

Park Glen Neighborhood Association

Board of Directors Meeting Minutes

June 2, 2016 – 7p, Longhorn Activity Center, Fort Worth, Texas

Final – Approved
by the PGNA
Board 7/7/2016

- 1) Roll Call – Kevin called the meeting to order at 7:04 pm. The following members were present: Kevin Hammack, Russell Zwerg, Barry Bryan, Susan Kenney. Jack Webb arrived at 7:09. Sterling Rice and Bonnie Hoke were absent.
- 2) Proof of Notice of meeting or waiver – Kevin said meeting has been posted on website.
- 3) Actions since the 5/5/16 meeting (projected onto the wall by Russell):
 - a. Immediately following the 5/5/16 General session:
 - i. Jack made a motion to waive the balance on account R0328127L0278008, due to extenuating personal circumstances. Susan seconded the motion. The motion passed unanimously.
 - ii. Preliminary planning for the 2016-2017 Budget (Brainstorming on improvement ideas and budget considerations for the next fiscal year; no action taken):
 1. Increase enforcement of HOA rules (i.e. take legal action when needed)
 2. Repair mailboxes that need it
 3. Security patrols and security cameras
 4. Fix sidewalks that have raised up and/or need fixing
 5. Park improvements, such as equipment, trees
 - b. Since the 5/5/16 meeting, the Association Treasurer (Russell Zwerg) offered the following account concessions to collect past due balances and believes that homeowner payment is imminent:
 - i. Account R0328094L0277975: write off \$304.09 (½ of non-assessment charges) on payment of \$568.08.
 - ii. Account R0330159L0280059: write off \$239.96 (½ of non-assessment charges) on payment of \$371.95.
- 4) Reading of Minutes of preceding (May 5, 2016) meeting- **Barry made a motion to approve the minutes. Russell seconded the motion. The motion passed unanimously.**
- 5) Guests/Speakers: Sheldon Klain, our new Fort Worth Code Compliance Officer, was present and offered to answer any questions. No questions from audience.
- 6) Reports of Officers (ref. 8.1)
 - a. President
 - i. Lawsuit - Announcement of Settlement – Kevin said that the settlement between PGNA and Property Management Solutions was signed on May 20, 2016. The settlement amount was \$95,000. About 15 months ago we terminated our contract with our former management company, effective May 31, 2015. They sued us. After legal back-and-forth, both sides

agreed to settle. Russell said that our HOA paid \$55,000, and our insurance company paid \$40,000. Of the \$55,000, almost \$30,000 was expensed about a year ago, meaning there will be approximately \$25,000 in new expense. Russell calculates that the attorney fees to defend the Association may cost about \$20,000.

ii. Kevin said Cary Moon called him about the four “all-way” stops that PGNA requested for Park Vista. Cary Moon wondered if we could do a survey for the community to find out about how the community feels about the stop signs. Kevin suggested to him that we do a temporary trial to see how they work out.

b. Vice President/ Treasurer -

i. Fidelity Bond Insurance – Russell said he’s been trying to look into insurance to protect the Association from loss from theft, embezzlement, or carelessness. Russell went over some of the costs and said that he is waiting for more information.

c. Secretary

d. Board

7) Property Manager’s report - Jennifer Martinez passed out a hand-out about Spring Cleaning Tips.

8) Reports of Committees

a. ACC (Cecilia Shilling) – Cecilia said they reviewed 22 requests in May, approved 18, sent 2 back for incompleteness, and denied 2.

b. Communications (Dana Hammack)

c. Social (Event results and upcoming events)

i. Pool/ Movie Night – June 11 – there will be 2 sponsors providing pizza and water.

ii. Independence Day Celebration – July 2 – everything is going well. Dana still needs to get medals and awards. There may or may not be a car show at the event.

iii. PID Fireworks – Date change to June 25 –

iv. National Night Out – October 4 –

v. Russell said that, in order to have adult-centered social events, we need more volunteers to plan and coordinate.

vi. Dana said that she has gotten seven prizes to be donated for a possible Bingo night. She hopes that we can have this at Alliance Methodist Church, have refreshments, and purchase some prizes, if we don’t get more donations. Dana said she was thinking of having this in September.

d. Hospitality - new homeowner greetings (Dana Hammack) –

e. Development (Susan Kenney)

i. Update on street trees for Park Vista median – Susan said that she went to the PID6 meeting last week to see if the PID would agree to provide irrigation to Phase I (60) street trees proposed on Park Vista. Several members from the PID were present and Cecilia Shilling stated that she contacted Cary Moon, and that the funds for the trees didn’t include installation. Kevin said that the communities and areas all around us are planting trees and upgrading their areas, and asked that the PID representatives consider this when making their decision.

- ii. Traffic and Pedestrian Safety Committee
 - iii. Tal asked if Crud cruiser could be provided just for our HOA, since it was obviously full and busy when it was at the Summerglen Library in April.
 - f. Service Committee (Tammy Overton/ Jodi Hight)
 - g. Deed Restriction & Enforcement (Jack Webb)
 - i. Yard of the month – Jack said that we need volunteers for judging yard of the month.
 - h. Scholarship Program (Mark Thiessen) – Mark said that they received 39 applications. Deadline was June 1.
- 9) Budget and Financials (Russell Zwerg)
- a. April Financials – Russell went over financials. We had a surplus of \$15,600 for the month of April. We do need to add \$10,000 in legal fees that will be billed soon. We have a year-to-date surplus of \$95,000.
 - b. Accounts Receivable Report – Russell went over this report. Jack asked if we should have our attorney send letters to seriously past due accounts. Fee is \$200 per letter.
- 10) Old Business
- 11) New Business
- a. 2016 Board Election
 - i. Timetable and Plans – Russell went over the timetable from the election guidelines.
 - ii. Proposal and Allocation of Funds for Election-America to Coordinate Voting – Russell presented a cost proposal for Election-America to coordinate the voting in the 2016 Board election (as they did in 2014 and 2015), then **Russell made a motion to contract with Election-America for voting coordination services at an expected cost of \$6,100.40:**
 - 1. \$2,361.12 for administration and voting management**
 - 2. \$1,539.28 for printing and processing**
 - 3. \$500.00 to also mail out manual paper ballots to every homeowner and then tabulate returned ballots**
 - 4. \$100.00 to send a return envelope to every homeowner**
 - 5. \$100.00 to use a 6x9 outgoing envelope rather than a #10**
 - 6. \$1500.00 estimated postage**

Barry seconded the motion. The motion passed unanimously.
 - iii. After a suggestion that a colored 6x9 envelope would be better and some discussion, **Russell moved to approve an additional \$200 for a 6"x9" inch colored envelope, if available. Susan seconded the motion. The motion passed unanimously.**
 - iv. Appointment of Election Coordinator – **Russell moved that Gerry Sauls be appointed the 2016 Election Coordinator. Susan seconded the motion. The motion passed unanimously.**
 - v. Revisions to 2016 Election Guidelines – Russell presented proposed revisions to the 2016 Election Guidelines (highlighted in yellow on the screen) and **Russell made a motion that the 2016 election guidelines be modified as follows:**

1. the mailing to all members be done in mid-June, rather than early June (to give more time to get that done)
2. candidate filing be opened in early June (as soon as we can get it on the website) instead of June 15.
3. the Election Coordinator confirm candidate filings by July 12 or within 48 hours of receipt, whichever is later, rather than within 48 hours of receipt (to give more flexibility).
4. the requirement that candidates be listed in the order that their filings are received be eliminated (to prevent any advantage to candidates who might have knowledge of the filing period being open before others do).
5. The specific placement of wording on the envelope sent by Election-America be eliminated (to provide more flexibility).

Jack seconded the motion. The motion passed unanimously.

- b. Content of Mailing to all homeowners from RealManage (candidate filing, plus other topics) – some discussion of what should go into the June mailing to all homeowners, in addition to candidate filing and annual meeting information. Suggestions were to promote upcoming activities and include a Property Modification form and information. Russell will develop the draft and send to all Board members.
 - c. Expense Reimbursement to Russell Zwerg – Russell presented and explained his request for reimbursement, then **Russell made a motion that Russell Zwerg be reimbursed \$189.96:**
 - i. **\$184.01 for a powered speaker purchased from Fry's (a second speaker to be used for music and sound at events) and**
 - ii. **\$5.95 for website hosting (Web.com) from 5/23/16 to 6/19/16.**
 - iii. **Susan seconded the motion. The motion passed unanimously.**
 - d. **Kevin made a motion that we have a Bingo night sometime in September with a budget of \$1000. Russell seconded the motion. The motion passed unanimously.**
 - e. Kevin said there has been some interest in a chili cook-off, if someone wants to coordinate this.
- 12) Member Comments – one member commended Robin Willetts, manager for PID6 for the landscaping throughout the community.
- a. Adjourn - Next Board Meeting July 7, 2016 @ LAC, 7p - **Russell made a motion to adjourn. Barry seconded the motion. The motion passed unanimously.**

Actions since the June 2, 2016 Meeting:

Homeowner account concessions:

- On 6/20/16, Treasurer Russell Zwerg authorized a \$15.00 concession on account R0330231L0280131 because the fee was not posted and visible when the homeowner paid the full balance due on June 15.

Park Glen Neighborhood Association Balance Sheets	9/30/2015 Year End (agrees with audit except for Rounding Variances)	10/31/2015	11/30/2015	12/31/2015	1/31/2016	2/29/2016	3/31/2016	4/30/2016	April Notes
<u>ASSETS</u>									
Union Bank-Checking Account	\$ 126,097.49	\$ 244,710.09	\$ 259,693.51	\$ 273,221.33	\$ 286,330.66	\$ 284,289.66	\$ 85,062.31	\$ 84,957.96	includes \$391 undeposited receipts.
Union Bank-Money Market Account							\$ 200,033.85	\$ 200,065.55	
Legend Bank-Checking Account	\$ 224,961.16	\$ 224,961.16	\$ 231,918.60	\$ 235,744.44	\$ 235,744.44	\$ 235,744.44	\$ 233,730.48	\$ 233,086.05	
TOTAL IN BANK	\$ 351,058.65	\$ 469,671.25	\$ 491,612.11	\$ 508,965.77	\$ 522,075.10	\$ 520,034.10	\$ 518,826.64	\$ 518,109.56	
Accounts Receivable-Member Accts	\$ 189,139.27	\$ 258,013.01	\$ 244,121.24	\$ 227,647.95	\$ 211,551.60	\$ 203,663.77	\$ 199,556.03	\$ 196,528.71	Homeowner Account Adjustment; should reverse in May.
Accts Receiv-Former Homeowners							\$ -		
Bad Debt Allowance	\$ (165,353.23)	\$ (181,346.66)	\$(177,067.29)	\$(177,067.29)	\$(175,222.29)	\$(163,282.40)	\$(172,075.83)	\$(169,984.05)	
Prepaid Expenses	\$ 1,442.00	\$ 1,350.00	\$ 92.00	\$ 92.00	\$ -		\$ 130.00	\$ 240.00	
Prepaid Insurance	\$ 11,413.47	\$ 10,289.79	\$ 9,181.11	\$ 8,072.43	\$ 6,963.75	\$ 5,855.07	\$ 4,746.39	\$ 3,637.71	
TOTAL OTHER CURRENT ASSETS	\$ 36,641.51	\$ 88,306.14	\$ 76,327.06	\$ 58,745.09	\$ 43,293.06	\$ 46,236.44	\$ 32,356.59	\$ 30,422.37	
TOTAL ASSETS	\$ 387,700.16	\$ 557,977.39	\$ 567,939.17	\$ 567,710.86	\$ 565,368.16	\$ 566,270.54	\$ 551,183.23	\$ 548,531.93	
<u>LIABILITIES</u>									
Accounts Payable & Oth Accrued Exp	\$ 31,647.58	\$ 29,892.28	\$ 36,549.78	\$ 36,887.28	\$ 35,799.78	\$ 30,183.28	\$ 29,502.28	\$ 29,332.28	I refunded more of the credit balances
Deferred Assessments Income	\$ -	\$ 200,920.50	\$ 182,737.50	\$ 164,538.00	\$ 146,283.50	\$ 127,875.00	\$ 109,494.00	\$ 91,245.00	
Prepaid Owner Assessments	\$ 30,773.97	\$ 6,758.03	\$ 7,741.80	\$ 6,481.50	\$ 6,819.80	\$ 7,255.80	\$ 7,573.79	\$ 7,852.79	
Prepaid by Former Owners	\$ 1,356.85	\$ 1,356.85	\$ 1,356.85	\$ 1,356.85	\$ 1,356.85	\$ 1,356.85	\$ 1,043.44	\$ 960.42	
TOTAL LIABILITIES	\$ 63,778.40	\$ 238,927.66	\$ 228,385.93	\$ 209,263.63	\$ 190,259.93	\$ 166,670.93	\$ 147,613.51	\$ 129,390.49	
<u>ACCUMULATED SURPLUS</u>									
Surplus / (Deficit) thru Prior Year	\$ 252,306.73	\$ 323,921.76	\$ 323,921.76	\$ 323,921.76	\$ 323,921.76	\$ 323,921.76	\$ 323,921.76	\$ 323,921.76	
Current YTD Net Surplus / (Deficit)	\$ 71,615.03	\$ (4,872.03)	\$ 15,631.48	\$ 34,525.47	\$ 51,186.47	\$ 75,677.85	\$ 79,647.96	\$ 95,219.68	
TOTAL ACCUMULATED SURPLUS	\$ 323,921.76	\$ 319,049.73	\$ 339,553.24	\$ 358,447.23	\$ 375,108.23	\$ 399,599.61	\$ 403,569.72	\$ 419,141.44	
TOTAL LIABILITIES & SURPLUS	\$ 387,700.16	\$ 557,977.39	\$ 567,939.17	\$ 567,710.86	\$ 565,368.16	\$ 566,270.54	\$ 551,183.23	\$ 548,531.93	

Park Glen Neighborhood Association Income Statements (fiscal years are October thru September)	2015-2016 Budget Accepted 8/11/15	Prorated Monthly Budget (1/12th of the Annual Budget)	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	Year-to-Date (Oct-15 thru Mar-16) Actual	Prorated YTD Budget (7 months)	April Notes
Assessment Income	\$ 218,988.00	\$ 18,249.00	\$ 18,142.30	\$ 18,254.50	\$ 18,157.27	\$ 18,104.65	\$ 18,249.00	\$ 127,616.21	\$ 127,743.00	
Late Fee Income	\$ 20,000.00	\$ 1,666.67	\$ 10,970.00	\$ 6,030.00	\$ 4,800.00	\$ 4,200.00	\$ 3,945.00	\$ 43,070.00	\$ 11,666.67	
Interest on Receivables	\$ 5,000.00	\$ 416.67		\$ 1.29			\$ 1.30	\$ 2.59	\$ 2,916.67	
Fines and Violations	\$ 7,000.00	\$ 583.33						\$ -	\$ 4,083.33	
Letter Fees Reimbursement	\$ 1,500.00	\$ 125.00						\$ -	\$ 875.00	
Legal Fees Reimbursement	\$ 7,500.00	\$ 625.00						\$ -	\$ 4,375.00	
Payment Plan Fees	\$ -	\$ -						\$ -	\$ -	
Collection Fees Reimbursement	\$ -	\$ -						\$ -	\$ -	
Returned Item Fee Reimbursement	\$ -	\$ -						\$ -	\$ -	
Forced Maintenance Reimbursement	\$ -	\$ -						\$ -	\$ -	
Interest Income	\$ -	\$ -				\$ 33.85	\$ 31.70	\$ 65.55	\$ -	Interest on Bank Balance
Social Event Income	\$ 12,000.00	\$ 1,000.00	\$ 10,165.00			\$ 1,050.00		\$ 22,355.00	\$ 7,000.00	
Insurance Reimb (Mailbox Repair)	\$ -	\$ -	\$ 850.00					\$ 850.00	\$ -	
Total Income	\$ 271,988.00	\$ 22,665.67	\$ 40,127.30	\$ 24,285.79	\$ 22,957.27	\$ 23,388.50	\$ 22,227.00	\$ 193,959.35	\$ 158,659.67	
Management Fees - Contract	\$ 24,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 14,000.00	\$ 14,000.00	Std Contract Amt
Management Fees - Administration	\$ 33,600.00	\$ 2,800.00	\$ 2,350.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,600.00	\$ 16,450.00	\$ 19,600.00	Std Contract Amt, plus \$100 for after-hours call, plus \$200 incorrectly chrgd (will look for credit in May)
Collection Fees to Mgmt Contract	\$ 18,000.00	\$ 1,500.00	\$ 6,225.00	\$ 2,837.50	\$ 1,750.00	\$ 1,250.00	\$ 1,500.00	\$ 23,000.00	\$ 10,500.00	Std Contract Amt
Collection Fees-Legal/Age	\$ 15,000.00	\$ 1,250.00						\$ -	\$ 8,750.00	
Legal Fees-Non Collection	\$ 16,000.00	\$ 1,333.33	\$ 2,155.75		\$ 202.50		\$ 112.50	\$ 7,958.25	\$ 9,333.33	
Accounting / Audit	\$ 9,000.00	\$ 750.00			\$ 1,665.44			\$ 1,665.44	\$ 5,250.00	
Professional Fees - Election	\$ 6,200.00	\$ 516.67						\$ -	\$ 3,616.67	
Bad Debt Expense	\$ 30,000.00	\$ 2,500.00	\$ (2,237.28)	\$ (713.39)	\$ (10,652.73)	\$ 8,909.16	\$ (1,422.31)	\$ 7,486.85	\$ 17,500.00	
Insurance	\$ 14,304.00	\$ 1,192.00	\$ 1,108.68	\$ 1,108.68	\$ 1,108.68	\$ 1,108.68	\$ 1,108.68	\$ 8,132.45	\$ 8,344.00	Std Mthly Amt
General Maint. & Repair	\$ 156,000.00	\$ 13,000.00	\$ 3,200.00			\$ 1,135.00		\$ 4,335.00	\$ 91,000.00	

Park Glen Neighborhood Association Income Statements (fiscal years are October thru September)	2015-2016 Budget Accepted 8/11/15	Prorated Monthly Budget (1/12th of the Annual Budget)	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	Year-to-Date (Oct-15 thru Mar-16) Actual	Prorated YTD Budget (7 months)	April Notes
Dues & Subscriptions	\$ 100.00	\$ 8.33						\$ -	\$ 58.33	
Supplies	\$ 500.00	\$ 41.67						\$ -	\$ 291.67	
Postage & Courier	\$ 2,000.00	\$ 166.67						\$ -	\$ 1,166.67	
Printing & Reproduction	\$ 500.00	\$ 41.67						\$ -	\$ 291.67	
Storage	\$ 1,169.00	\$ 97.42	\$ 92.00	\$ 92.00	\$ 92.00	\$ 92.00	\$ 195.00	\$ 747.00	\$ 681.92	April & May Storage Exp (went up from \$92 to \$103 in May)
Licenses & Permits / Filing	\$ 200.00	\$ 16.67						\$ -	\$ 116.67	
Social Activities	\$ 30,000.00	\$ 2,500.00	\$ 5,303.57			\$ 2,569.75	\$ 176.18	\$ 13,485.06	\$ 17,500.00	\$152.84 Garage Sale Banner, \$23.34 Refreshments for Shredding Event
Community Engagement			\$ 985.74				\$ 64.78	\$ 1,050.52	\$ -	\$50 Crossword Puzzle Contest Prize, \$14.78 Lunch for Cowtown Cleanup
Scholarships/Charitable	\$ 10,000.00	\$ 833.33						\$ -	\$ 5,833.33	
Hospitality	\$ 1,200.00	\$ 100.00	\$ 28.00					\$ 28.00	\$ 700.00	
Board & Community Meeting	\$ 1,500.00	\$ 125.00	\$ 4.00				\$ 314.50	\$ 318.50	\$ 875.00	Town Hall signs
Website	\$ 1,000.00	\$ 83.33	\$ 17.85			\$ 53.80	\$ 5.95	\$ 77.60	\$ 583.33	4 weeks of hosting
Bank & Credit Card Fees	\$ -	\$ -						\$ 5.00	\$ -	
Miscellaneous	\$ -	\$ -						\$ -	\$ -	
Total Expense	\$ 370,273.00	\$ 30,856.08	\$ 21,233.31	\$ 7,624.79	\$ (1,534.11)	\$ 19,418.39	\$ 6,655.28	\$ 98,739.67	\$ 215,992.58	
Net Surplus / (Deficit)	\$ (98,285.00)	\$ (8,190.42)	\$ 18,893.99	\$ 16,661.00	\$ 24,491.38	\$ 3,970.11	\$ 15,571.72	\$ 95,219.68	\$ (57,332.92)	

Accounts Receivable Recap	1/7/16	2/4/16	3/3/16	4/7/16	5/5/16	6/2/16	Change
Accounts owing \$2,000 or more	24	24	23	23	23	23	0
Accounts owing between \$1,000 and \$1,999	54	54	55	54	55	53	-2
Accounts owing between \$500 and \$999	53	51	49	48	42	44	2
Accounts owing over \$171 to \$499	109	96	86	78	67	59	-8
Accts owing between \$66 and \$171. Most of these were current before the last assessment	282	166	121	98	86	79	-7
Accounts owing less than \$66. Most of these paid their latest assessment but have some small old items or new late fees (e.g. they paid their latest assessment after late fees were billed)	144	159	117	91	83	77	-6
Total # of Past Due Accts:	666	550	451	392	356	335	-21
% of 3,318 Homeowners:	20.1%	16.6%	13.6%	11.8%	10.7%	10.1%	
Total Past Due \$ Owed:	\$222,020	\$209,517	\$202,626	\$198,921	\$194,522	\$193,512	-\$1,010

Park Glen Neighborhood Association

2016 Election Guidelines

Approved by the Board 05/5/2016, Changes to be proposed on 6/2/16 are highlighted

Election Timeline

June Newsletter (early May Deadline) – Publish notice of election and candidate filing, with instructions to check the website in early June for election and filing guidelines.

Mid-June – Mailing from RealManage to all homeowners notifying of the annual meeting, the opportunity and procedures for homeowners to file as candidates, and an overview of the voting process. The mailing may also contain other topics, as the Board desires.

Early June – Filing period opens.

July Newsletter (early June deadline) – Notice of filing process; full explanation of filing form and method.

July 15 – Filing period closes. All filings must be received by the end of the day on this date.

By July 20 - Post candidates & candidate statements on website; send to Election-America.

By July 25 – Election-America prepares candidate information sheets, ballots, information letters, & voting website.

July 25-28 – Election-America mails letter, mail-in ballot, & candidate information sheet to each homeowner.

August 1 or when Election-America mails ballots, whichever is sooner - Advance Voting period opens.

August 29 - Advance voting period ends.

August 30 - Annual Meeting; in-person voting; results made known (assuming quorum).

Election Coordinator

The Board will appoint one or more persons to serve as the "Election Coordinator" for 2016. This person or group will:

- ensure that the process is kept free from reliance on or inappropriate involvement by biased parties,
- ensure Homeowner confidence in the process,
- maintain competence and completeness of the process,
- provide direction on all matters that do not rise to the level of requiring Board action.

The Election Coordinator may utilize other trusted parties in coordinating the election. Any expenditures or financial commitments must be authorized by the Board in advance.

Candidate Filing Process

The Election Coordinator will:

- collect candidate filings.
- verify homeowner status with Tarrant Appraisal District (www.TAD.org) at filing submission and again right after filing ends (checking with RealManage to verify homeowner status if not verified with Tarrant Appraisal District).
- confirm receipt of filings to applicants.
- compile all candidate information into one document for the Park Glen website and for the Election-America mailing and website.
- Maintain secrecy until after the filing period has ended.

The candidate filing form and relevant filing guidelines will be printed in the July Park Glen newsletters and appear on the Park Glen website in early June. The form will contain these questions:

1. Name
2. Position Being Sought
3. Candidate Statement – this statement (up to 75 words) will be provided to Park Glen Neighborhood Association homeowners, so feel free to include anything that you want voting members to know. If your statement includes more than 75 words, only the first 75 will be used. The statement will not be edited or proofed in any way, other than to eliminate any off-color or non-family-friendly content.
4. Address of Park Glen Home of which you are an owner
5. E-mail address
6. Phone number

The information from questions 4, 5, and 6 will be used only by the Election Coordinator. The information from 1, 2, and 3 will be published on the website and provided to all members before advance voting.

Ideally, candidates should be able to file by numerous methods: mail, in-person, fax, or e-mail, but this will depend on the capabilities of the Election Coordinator. All filings must be received by the Election Coordinator by the end of the last day of the filing period.

The guiding principle will be to have an open, inclusive, fair election, so the Election Coordinator will have the responsibility of working with potential candidates to ensure their inclusion if they desire to run and are Park Glen homeowners.

Upon receipt of a candidate filing, the Election Coordinator will, within 48 hours:

- verify that the applicant is a Park Glen homeowner (personally listed as a Park Glen homeowner on Tarrant Appraisal District records, be verified by PGNA's property manager, or otherwise prove home ownership to the satisfaction of the Election Coordinator),
- confirm acceptance to the candidate by e-mail (by July 12 or within 48 hours of receipt, whichever is later),
- send to the candidate the actual typed "candidate statement" that the Election Coordinator intends to submit for publication and use in the election (to give the candidate an opportunity to correct anything).

After the close of the candidate filing period, no changes may be made to the filed information or candidate statement, and all filed candidates must remain on the ballot, even if a candidate wishes to withdraw from the race, chooses to not serve if elected, is no longer able to take office, or is no longer eligible to take office. The scenario of a candidate being elected and unwilling, unable, or ineligible to serve will be resolved according to the vacancy provisions of the bylaws.

Until the filing period ends, the Election Coordinator will keep all candidate filings secret. The Election Coordinator must ensure that filings are safeguarded from loss and misuse. The Coordinator will create a single document that lists all of the candidates, positions being sought, and filing statements. Candidates will be listed on all documents, ballots, and forms by the position being sought, then in the order that their filing was received. Within three days after the filing period ends, the Coordinator will submit the complete document to Election-America, to all filed candidates, and for publication on the Park Glen website where the candidate information is to be posted in an obvious and orderly way by

July 20. Election-America will use the information to prepare the candidate information sheet to be sent to all homeowners.

Because the deadline for the August issue of the newsletter is in very early July, before the candidate filing period ends, the candidate names and filing statements will not appear in that newsletter. Because the September newsletter will come out very late in August, candidate names and filing statements will not appear in that newsletter, either.

Before Advance Voting Starts

Before the start of the advance voting period, Election-America is to send voting information to exactly 3,318 homeowners of record, using an owner address list from the Association's management company or downloaded from the Tarrant Appraisal District (whichever the Board determines would be more accurate) and provided to Election-America by the date that they have specified to need that file.

The mailing from Election-America to each homeowner will be in a white envelope with the words "PARK GLEN NEIGHBORHOOD ASSOCIATION" and the words "Ballot Enclosed" across the front in red, plus the words "Ballot Enclosed" in red in the bottom right quadrant. The envelope will contain:

- An explanation of the election and the voting process, including
 - Instructions and individual access code for online voting via Election-America's website.
 - An explanation of the option and procedure for each homeowner to request from Election-America a personalized proxy form that a homeowner may fill out and send to Election-America to designate another homeowner to vote on the homeowner's behalf in person at the August 30 annual meeting.
- A candidate information sheet that shows the name, office being sought, and candidate statement of each candidate who filed.
- Instructions and individual access code for online voting via Election-America's website.
- A personalized paper "absentee" ballot that a homeowner may fill out and send to Election-America.
- A preprinted return envelope (but not postage-paid).
- An explanation of the option and procedure for each homeowner to request from Election-America a personalized proxy form that a homeowner may fill out and send to Election-America to designate another homeowner to vote on the homeowner's behalf in person at the August 30 annual meeting.

At the time that the envelopes are mailed, the Election-America website should be ready to accommodate online voting, including the display of candidate names and filing statements submitted by the candidates.

Content of Ballots and Forms

Online ballots, paper ballots, and proxy forms will all have the opportunity to vote "for quorum on the Board election only," without voting for particular candidates (as allowed by Texas Property Code 209.00592-b-1).

Online ballots, paper ballots, and proxy forms will have a write-in blank for each of the seven positions.

Paper ballots or proxy forms submitted by members must be signed (per Texas Property Code 209.0058).

Online and absentee ballots will have this notice (required by Texas Property Code 209.00592-c-3): "By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action

from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.”

Since common sense and Texas law (Property Code 209.00592-b-1 and -3) clearly indicate that advance votes may be counted on matters only if the exact text of the measure appeared on the advance ballot, the following notice is to be added to online and absentee ballots: “Even if the required quorum of members is met for the Board election (represented by advance voting before the August 30 annual meeting and in-person voting at the August 30 annual meeting), it is highly possible that a quorum will not be represented for any other issue that might come before the membership at the annual meeting.”

Proxy forms will not be preprinted with the name or title of any specific person or officer as a default, possible, or suggested proxyholder. Homeowners filling out a proxy form must write in the name of the desired proxyholder.

Proxy forms will allow a homeowner to:

- direct the specific candidates to be voted for by the proxyholder,
- write in the names of specific people to be voted for by the proxyholder, or
- designate that the proxyholder may select the candidates to be voted for.

Advance Voting / Proxies

A homeowner may:

- Vote in advance online using the access code provided by Election-America,
- Vote in advance by returning to Election-America the absentee ballot provided by Election-America,
- Designate another Park Glen homeowner as his or her proxy (to cast a vote on his or her behalf in person at the August 30 annual meeting) by requesting a personalized proxy form from Election-America, filling out the paper “proxy form” and returning it to Election-America. Just before the annual meeting, Election-America will provide this proxy information to the Election Coordinator. The proxyholder must attend the annual meeting, receive the original voter’s credentials from the Election Coordinator, and cast a vote in the same manner as every other in-person voter.

Any homeowner who has a question about the voting process or needs help in voting should call Election-America at 866-384-9978. Inquiries to Election-America must allow sufficient time for the appropriate information, forms, access, or resolution to be provided. If insufficient time remains to meet a request or supply information, the only remedy to the homeowner will be to vote in person at the August 30 annual meeting.

On a regular basis throughout advance voting, Election-America will communicate to the Election Coordinator and the PGNA Board the number of votes cast and proxies submitted so far. This information will be posted on the Park Glen website and relayed by the Election Coordinator to candidates and other interested parties.

In-Person Voting

In-person voting on August 30 will be conducted under the direction of the Election Coordinator, who may recruit and utilize other trusted volunteers.

Computers and/or tablets, with Internet access, will be available for homeowners to cast votes in person. Paper ballots, as similar as possible to the "absentee ballot" sent out by Election-America, will also be available as a backup to online voting. Copies of candidate filing statements will also be available at the meeting. Paper ballots submitted by members must be signed (per Texas Property Code 209.0058).

If a homeowner voted in advance and wishes to vote in person at the annual meeting, Election-America and the Election Coordinator must ensure that only the in-person vote counts (per Texas Property Code 209.00592-b-2, "*any vote cast at a meeting by a property owner supersedes any vote submitted by absentee or electronic ballot previously submitted*").

If a person who is not on Election-America's list of eligible voters wishes to vote in person, the Election Coordinator must be sufficiently satisfied that the person is a Park Glen homeowner before allowing the person to vote.

Assuming quorum is met, the Election Coordinator and Election-America will work together to ensure that complete vote results are provided at the annual meeting very quickly after voting is over.

If Quorum is not Met

If quorum is not met at the initial annual meeting or any reconvened meeting:

- No voting results are to be made known.
- The meeting will be recessed and voting will be extended.
- The meeting is to be reconvened at a convenient location set by the Association President and a convenient time and date between 5 and 14 days later set by the Election Coordinator. The time and place of the reconvened meeting is to be announced before the meeting is recessed.
- The slate of candidates will not change.
- Votes already cast will count (unless a voter replaces his or her vote in an allowable way).
- A non-personalized proxy form (as similar as possible to the proxy form sent out by Election-America) will be quickly made available on the Park Glen website and may be mass-produced for solicitation and collection by any Park Glen homeowner, to be voted in person by proxyholders at subsequent reconvened meetings until quorum is met.

Other Guidelines

The elected President, Vice President, and Secretary will be the candidate in each of those races receiving the greatest number of votes. The elected Directors will be the four candidates receiving the greatest number of votes among all candidates running for Director. This is according to Section 7.6 of the Association Bylaws.

If a home has a different owner after the owner address file is prepared for Election-America, the new owner may vote by:

- obtaining the voting information from the previous owner
- voting in person at the August 30 annual meeting.

If a Board is not elected on August 30 (e.g. lack of quorum or meeting postponed), Board action between August 30 and the date a Board has been appropriately elected is to be limited to that necessary to perpetuate the Association and to resolve emergency situations, with all action taken subject to review and/or reversal by the Board that is eventually elected.