## Park Glen Neighborhood Association

Minutes –

January 7, 2016 Board of Directors Meeting

Final – Approved by the PGNA Board 2/4/2016

- 1) Roll Call The meeting was called to order at 7:04. The following Board members were present. Kevin Hammack, Russell Zwerg, Susan Kenney, Barry Bryan, Sterling Rice, Jack Webb. Bonnie Hoke was absent. Bonnie Hoke arrived at 7:07.
- 2) Proof of Notice of meeting or waiver Kevin said meeting was posted on website.
- 3) Notice of Recordings of meetings When asked, no one stated that they are recording tonight's meeting. Kevin stated the Board and Management Company don't record meetings anymore.
- 4) Actions since last meeting
  - a. An A/R adjustment for R0328290L0278171 (conditional on payment of balance) was approved on 12/8/15
- 5) Reading of Minutes of preceding meeting
  - a. Motion and vote to accept

Russell made a motion to accept the minutes. Jack seconded the motion. The motion passed unanimously.

- 6) Reports of Officers (ref. 8.1)
  - a. President
    - i. 2014 Bond Issue Delay (Streets and Sidewalks) Kevin said that the City Engineer said that they had only one company bid on the project and it came in \$400,000 over budget, and the project will be delayed another 90 days in order to go out to bid again.
    - ii. LAC Pool Longhorn Activity Center wants to talk to us about opening up more access to the pool and their facility.
    - iii. Fence Progress Kevin gave an update for the PID manager about the fences. He said fences on Park Vista south of Basswood will be fixed. PID manager is also working on grass replacement for areas.
    - iv. Park Cleanup Kevin thanked the Scouts for all their help with cleaning up park.
  - b. Vice President/ Treasurer
    - i. Home Decoration Contest Winners A winner for each village was picked, signs were put on their property, and each received a \$75 restaurant gift card.
    - Newsletter Puzzle Winner The December newsletter had a crossword puzzle was about the streets of Park Glen. The winner received a \$50 restaurant gift card in December.
    - iii. Lawsuit Update no significant developments in the lawsuit filed against us by our former management company. Russell said that we are insured after \$10,000 on lawsuit; the counter claim may come to \$10,000 and the insurance won't pay toward

that. The former management company is claiming \$290,000 for terminating the contract and other items.

- iv. Sidewalk/ Mailbox Leveling Update Russell said he has been working on a way to fix leaning mailboxes and sunken sidewalks. He's working with a company to inject material underneath to level mailboxes. Russell also talked to them about sidewalks and fixing them (they have raised or sunk in areas). They said that the polyurethane injection won't work for sidewalks.
- v. 'Community Vision' Message to City Russell said that the city sent a letter to us saying that they were glad our Neighborhood is promoting high quality urban design, and they will contact us soon to talk about further.
- c. Secretary
- d. Board
  - i. Food Collections/ Donations (Barry) Barry had two events of food collections: Holiday in Park event and Polar Express event. We collected about 200 pounds of food.
  - ii. Barry also explained about the city's community engagement event this Saturday 9-12, if anyone wants to go.
- 7) Property Managers report
  - a. Jennifer Martinez
    - i. Violations Summary/ Enforcement Jennifer said that they send out inspectors two times a month. She said they are willing to work with everyone.

## 8) Reports of Committees

- a. ACC (Cecilia Shilling)
  - i. Decisions Cecilia said we had only 2 applications, and both were approved.
- b. Communications (Dana Hammack)
- c. Social / Events
  - Turkey Trot Financial Report (Russell) We had 682 registered runners. That brought in \$15,805 in registration fees. We received \$5,200 from sponsors. Expenses totaled \$9,430.47. Profit was \$11,574.53.
  - Holiday in the Park –We had crafters for the first time. Russell estimated that we had over 400 people, we had crafters for the first time. We brought in \$300 from 15 exhibitors, with 2 more providing snacks. Expenses totaled \$1,835.62 for a \$1,535 net expense.
- d. Eggstravaganza Dana told everyone about the Eggstravaganza, which will be on March 26<sup>th</sup>.
- e. Hospitality (new homeowner greetings (Dana Hammack)
- f. Development (Susan Kenney)
  - i. Susan talked about the idea of adding roundabouts on Park Vista at Redwood Trail, Ash River, and Glen Canyon from Safe Routes to School Funds. Susan explained the background of the Safe Routes to School Plans and how the main concern of parents was to help with the crossing of streets. There was discussion about whether roundabouts would be practical and safer than other alternatives.
  - ii. Community Vision for North Fort Worth
- 9) Unfinished Business

- 10) Budget and Financials (Russell)
  - a. Financial Statements Russell went over the November financials. (see attached)
  - Audit Update We have submitted everything requested for the audit of the fiscal year ended 9/30/15, and Russell expects the draft report soon.

## 11) New Business

a. Kevin talked about violations. Kevin said we need to create a committee to establish standards for enforcing deed restrictions, regarding landscaping. It would provide clarification for items that are ambiguous.

Russell made a motion that a committee be formed to look at violation standards, enforcement processes, and ways to improve compliance with community standards. Jack seconded the motion. The motion passed unanimously. Kevin stated that Jack Webb will be the Chair of this committee.

- B. Russell made a motion that a committee be formed to study and make recommendations regarding traffic and pedestrian safety in Park Glen. Sterling seconded the motion. The motion passed unanimously. Kevin asked if anyone wanted to be the chair of the committee. No one from the audience volunteered. Susan Kenney said she could volunteer to do that. Kevin stated that Susan will be the Chair of the committee.
- c. Russell presented the expenses he paid for the Association from October through December, totaling \$3,446.85. Russell made a motion that he be reimbursed for his expenses as presented. Susan seconded the motion. The motion passed unanimously. Russell abstained from voting.
- Past Due Homeowner Accounts Russell went over past due accounts. Currently, a total of \$222,020.20 is due to the Association in past due accounts. A little more that 20% of homeowners have past due accounts. There are 24 accounts that owe \$2,000 or more.
   Russell made a motion that he be allowed to use his discretion in referring up to 24 past due accounts to the attorney for collection. Sterling seconded the motion. The motion passed unanimously.
- 12) Member Comments

13) Next Board Meeting February 4, 2016 @ LAC, 7pm

14) Adjourn – The meeting adjourned at 9:00.

Actions since the 1/7/16 Meeting:

- a. Immediately after the 1/7 meeting, the Board:
  - i. Heard an appeal of violation charges on account R0329938L0279832 and approved a settlement.
  - ii. Heard a Violation Appeal R0330560L0280463. Board determined it is a violation but suspended inspections for period of time.
  - iii. Approved an A/R adjustment on disputed account R0328758L0278642.
- b. On 1/9 (by e-mail), Board approved an A/R adjustment on disputed account R0328208L0278089.

Turkey Trot Proceeds	& Expense	2015 Total	2014 Total	2014 Details	<u>2013 Total</u>	2012 Total
Turkey Trot Proceeds	<b>i</b>					
Race Fees from Participants	Registration Fee: \$25 individual or \$20 per person if 4 or more registering together (team price); After 11/10, \$30 indiv, \$25 team member	\$15,805.00	\$10,640.00	registration fee \$20 per person or \$50 family (up to 4) by November 15 or \$25/\$55 after November 15	\$7,363.00	\$6,721.00
# of Registrations	incl some at no charge (race fee included in sponsorships)	682	603	incl some at no charge (race fee included in sponsorships)		
Proceeds from Sponsors		\$5,200.00	\$2,800.00		\$2,550.00	\$2,600.00
Total Proceeds		\$21,005.00	\$13,440.00		\$9,913.00	\$9,321.00

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Turkey Trot Expenses	S		2014 Total		2013 Total	2012 Total
800 T-Shirts	At Promo	\$3,164.96	\$4,347.60	At Promo - 675 T- Shirts	\$5,894.21	\$6,062.00
600 bottled waters, Cups, Coffee, Danishes, Creamer, Sugar, Oranges, Bananas, Apples, Honey Buns, Muffins, 20 gallons of drinking water, binder clips, spoons, vinyl gloves, stir sticks; Folding Table		\$292 spent using WalMart / Sam's Gift Cards donated by Sponsors in lieu of Sponsorship Fee: Able Law Firm-\$175, Westlake Ace Hardware-\$50, TPR Burger-\$50, Fitness 2000-\$50 and one Team in lieu of registration-\$50. \$115.45 balance remaining on card.	\$2,402.83	Let's Jump - 500 cups, coffee for 500, 1,500 bottled waters, 20 gallons of water, 1,000 plastic cups, 500 granola bars, fruit, muffins, golf cart, and 4 frozen turkeys	\$2,180.24	\$1,792.39
Granola Bars	donated by Blue Zones Project	\$0.00				
Golf Cart Rental Coffee Equipment & Containers 2 Trash Cans, 2 Water Coolers, and	Metro Golf Carts Taylor's Rental	\$280.38 \$86.60	\$351.00	Let's Jump - 22 tables x \$7.50 = \$165, 44 chairs x \$1.50 = \$66, 10 33- gal Trash Cans x \$12 = \$120	incl in above	incl in above
Folding Table (will use at many events)	Amazon, Target	\$123.26				
Operation of the Race	Race Chip	\$1,409.00	\$2,200.00	Race Chip - Operation of the Race	\$2,200.00	\$2,184.05
Bags for Goodies	Uline	\$122.00	\$99.51	U-Line - Bags for Goodies		
Safety Pins	Amazon	\$16.06	\$142.99	Stone Supply - Safety Pins	\$15.13	\$64.65
Arrows, Distance Marker Signs, Fun Run Stickers	Sign Central	\$165.00	\$60.00	Sign Central - "1 Mile" Course Signs Longhorn Council -		
Rent Longhorn Activity Center to Pass Out Race Packets 530-730pm on 11/23 & 11/24	Longhorn Council (anticipated but not yet billed)	\$80.00	\$80.00	Rent Longhorn Activity Center to Pass Out Race Packets 6-8 pm on 11/24 & 11/25		
City Event Permit	City of Fort Worth	\$150.00	\$150.00	Fort Worth City Event Permit	\$150.00	
City Park Permit 3 Police Officers	City of Fort Worth Individual Officers	\$475.00 \$720.00	\$660.00	4 Police Officers	\$660.00	\$800.00

Total (Net Exp) / Net Profit after Sch	olarships/Charitable:		(\$9,921.65)		(\$14,054.09)	(\$13,921.36)
Total Scholarships / Charitable Contr	ibution		\$10,000.00		\$10,000.00	\$10,000.00
Charitable Contribution		To Be Determined	\$2,500.00	Epilepsy Foundation of Texas (www.eftx.org)	Scholarships (20 x \$500)	Scholarships (20 x \$500)
Scholarships		To Be Determined	\$7,500.00	Scholarships (15 x \$500)	\$10,000.00	\$10,000.00
rotal (Net Expense) / Net Profit (Pro	oceeds minus Exp):	\$11,574.53	\$78.35		(\$4,054.09)	(\$3,921.36)
Expense is (Under) / Over Budget by		(\$5,569.53)	(\$1,638.35)			
Total Expense (so far <sup>Budget</sup>	•	<b>\$9,430.47</b> \$15,000.00	<b>\$13,361.65</b> \$15,000.00		\$13,967.09	\$13,242.36
Portable Toilets	-	N/A	\$155.28	United Site Services - Portable Toilets	\$159.81	\$144.98
Special Event Insurance Coverage	CiraConnect Insurance	\$356.69		Lipitod Site Conviger		
fileage, as authorized by Board	Dana Hammack (\$100 total, \$27.27 was for HITP)	\$72.73				
ostage and Envelopes to Mail ledals	Enkei International	\$48.00				
inting 20 11x17 Color Posters, 10 2x11 Color Posters	Enkei International	\$6.00	N/A		\$479.62	\$462.42
ourse Measuring & Certification xpires December 2025)	Brian Boerner (was expensed in Aug '15)	\$250.00		Services Rendered		
onation to Project Graduation for ervices Rendered	Keller Central High	\$250.00	\$250.00	Cental High School Project Graduation - Donation for	\$250.00	
acility Usage	Alliance UMC	\$225.00	\$225.00	Alliance UMC - Facility Usage	\$295.00	\$300.00
ift Card for Winning Overall Male & emale	Academy Sports	\$150.00				
Gift Cards x \$25 for Winning Team	Academy Sports	Academy Donated in lieu of Sponsorship Fee	\$100.00	Blvd at AUMC Tom Thumb - Gift Card for Winning Team	\$125.00	
12' x 2½' Banners (will be used very year)	Vistaprint	\$159.98	\$244.68	Magnet Signs FTW NE - Magnetic Sign Rental by Park Vista	\$254.68	
ound System, Stand, and licrophone (will be used at almost Il community events)	Fry's, Amazon	\$256.21	\$250.00	David Moore - DJ with sound system	\$250.00	\$200.00
ledals and Sponsor Plaques	Crown Awards \$543.79, Certificate Paper (Office Depot) \$9.52, Copies & Envelopes (Office Depot) \$15.09	\$568.40	\$1,331.40	Dinn Trophy - Medals and Sponsor Plaques	\$1,053.40	\$1,231.87
ewspaper Print & Digital Ads	Keller Citizen	\$295.20	\$311.36	Keller Citizen - Newspaper Print & Digital Ads		

Holiday in th	ne Park	<u>2015 Total</u>	<u>2014</u> Total	<u>2014</u> Details	<u>2013</u> <u>Total</u>	<u>2012</u> Total
Approximate #	400 +	331		Unknown	Unknown	
<b>Revenue</b> Exhibitors	15 x \$20 plus 2 provided refreshments	\$300.00	N/A		N/A	N/A
<u>Expenses</u>						
Santa	Lone Star Santa (Larry Hawkins); included Santa, Mrs. Claus, and an Elf	\$250.00	\$350.00	Gigmasters / Ken Castleman	Volunteer?	Volunteer?
Balloon Artist	Entertainment Crazy (Lindsey Foster)	\$175.00	N/A		N/A	N/A
Trackless Train	TNT Entertainment	\$400.00	N/A		N/A	N/A
Bounce House(s)	Let's Jump - Slide x \$235 minus 15%, Farm Land x \$135 minus 15%, Generator \$65 + \$3.50 x 2 for fuel, 8.25% sales tax, then \$7 travel	\$425.39	\$280.28	2 "Castles" from Let's Jump (\$109 x 2 plus \$65 for generator, \$3.50 x 4 for fuel, minus 15% discount, plus 8.25% sales tax, then \$7 for travel)	\$315.16	\$440.36
Water Heater and Beverage Containers for Hot Chocolate	Rented from Taylor's	\$86.60	\$72.09	Let's Jump (\$18.00 x 2 minus 15% discount plus \$36 for heater plus tax)	Unknown	Unknown
City Park Permit	Fort Worth Parks Department Hats from Dollar	\$125.00	\$75.00	Fort Worth Parks Department	N/A	\$35.00
Supplies/Snacks not listed above	Tree \$9.74; Craft Supplies from Dollar Tree \$16.24; Candy Canes & Hat from Walmart	\$44.36	\$0.00		\$315.15	\$440.35
Mileage, as authorized by Board	Dana Hammack (\$100 total, \$72.73 was for TT)	\$27.27	N/A		N/A	N/A
Cookies	Donated by Unity One Credit Union	\$0.00	\$0.00	free from Unity Credit Union	cks above	included in supplies/sna cks above
Hot Chocolate Mix	Donated by Unity One Credit Union	\$0.00	\$0.00	free from Unity Credit Union	included in supplies/sna cks above	included in supplies/sna cks above
Sound System	We bought one in the 2015 Turkey Trot budget and made our own playlist	\$0.00	\$250.00	David Moore - DJ with Sound System	\$250.00	\$200.00
Volunteers	Haltom High School NHS & Keller Central Project Graduation	\$0.00	\$0.00	Keller Central Project Graduation	\$0.00	\$0.00

Signs to Promote	Sign Central	\$302.00				
Rental of Fake Snow Machine Hayrides Portable Toilet		N/A N/A N/A N/A	\$278.00 \$0.00 \$0.00 \$0.00	Party Machines	N/A Donated \$155.28 \$400.00	N/A Donated N/A N/A
Photography Totals			\$0.00 \$1,305.37		\$1,435.59	\$1,115.71
Total (Net Expense) / I (Proceeds minus Exp):		(\$1,535.62)	(\$1,305.37)		(\$1,435.59)	(\$1,115.71)
Budget		\$2,000.00	\$2,000.00			
Net (Under) / Over Bud	lget by	(\$464.38)	(\$694.63)			

2015 Exhibitors	
Perfectly Posh	\$20.00
9 Round Basswood	\$20.00
Texas DFW Homes	\$20.00
Crafts by Kathy	\$20.00
Supercuts	\$20.00
Dana's Dance Studio	\$20.00
Jack Webb	\$20.00
Crux Dominus	\$20.00
Miller's Closet	\$20.00
Buckreations	\$20.00
Origami Owl	\$20.00
Scandal Candles	\$20.00
Tipsy Tumbleweed Boutique	\$20.00
Two Sisters Custom Gifts	\$20.00
The Couture Box	\$20.00
Costco	Donated refreshments in lieu of fee
Unity One	Donated refreshments in lieu of fee

\$300.00

Park Glen Neighborhood Association	UNAUDITED			November
Balance Sheets	9/30/2015 Year End	10/31/2015	11/30/2015	Notes
ASSETS				
		• • • • - • • • •		includes \$295
Union Bank-Checking Account	\$ 126,097.49	\$ 244,710.09	\$ 259,693.51	"undeposited receipts"
Legend Bank-Checking Account	\$ 224,961.16	\$ 224,961.16	\$ 231,918.60	receipts
TOTAL IN BANK	\$ 351,058.65	\$ 469,671.25	\$ 491,612.11	
Accounts Receivable-Member Accts	\$ 189,086.04 \$ 36,963.54	\$ 257,629.78	\$ 243,667.22	
Accts Receiv-Former Homeowners Bad Debt Allowance	\$ 30,903.54	\$ (181,253.37)	\$ (176,974.00)	
Prepaid Expenses	\$ 1,442.00	\$ 1,350.00	\$ 92.00	
Prepaid Insurance	\$ 11,413.47	\$ 10,289.79	\$ 9,181.11	
TOTAL OTHER CURRENT ASSETS	\$ 36,681.78	\$ 88,016.20	\$ 75,966.33	
TOTAL ASSETS	\$ 387,740.43	\$ 557,687.45	\$ 567,578.44	
LIABILITIES	φ 30 <i>1</i> ,/40.43	φ 337,007.43	φ <u>301,</u> 310.44	
Accounts Payable & Oth Accrued Exp	\$ 31,647.58	\$ 29,892.28	\$ 36,549.78	
Deferred Assessments Income		\$ 200,739.00	\$ 182,490.00	
Prepaid Owner Assessments	\$ 30,773.97	\$ 6,758.03 \$ 1,256.95	\$ 7,741.80 \$ 1,256.95	
Prepaid by Former Owners	\$    1,357.06	\$    1,356.85	\$ 1,356.85	
TOTAL LIABILITIES	\$ 63,778.61	\$ 238,746.16	\$ 228,138.43	
ACCUMULATED SURPLUS				
Surplus / (Deficit) thru Prior Year	\$ 252,306.73	\$ 323,961.82	\$ 323,961.82	
Current YTD Net Surplus / (Deficit)	\$ 71,655.09	\$ (5,020.53)	\$ 15,478.19	
TOTAL ACCUMULATED SURPLUS	\$ 323,961.82	\$ 318,941.29	\$ 339,440.01	

Park Glen Neighborhood Association Income Statements (fiscal years are October thru September)		2015-2016 Budget Accepted 8/11/15	Mor (1/	Prorated othly Budget 12th of the oual Budget)	Oct-15				NOV-15		Year-to-Date Actual			rorated YTD Budget (2 months)	October Notes
Assessment Income Late Fee Income Interest on Receivables Fines and Violations Letter Fees Reimbursement Legal Fees Reimbursement Payment Plan Fees Collection Fees Reimbursement Returned Item Fee Reimb Forced Maintenance Reimb Interest Income	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,988.00 20,000.00 5,000.00 7,000.00 1,500.00 7,500.00 - - - - - -	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	18,249.00 1,666.67 416.67 583.33 125.00 625.00 - - - - -	\$	18,306.20		18,249.00 13,125.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	36,555.20 13,125.00 - - - - - - - - - - - - - - - -	\$\$\$\$\$\$\$\$	36,498.00 3,333.33 833.33 1,166.67 250.00 1,250.00 - - - - -	Std Mthly Amt \$5,920 Runner Fees,		
Social Event Income Total Income	\$	12,000.00 <b>271,988.00</b>	\$	1,000.00 <b>22,665.67</b>	¢	18,306.20		11,140.00 <b>42,514.00</b>	\$	11,140.00 <b>60,820.20</b>	\$	2,000.00 45,331.33	\$5,200 TT Sponsors, \$20 HITP Sponsor		
		24,000.00		,			<b>ຈ</b> \$	2,000.00	\$ ¢	•	\$ ¢	45,331.33	Standard Contract		
Management Fees - Contract Management Fees - Admin	\$ \$	33,600.00	\$ \$	2,000.00 2,800.00	\$ \$	2,000.00 2,300.00	э \$	2,300.00	\$ \$	4,000.00 4,600.00	\$ \$		Amount Standard Contract Amount; no extras this month		
Collection Fees to Mgmt Co.	\$	18,000.00	\$	1,500.00	\$	1,500.00	\$	7,937.50	\$	9,437.50	\$	3,000.00	\$1500 Standard Contract Amount + \$6438 for Collection Letters: 847 letters sent; 515 above the allowable10% (332) billed at \$12.50 ea.		
Collection Fees-Legal/Agency Legal Fees-Non Collection Accounting / Audit Professional Fees - Elections Bad Debt Expense	\$\$\$\$	15,000.00 16,000.00 9,000.00 6,200.00 30,000.00	\$ \$	1,250.00 1,333.33 750.00 516.67 2,500.00	\$	16,311.05	\$	5,487.50 (2,707.65)	\$	- 5,487.50 - - 13,603.40	\$	2,500.00 2,666.67 1,500.00 1,033.33 5,000.00	\$579 Sep, \$4909 Oct		
Insurance	\$	14,304.00	\$	1,192.00	\$	1,123.68	\$	1,465.37	\$	2,589.05	\$	2,384.00	\$1,109 Monthly Expense Amortization plus \$357 special event coverage for TT		
General Maint. & Repair Dues & Subscriptions	\$ \$	156,000.00 100.00		13,000.00 8.33					\$ \$	-	\$ \$	26,000.00 16.67			

Park Glen Neighborhood Association Income Statements (fiscal years are October thru September)	2015-2016 Budget Accepted 8/11/15	(	Prorated onthly Budget 1/12th of the inual Budget)	Oct-15	Nov-15	Y	ear-to-Date Actual	orated YTD Budget (2 months)	October Notes
Supplies	\$ 500.00	\$	41.67			\$	-	\$ 83.33	
Postage & Courier	\$ 2,000.00	\$	166.67			\$	-	\$ 333.33	
Printing & Reproduction	\$ 500.00	\$	41.67			\$	-	\$ 83.33	
Storage	\$ 1,169.00	\$	97.42	\$ 92.00	\$ 92.00	\$	184.00	\$ 194.83	Monthly Storage Unit Rent
Licenses & Permits / Filings	\$ 200.00	\$	16.67			\$	-	\$ 33.33	
Social Activities	\$ 30,000.00	\$	2,500.00		\$ 5,435.56	\$	5,435.56	5,000.00	\$500 Race Chip Deposit, \$150 FW Event Permit; \$122 Goody Bags, \$225 Facility Usage (AUMC), \$3165 T-Shirts, \$87 Coffee Equipment, \$467 Signs, \$720 Off-Duty Officers,
Scholarships/Charitable	\$ 10,000.00	\$	833.33			\$	-	\$ 1,666.67	
Hospitality	\$ 1,200.00	\$	100.00			\$	-	\$ 200.00	
Board & Community Meetings	\$ 1,500.00	\$	125.00			\$	-	\$ 250.00	
Website	\$ 1,000.00	\$	83.33			\$	-	\$ 166.67	
Bank & Credit Card Fees	\$ -	\$	_		\$ 5.00	\$	5.00	\$ -	
Total Expense	\$ 370,273.00	\$	30,856.08	\$ 23,326.73	\$ 22,015.28	\$	45,342.01	\$ 61,712.17	
Net Surplus / (Deficit)	\$ (98,285.00)	\$	(8,190.42)	\$ (5,020.53)	\$ 20,498.72	\$	15,478.19	\$ (16,380.83)	