thiessen to assist Jason Machacek with in-person voting on September 1 and coordinate it himself if Jason is unable to do it.*** The motion passed.

12) Russell announced and projected on the wall the actions taken by the Board since the last meeting, explaining that most were necessary because a quorum was not present at the July meeting:

- a. Emailed motion by Jack: ***“that a variance be granted for the requested size of 10' by 12' due to the resident's legitimate disability. And that we also support the recommendation of the ACC that the height not go beyond 8' because 8' is already a variance of the 7' required in the CCRs.”*** The motion was passed by the Board 7/15/2015.
- b. Emailed motion by Russell: ***“I move to approve the attached minutes of the 6/9/15 Board meeting.”*** Motion passed by the Board 7/16/2015.
- c. Emailed motion by Russell: ***“I move that Russell Zwerg download the Park Glen homeowner list from the Tarrant Appraisal District on July 20 and provide to Election-America by July 21 to be used as the member list for the 2015 Board election. This is the way the voter list was obtained for the 2014 election and is the most accurate list available to us at this time.”*** Motion passed by the Board 7/17/2015.
- d. Emailed motion by Russell: ***“I move that the attached Absentee Ballot and Proxy Form be provided to Election-America as the basic template for their use in Park Glen’s 2015 Board election.”*** Motion passed by the Board 7/17/2015.
- e. Emailed motion by Russell: ***“I move that the Association conduct the 11th annual Turkey Trot run on November 26, 2015. A portion of the proceeds will go to scholarships for Park Glen members and their dependents (specific amounts to be set by the Board after the event). The event will be planned and implemented by a committee co-chaired by Russell Zwerg and Dana Hammack, with other Park Glen members encouraged to volunteer. The expense budget is set at \$15,000 (same as last year’s budget; last year’s actual expense was \$13,362). The mission of the Turkey Trot Committee is to conduct a successful event that generates a larger profit than last year’s profit of \$78.”*** Motion passed by the Board 7/17/2015.
- f. Emailed motion by Russell: ***“I move that the Park Glen Neighborhood Association allocate \$250 and have a pool/movie night at the Longhorn Council Activity Center on September 12. The July 18 pool/movie night had to be canceled because the pool was not ready, so the Longhorn Council will not charge us for the July 18 or August 15 pool nights and offered us a September pool night at only the cost of the lifeguards (\$50). In addition to this \$50, we plan to spend up to \$200 for food. We plan to buy, cook, and provide hot dogs, plus provide chips and water left over from the 4th of July event.”*** Motion passed by the Board 8/3/2015.

13) Member Comments

14) Announcements

- a. Barry announced the PID6 annual meeting to be held at the LAC on August 13.
- b. Annual Meeting September 1, 2015 @ LAC, 7p
- c. Next Board Meeting September 8, 2015 @ LAC, 7p

15) Meeting Adjourned approximately 9PM

Monthly Management Report



Park Glen Neighborhood Association, Inc.

July 2015



Prepared on July 30, 2015

Park Glen Neighborhood Association, Inc.












July 2015 Management Report

Deed Restriction Violations Summary

Report Description

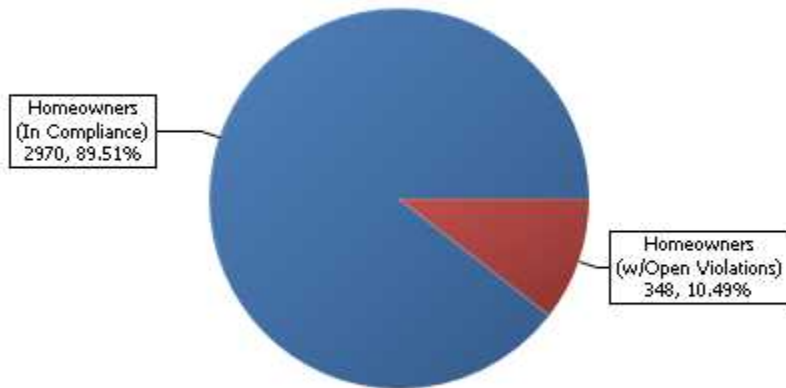
The Deed Restriction Violation Summary provides current status information regarding violations in the community as well as a historical analysis to view violation trends. Board Members can also monitor current violation activity by accessing the Board Portal at www.ciranet.com

Deed Restriction Violations Dashboard

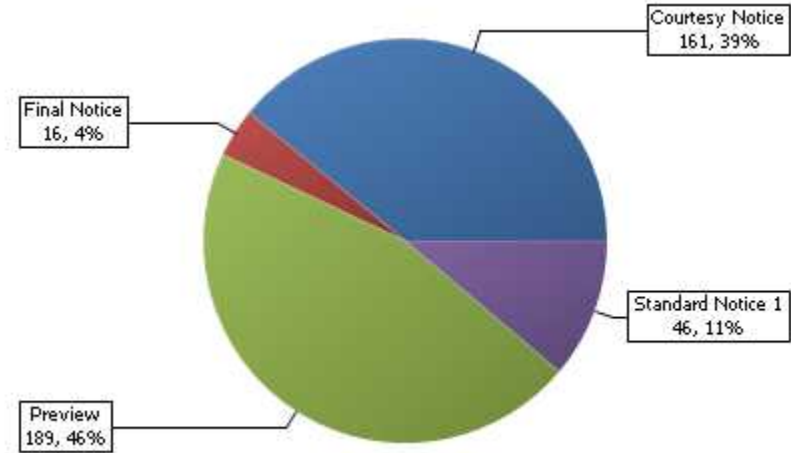
Condition	Metric	Status	Comment / Recommended Action
Number of Homeowners with Open Violations	348		There are a total of 348 homeowners with unfixed open violations based upon the most recent community inspection. Some homeowners may have multiple violations.
Percentage of Homeowners with Open Violations	11%		The percentage of homeowners with unfixed open violations is between 10% and 20%. Review the categories of open violations and consider additional community-wide communication regarding compliance clarification and assistance with compliance with respect to the most cited categories / subcategories.
Number of Open Violations	412		There are a total of 412 unfixed open violations based upon the most recent community inspection.
Number of Homeowners with Multiple Open Violations	56		There are 56 homeowners with more than one type of unfixed open violation based upon the most recent community inspection. Review the violations and history with the applicable owners to determine if any further action beyond letter notification should be taken at the present time.
Number of New Violations Since 06/01/2015	659		There are 659 newly cited homeowner violations since 06/01/2015.
Number of Recurring Violation Citings Since 06/01/	0		There are no previously cited open violations which have been cited again (recurred) since 06/01/2015.
Number of Violation Letters Mailed Since 06/01/201	341		There were 341 violation letters mailed to homeowners since 06/01/2015.
Violations Post Terminal Level Pending Legal/Other	0		There are no open violations at a "post terminal notice" level (more than 30 days since the final notice) which have not been referred to an attorney for further compliance enforcement action.
Violations Referred to Attorney	0		There are no violation matters presently referred to an attorney for further compliance enforcement action.
Net Open Violations Since 06/01/2015	420		There are 420 net open violations since 06/01/2015. More violations were opened for the period than closed. Review the level of enforcement to ensure it is in line with Board objectives.
Violations Fixed Since 06/01/2015	239		There were 239 violations fixed since 06/01/2015 based upon inspections performed during the period.

Park Glen Neighborhood Association, Inc.
July 2015 Management Report
Violation Summary

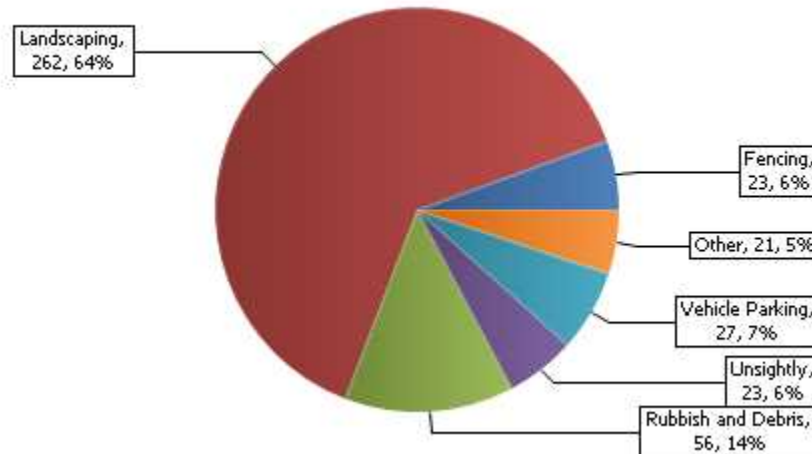
Homeowners with Open Violations



Homeowner Violations Status by Stage



Homeowner Open Violations by Category



Park Glen Neighborhood Association, Inc.

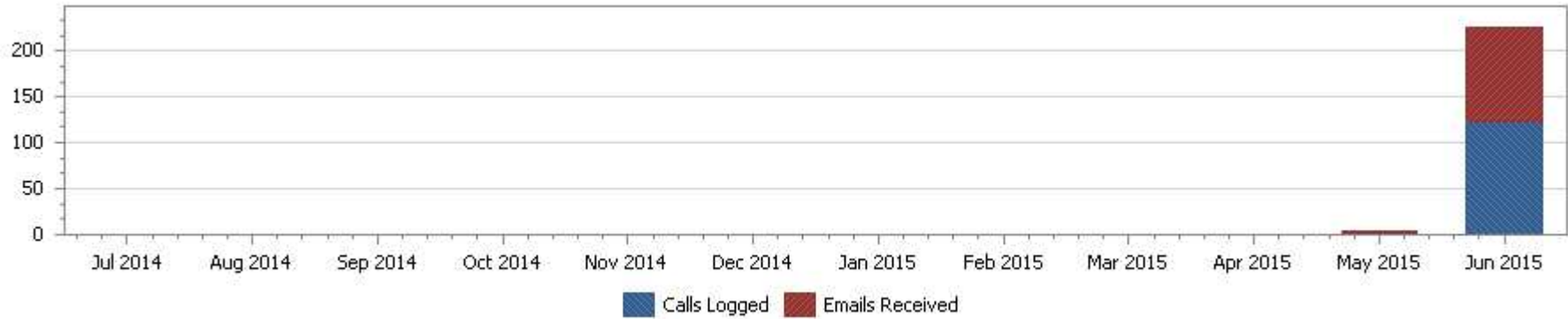
July 2015 Management Report

Owner Communication Summary

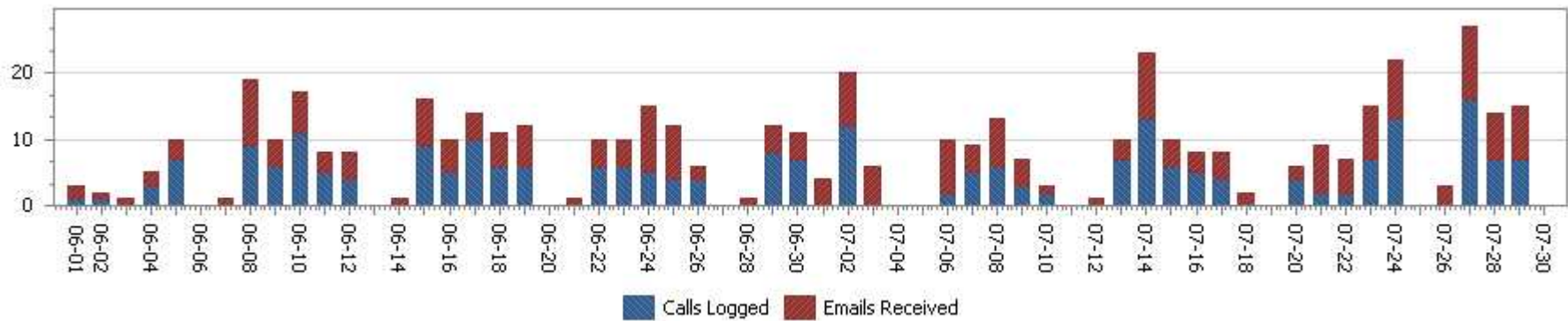


Resident Contact Analysis

Resident Contact Activity: Trailing 12 - Months

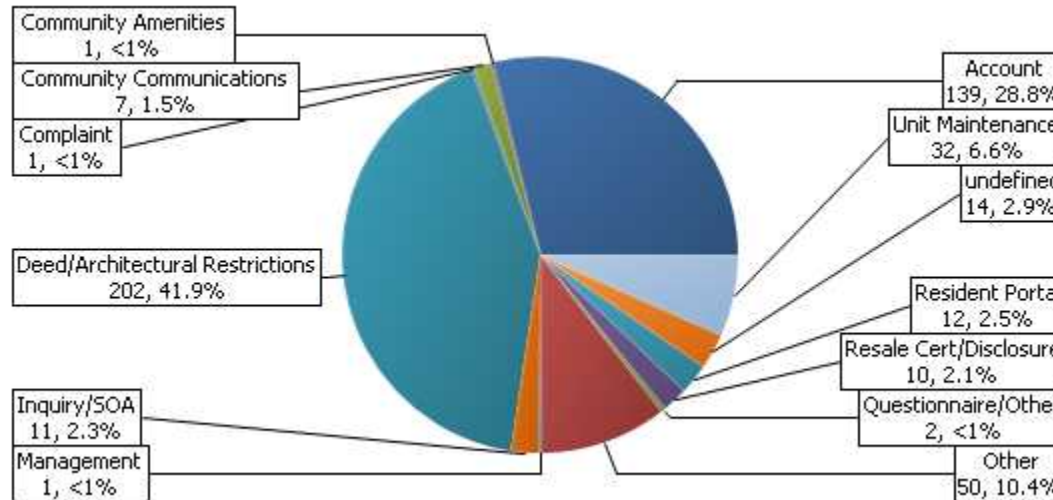


Resident Contact Activity: 6/1/2015 - 7/30/2015

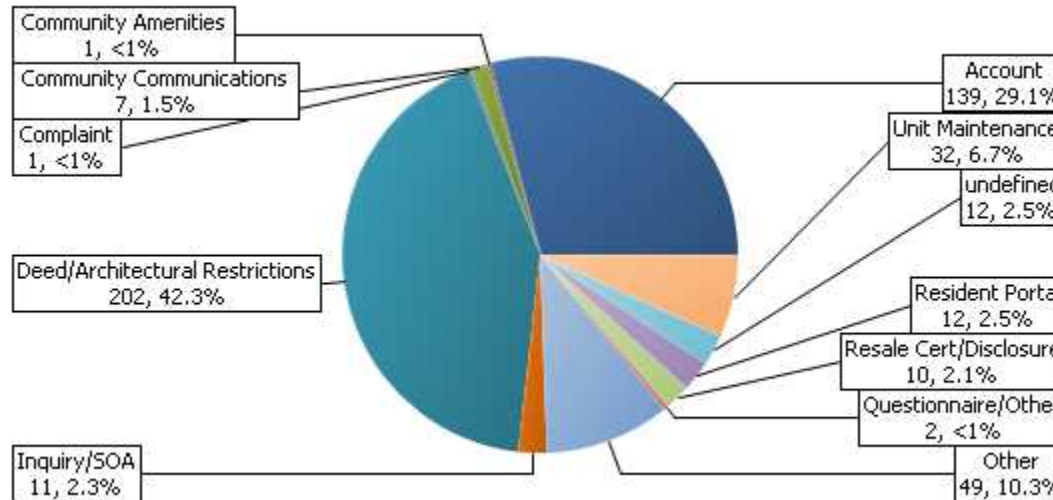


Park Glen Neighborhood Association, Inc.
July 2015 Management Report
Owner Communication Summary

Resident Contact Category: Trailing 12 - Months



Resident Contact Category: 6/1/2015 - 7/30/2015



Bank Balance, Receipts, & Disbursement Report	Legend Bank	BB&T Bank	Union Bank
Balance on 7/12/15	\$183,781.38	\$74,797.94	\$105,854.01
Homeowner Payments Received		\$86.00	\$7,775.47
TOTAL DEPOSITED: \$7,861.47			
Interest Earned		\$3.82	
Credit Card Processing Fees (Retroactively charged)	-\$11.10		
Ck 9041 Election-America-Estimated Postage + 1st Half of Coordination Fee	-\$3,400.20		
Cks 9042-9055, Ck 9057 15 Scholarships @ \$500	-\$7,500.00		
Ck 9056 Race Chip Timing-Deposit for Turkey Trot	-\$500.00		
Ck 9058 Uncle Bob's Storage - August Rent	-\$92.00		
Transfer from BB&T to Legend (BB&T Ck 5004)	\$65,000.00	-\$65,000.00	
Transfer from BB&T to Legend (BB&T Ck 5005)	\$9,810.00	-\$9,810.00	
Ck 5002 RealManage - \$3,208.88 Welcome Letter Mailing (Billed & Paid in Error; credited in Aug) + \$120 Passthrough Conveyance Fee			-\$3,328.88
Ck 5003 RealManage - July Admin & Collection			-\$3,800.00
Ck 5004 Pulman, Cappuccio - June Legal Fees			-\$244.39
Ck 5005 Ciraconnect Insurance Svcs - Umbrella Coverage			-\$808.00
Ck 5006 Ciraconnect Insurance Svcs - General/Liab Coverage			-\$6,814.00
Ck 5007 TST Construction - Mailbox Rebuild - 8229 Mount Shasta			-\$850.00
Ck 5008 RealManage - August Mgmt, Admin, & Collection Fee (\$5800 minus \$3,208.88 credit for Welcome Letter paid in error in July)			-\$2,591.12
	-----	-----	-----
Balance on 8/12/15	\$247,088.08	\$77.76	\$95,193.09
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All Accounts on 8/12/15		\$342,358.93	
I have asked BB&T to close our account and send the \$77.76 balance to RealManage.			

Park Glen Neighborhood Association Proposed Budget (fiscal years are Oct thru Sep)	2010-2011 Actual from GL Reports from PMS	2011-2012 Actual from GL Reports from PMS	2012-2013 Actual from GL Reports From PMS	2013-2014 Actual from GL Reports and Audit Adjustments	2014-2015 Budget Accepted 10/21/14	Fiscal Year-to- Date (8 Months) 10/1/14- 5/31/15	Projected Full Year (12 Months) 10/1/14- 9/30/15	Proposed Budget 10/1/15- 9/30/16
Assessment Income (3,318 homes x \$66 annual dues)	\$ 219,263.03	\$ 218,924.20	\$ 218,956.25	\$ 218,988.00	\$ 218,988.00	\$ 145,992.00	\$ 218,988.00	\$ 218,988.00
Late Fee Income	\$ 25,730.06	\$ 51,672.52	\$ 36,614.89	\$ 60,561.75	\$ 40,000.00	\$ 31,277.41	\$ 35,000.00	\$ 20,000.00
Legal Fees Reimbursement	\$ 14,618.05	\$ (51.14)	\$ 15,832.10	\$ 19,137.61	\$ 15,000.00	\$ (1,321.87)	\$ (1,321.87)	\$ 7,500.00
Letter Fees Reimbursement	\$ (14.77)	\$ 423.34	\$ 283.13	\$ 4,012.60	\$ 1,500.00	\$ 2,527.03	\$ 2,527.03	\$ 1,500.00
Payment Plan Fees	\$ 45.00		\$ -	\$ 890.00	\$ 750.00	\$ 5.00	\$ 5.00	\$ -
Collection Fees Reimb.	\$ 34,920.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Credit Card Fees Reimb	\$ 384.17	\$ 835.60	\$ 1,819.47	\$ 2,165.18	\$ 1,000.00	\$ 1,364.00	\$ 1,364.00	\$ -
Interest on Receivables	\$ 9,978.55	\$ 6,118.40	\$ 8,354.10	\$ 6,939.55	\$ 10,000.00	\$ 2,578.79	\$ 2,900.00	\$ 5,000.00
Resale Package	\$ 415.00						\$ -	\$ -
Returned Item Fee Reimb					\$ -	\$ 35.00	\$ 35.00	\$ -
Forced Maintenance Reimb	\$ 132.03		\$ 487.14	\$ (81.19)	\$ 1,000.00	\$ (81.19)	\$ (81.19)	\$ -
Fines and Violations	\$ 625.02	\$ 12,249.48	\$ 17,283.14	\$ 7,423.68	\$ 8,000.00	\$ 1,287.62	\$ 3,037.62	\$ 7,000.00
Interest Income	\$ 2,530.41	\$ 1,053.15	\$ 178.27	\$ 919.61	\$ 700.00	\$ 521.59	\$ 530.00	\$ -
Misc. Income	\$ 75.00	\$ 1,773.99	\$ 1,214.46	\$ 150.00	\$ -	\$ -	\$ -	\$ -
Social Event Income	\$ 10,687.00	\$ 10,041.30	\$ 10,057.00	\$ 10,633.00	\$ 10,000.00	\$ 14,080.00	\$ 14,525.00	\$ 12,000.00
PID Storage Fee	\$ 133.50		\$ -	\$ -			\$ -	\$ -
Total Income	\$ 319,522.05	\$ 303,040.84	\$ 311,079.95	\$ 331,739.79	\$ 306,938.00	\$ 198,265.38	\$ 277,508.59	\$ 271,988.00
Management Fees	\$ 122,186.22	\$ 130,433.47	\$ 129,285.41	\$ 93,972.67	\$ 115,466.40	\$ 76,998.40	\$ 90,698.40	\$ 57,600.00
Accounting / Audit	\$ 2,217.46	\$ 1,837.50	\$ 2,125.00	\$ 2,200.00	\$ 9,000.00	\$ 8,280.00	\$ 8,280.00	\$ 9,000.00
Legal Fees-Non Collection	\$ 23,163.04	\$ 3,636.78	\$ 30,959.75	\$ 43,365.93	\$ 16,000.00	\$ 4,068.24	\$ 10,000.00	\$ 16,000.00
Legal Fees-Collections				\$ 23,500.00	\$ 16,000.00	\$ 150.00	\$ 2,000.00	\$ 15,000.00
Collection Fees to Mgmt Co.	\$ 38,564.03	\$ 5,962.25	\$ 3,971.34	\$ 79,174.38	\$ 40,000.00	\$ 35,713.72	\$ 41,713.72	\$ 18,000.00
Consulting/Professional Fees	\$ -		\$ -		\$ 5,600.00	\$ -	\$ 5,370.40	\$ 6,200.00
Bank & Credit Card Fees	\$ 578.96	\$ 929.96	\$ 1,472.06	\$ 5,730.59	\$ 5,800.00	\$ 1,927.40	\$ 1,947.40	\$ -
Postage & Courier	\$ 7,679.49	\$ 2,991.48	\$ 9,985.58	\$ 4,648.95	\$ 3,000.00	\$ 1,854.43	\$ 2,000.00	\$ 2,000.00
Insurance	\$ 5,124.24	\$ 7,058.00	\$ 10,975.20	\$ 360.51	\$ 7,214.00	\$ 4,895.04	\$ 9,017.78	\$ 14,304.00
Dues & Subscriptions			\$ -			\$ 35.00	\$ 35.00	\$ 100.00
Supplies	\$ 1,499.96	\$ 280.87	\$ 1,620.17	\$ 88.19	\$ 100.00	\$ 433.51	\$ 433.51	\$ 500.00
Meetings	\$ 1,664.75	\$ 676.43	\$ 461.83	\$ 55.00	\$ 600.00	\$ 1,286.56	\$ 1,486.56	\$ 1,500.00
Website	\$ 722.66	\$ 300.00	\$ 107.64		\$ -	\$ 4,500.00	\$ 5,000.00	\$ 1,000.00
Printing & Reproduction	\$ 8,660.97	\$ 4,244.25	\$ 2,973.86	\$ 2,649.68	\$ 3,000.00	\$ 2,801.32	\$ 2,801.32	\$ 500.00
Property Taxes	\$ 56.53		\$ -		\$ 100.00	\$ -	\$ -	
Taxes-Federal/Franchise	\$ (892.00)				\$ -	\$ -	\$ -	
Other Taxes & Fees	\$ 20.00				\$ -	\$ -	\$ -	
Misc G & A	\$ 2,600.00	\$ 610.09	\$ 2,143.05	\$ 6,578.54	\$ -	\$ -	\$ -	
Bad Debt Expense	\$ 1,629.40		\$ 1,498.45	\$ 228,470.87	\$ 38,285.70	\$ 18,227.73	\$ 20,000.00	\$ 30,000.00
Total Administrative Exp	\$ 215,475.71	\$ 158,961.08	\$ 197,579.34	\$ 490,795.31	\$ 260,166.10	\$ 161,171.35	\$ 200,784.09	\$ 171,704.00

Park Glen Neighborhood Association Proposed Budget (fiscal years are Oct thru Sep)	2010-2011 Actual from GL Reports from PMS	2011-2012 Actual from GL Reports from PMS	2012-2013 Actual from GL Reports From PMS	2013-2014 Actual from GL Reports and Audit Adjustments	2014-2015 Budget Accepted 10/21/14	Fiscal Year-to- Date (8 Months) 10/1/14- 5/31/15	Projected Full Year (12 Months) 10/1/14- 9/30/15	Proposed Budget 10/1/15- 9/30/16
Social Activities	\$ 39,719.62	\$ 27,881.03	\$ 32,731.91	\$ 23,647.76	\$ 30,000.00	\$ 19,149.40	\$ 23,919.95	\$ 30,000.00
Scholarships/Charitable	\$ 9,500.00	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 2,000.00	\$ 9,500.00	\$ 10,000.00
Hospitality						\$ 701.89	\$ 1,000.00	\$ 1,200.00
Maintenance	\$ 1,715.00		\$ 700.00				\$ -	
Repairs			\$ 750.00				\$ -	
Landscaping	\$ 219.32	\$ 424.55	\$ 405.95		\$ -		\$ -	
Common Area	\$ 805.00		\$ -		\$ -		\$ -	
General Maint. & Repair	\$ 1,750.00	\$ 930.00	\$ 1,150.00	\$ 4,186.31	\$ 8,000.00	\$ 1,300.00	\$ 4,700.00	\$ 156,000.00
Misc. Maintenance		\$ 750.00				\$ -	\$ -	
Lawn Maint & Landscaping	\$ -	\$ 30.00	\$ 81.19	\$ 25.00	\$ 1,000.00		\$ -	
Security Services		\$ -	\$ 480.00				\$ -	
Storage	\$ 1,584.00	\$ 1,582.60	\$ 1,680.00	\$ 915.00	\$ 1,830.00	\$ 1,088.33	\$ 1,456.33	\$ 1,169.00
Trash Removal	\$ 500.00						\$ -	
Committee Exp - Landscape		\$ -	\$ -	\$ -			\$ -	
Licenses & Permits / Filings		\$ -				\$ 5.00	\$ 205.00	\$ 200.00
Total Other Expenses	\$ 55,792.94	\$ 39,598.18	\$ 47,979.05	\$ 38,774.07	\$ 50,830.00	\$ 24,244.62	\$ 40,781.28	\$ 198,569.00
Total Expense	\$ 271,268.65	\$ 198,559.26	\$ 245,558.39	\$ 529,569.38	\$ 310,996.10	\$ 185,415.97	\$ 241,565.37	\$ 370,273.00
Net Income / (Loss)	\$ 48,253.40	\$ 104,481.58	\$ 65,521.56	\$ (197,829.59)	\$ (4,058.10)	\$ 12,849.41	\$ 35,943.22	\$ (98,285.00)

GL 7010 includes \$11,148.37 that should have been debited to GL 7180. This was corrected in 2013-2014.

GL 7010 includes \$421.76 that should have been debited to GL 7180; GL 6340 includes \$29,186.40 that should have been debited to GL 7180. These were corrected in 2013-2014.

Bad Debt Exp includes a year-end reserve of \$226,487 to cover previously-unreserved items posted to A/R over a number of years, not just this year; GL 6340, 7010, & 7180 reflect corrections from 2011-2012 and

2012 2013

Budget includes mailbox and sidewalk repairs that will be paid from accumulated funds set aside in prior years.