

Park Glen Neighborhood Association

Minutes of October 10, 2016 Board Meeting

Approved at the
11/14/16 Board
Meeting

Roll Call

Kevin called the meeting to order at 7:02 p.m. The following Board members were present:
Kevin Hammack, Russell Zwerg, Kelly Wingo, Jack Webb, Barry Bryan, Kim Bowden and Susan Kenney.

Announcement of Actions since the September 12, 2016 Board Meeting

Immediately after the September 12 meeting, the Board unanimously agreed to present \$50.00 gift cards to those on the Architectural Control Committee and to Dana Hammack for their unyielding hard work and dedication to various needs in the Park Glen community.

Over the course of the month since 9/12/16, Treasurer Russell Zwerg authorized the following concession adjustments to homeowner accounts:

- On 9/16/16, to waive \$770.92 (half of \$870.00 in late fees, \$636.84 in finance charges, and \$35.00 in violation fees) on account R0328979L0278864 upon their payment of \$1,628.92 (the other half of the late fees, violation fees, and finance charges plus \$858.00 in outstanding assessments. Homeowner's payment was posted as \$1,628.00, so authorized additional \$.92 waiver to clear the account.
- On 9/27/16, to waive \$37.50 in late fees upon payment of the other \$37.50 in late fees, to clear account R0328822L0278707.
- On 10/1/16, to waive \$238.26 in late fees and finance charges upon receipt of \$264.00 in assessments plus the other \$238.26 in late fees and finance charges, to clear account R0331083L0281006.
- On 10/1/16, to waive \$83.49 in late fees and finance charges upon payment of \$215.49 (the other \$83.49 plus the past year's and current year's dues), to clear account R0331237L0281162.
- On 10/6/16, to waive \$39.91 in late fees and finance charges upon payment of the new year's dues and the other \$39.91 in late fees and interest, to clear account R0329966L0279860.
- On 10/6/16, to waive all of the late fees, finance charges, and payment plan fees billed to account R0328817L0278702 before June 2015 upon payment of the late fees and finance charges billed after June 2015 plus the unpaid assessments and unpaid attorney fees on the account. Upon receipt of \$408.98 (\$168 + \$74 + \$165 + \$1.98) by September 30, we will waive the remaining \$204.89 (\$165 + \$35 + \$4.89).

Minutes of Preceding Meeting

Russell moved to correct September 12, 2016 Minutes by changing Minutes of Annual Meeting date to reflect August 30, 2016. Motion seconded by Kim. None opposed. Motion passed.

Presidents Report

- City Bond Project: Streets & Sidewalks in Phase I and II
Work Is ongoing. There have been complaints by some homeowners regarding the mess, etc. Homeowners are encouraged to contact the City with issues and/or complaints they may have. We are currently in the process of creating a map that will allow all to see in real-time what is underway.
- Park Vista Stop Signs – Status Report
The City has completed traffic studies. Their results show that volume and speed of traffic on Park Vista does not indicate signs are needed. Kevin is continuing to speak with the City to try and make headway and get something done to slow down the traffic, recognizing safety is an issue.
- Consultation With Attorney on Past Due Accounts and Deed Restriction Enforcement
Kevin and Russell have begun to identify attorneys so they may hand over to the attorney problematic accounts. Meetings have not yet occurred.

Vice President's Report

- Report on National Night Out (October 4) and Summary of Reimbursement Requests From Block Party Hosts
20 block parties were held. Russell reviewed requests for reimbursement he received from homeowners who held the parties. Russell intends to write checks to reimburse a total of \$364.44.
- Two Damaged Mailboxes Being Replaced (8145 Mount Shasta, 8033 Rushmore)

Charges for repairs to those mailboxes are being reimbursed to PGNA by those who are responsible for the damage. Kevin reported that two failing brick pillars in the neighborhood have also been repaired thus far.

Other Board Member Reports/Comments

None.

Property Manager's Report

Nothing to report, but Jennifer distributed information which provides types of questions to consider that might be helpful when considering various neighborhood activities, addressing concerns, etc.

Social / Events / Activities

- Report on Bingo Night (September 30)
Success of the event exceeded our expectations. Over 100 people attended. We hope to continue the new tradition. \$650.00 in prizes were given away.
- Community Garage Sale – October 21-23
Community Clean-up - October 22
Group is meeting behind Bluebonnet Elementary School to pick up trash between 9:30-11:30 a.m.
- Turkey Trot Planning; Call for Volunteers
We are in the process of getting sponsors.
- Holiday in the Park Planning
Dana reserved the snow hill for the event and is beginning to push for vendors, etc. Please let us know if anyone has any snow discs we may borrow to use on the hill. We are also in need of 7-10 bales of hay.
- Christmas Movie Night
The Muppet Christmas Carol will be shown on Dec. 17.

Architectural Control Committee

Cecilia reported that since the last Board Meeting there have been 8 approved requests, 1 approved with stipulations, and 2 denied.

Financial Report

- August 2016 Financials
Russell distributed these financials to all in attendance and indicated there was nothing worth noting. There were no questions.
- Accounts Receivable Status Report
Russell reviewed the numbers for current HOA dues

Old Business

None.

New Business

Proposal for Holiday Decorating Contest – **Russell moved to have a holiday decorating contest for each of the 13 villages with a prize of \$50 for each village.** Kelly seconded. None opposed. Motion passed.

Proposal for Christmas Movie Night, December 17 – **Russell moved to conduct a Christmas movie night on 12/17/16, to be coordinated by Dana Hammack, with an allocation of up to \$500 to pay for the event.** Jack seconded. None opposed. Motion passed.

Russell moved for reimbursement of \$453.64 requested amount. Kelly seconded. None opposed. Motion passed. The approved amount includes the following:

- \$135.98 for 3 \$50 gift cards for door prizes at the 8/30/16 annual meeting,
- \$214.95 for 5 \$50 gift cards as "thank you's" for the 4 members of the ACC plus Social / Communications / Hospitality Chair Dana Hammack,
- \$42.99 for 1 \$50 gift card for a prize for Bingo night,
- \$47.82 for supplies for Bingo night, and

- \$11.90 for 8 weeks of website hosting billed by Web.com.

Homeowner Presentation - Park Glen Signs Atop Street Signs Around the Neighborhood – Tom Downey gave a presentation regarding signs that introduce the particular villages and their affiliation with the HOA atop the street signs within the various Park Glen neighborhoods was given. The cost would be \$60 per sign which includes installation and they would need to be ordered from the City. Discussion was had with regard to various logistical choices and how to further proceed. The Board will consider budgeting for this. 23 signs are already installed. Another 206 would be required if we want signs atop all posts. Discussion was had as to how we will proceed. Russell suggested that we first do all “entry” intersections, then consider doing more. A further report will be presented next meeting.

Consideration of Different Board Meeting Day - Russell will prepare a chart so that Board members can advise as to their availability for next year’s meetings.

Member Comments

None.

Kevin moved to adjourn the meeting. Jack seconded. None opposed. Meeting adjourned at 8:08 p.m.

Actions since the 10/10/16 Board Meeting

Immediately after the October 10 meeting, the Board agreed to the following:

- Waive \$75 in late fees on account R0330261L0280161 because homeowner had unsuccessfully attempted twice to pay by e-check. The Treasurer later waived the \$15 late fee that should not have been billed on 10/11/16 because there were no unpaid assessments at that time.
- Waive \$230.87 in late fees and finance charges on account R0328563L0278447 upon homeowner payment of \$132 in assessments, due to communication problems that caused the account to go unpaid.
- Waive \$166.98 in late fees and finance charges on account R0328920L0278805 upon homeowner payment of \$132 in assessments, due to an apparent owner address mistake made by our former management company and corrected only recently.

Since the 10/10/16 Board Meeting, Treasurer Russell Zwerg approved the following account concessions to homeowners:

- Waived \$54.97 in late fees and finance charges on account R0329759L0279652 after homeowner paid \$260 in assessments, late fees, and finance charges.
- Waived \$30 in late fees on account R0337402L0280233 upon payment of assessments.
- Waived \$15 late fee on account R0330118L0280018, upon payment of assessment, due to mailing address problem.
- Waived \$15 late fee on account R0328204L0278085 due to otherwise excellent payment history.
- Waived \$15 late fee on account R0330152L0280052 due to payment history.
- Waived \$15 late fee on account R0329519L0279409 due to simple payment mistake and excellent prior payment history.
- Waived \$15 late fee on account R0330870L0280788 upon payment of assessments due to prior account history.
- Waived \$15 late fee on account R0329634L0279525 due to payment being posted only two days past late fee date.
- Waived \$15 late fee on account R0329148L0279035 because of excellent payment history and payment being made just four days past the late fee deadline.
- Waived \$15 late fee on account R0330769L0280683 upon payment of assessments, based on good payment history and circumstances that caused payment to be late.
- Waived \$15 late fee on account R0330668L0280577 upon payment of assessments, based on good payment history and circumstances that caused payment to be late.
- Waived \$15 late fee on account R0329886L0279780 due to prior account history.
- Waived \$15 late fee on account R0330369L0280270 due to simple payment error and no prior waiver of late fees over the past five years.
- Waived \$15 late fee on account R0330400L0280301 because there have been no prior waiver of late fees over the past five years.
- Waived \$15 late fee on account R0329578L0279469 upon payment of assessments, based on good payment history and circumstances that caused payment to be late.
- Waived \$15 late fee on account R0328938L0278823 because there have been no prior waivers over the past five years.
- Waived \$15 late fee on account R0329253L0279140 because there have been no prior waivers over the past five years.
- Waived \$15 late fee on account R0331054L0280976 because there have been no prior waivers over the past five years.
- Waived \$15 late fee on account R0330464L0280366 because there have been no prior waivers over the past five years.
- Waived \$15 late fee on account R0331043L0280964 (8336 Fern Lake Dr) due to an understandable logic error regarding payment and no prior waivers on the account.

Bingo Night		Total	pay to AUMC	Reimb to Dana	Reimb to Russell
9/30/16	7:00p-915p				
Facility Rental	Alliance UMC - 2hrs x \$75	\$150.00	\$150.00		
Prizes	1 '\$50 Chili's Gift Card (Sam's) @ \$42.99	\$42.99			\$42.99
	Slow Cooker (Walmart)	\$42.67		\$224.00	
	Speaker (Walmart)	\$21.52			
	Headphones (Walmart)	\$26.93			
	Blu-Ray DVD Player (Walmart)	\$64.82			
	Coffee gift basket items (Walmart)	\$30.72			
	Bowls & Spoons Basket items (Walmart)	\$37.34			
	\$100 Visa Gift Card (Walmart)	\$104.94		\$104.94	
	Two Giant Hershey Bars (Walmart) (was added to another prize)	\$4.33		\$109.33	
	\$50 Olive Garden Gift Card (Walmart)	\$50.00			
	\$30 Starbucks Gift Card	\$30.00			
	iTunes Gift Card (Walmart)	\$25.00			
	Fitbit Charge HR Fitness Tracker (Sprint)	\$109.99		\$109.99	
	Ice Cream Gift Basket items (Walmart)	\$24.15		\$24.15	
	Braums Gift Card & Jar of Cherries	\$11.89		\$11.89	
	Additional Prizes from Sponsors	\$0.00			
Supplies	Shred (Dollar Tree) - packing for gift baskets	\$7.58		\$7.58	
	Curl & Wrapping Paper to make gift baskets (Michaels)	\$10.05		\$10.05	
	Plates, napkins, cups, spoons, forks, M&M's, jelly beans, chocolate (Walmart)	\$55.93		\$55.93	
	Tea, Splenda, Sprite, Dr. Pepper, Coke (Walmart)	\$19.94		\$19.94	
	4 bags of Skittles (Walmart)	\$5.41			\$5.41
	3 bags of Skittles (Walmart)	\$4.06			\$4.06
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Totals		\$880.26	\$150.00	\$677.80	\$52.46
Budget		\$1,000.00			
(Under) / Over Budget by		(\$119.74)			

Park Glen Neighborhood Association Balance Sheets	9/30/2015 Year End (agrees with audit except for Rounding Variances)	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016
<u>ASSETS</u>							
Union Bank-Checking Account	\$ 126,097.49	\$ 85,062.31	\$ 84,957.96	\$ 83,410.77	\$ 75,688.14	\$ 61,185.41	\$ 59,208.81
Union Bank-Money Market Account		\$ 200,033.85	\$ 200,065.55	\$ 200,100.53	\$ 200,133.32	\$ 200,165.02	\$ 200,201.09
Legend Bank-Checking Account	\$ 224,961.16	\$ 233,730.48	\$ 233,086.05	\$ 177,121.84	\$ 176,657.35	\$ 165,559.39	\$ 163,241.30
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TOTAL IN BANK	\$ 351,058.65	\$ 518,826.64	\$ 518,109.56	\$ 460,633.14	\$ 452,478.81	\$ 426,909.82	\$ 422,651.20
Accounts Receivable-Member Accts	\$ 189,139.27	\$ 199,556.03	\$ 196,528.71	\$ 193,892.60	\$ 190,914.48	\$ 188,216.29	\$ 187,787.00
Bad Debt Allowance	\$ (165,353.23)	\$ (172,075.83)	\$ (169,984.05)	\$ (167,316.57)	\$ (167,163.47)	\$ (163,472.12)	\$ (163,264.58)
Prepaid Expenses	\$ 1,442.00	\$ 130.00	\$ 240.00	\$ 120.00		\$ 682.40	\$ 103.00
Prepaid Insurance	\$ 11,413.47	\$ 4,746.39	\$ 3,637.71	\$ 2,529.03	\$ 8,238.35	\$ 7,937.67	\$ 7,416.99
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TOTAL OTHER CURRENT ASSETS	\$ 36,641.51	\$ 32,356.59	\$ 30,422.37	\$ 29,225.06	\$ 31,989.36	\$ 33,364.24	\$ 32,042.41
TOTAL ASSETS	\$ 387,700.16	\$ 551,183.23	\$ 548,531.93	\$ 489,858.20	\$ 484,468.17	\$ 460,274.06	\$ 454,693.61
<u>LIABILITIES</u>							
Accounts Payable & Oth Accrued Exp	\$ 31,647.58	\$ 29,502.28	\$ 29,332.28	\$ 8,542.25	\$ 9,847.65	\$ 252.00	\$ 787.00
Deferred Assessments Income	\$ -	\$ 109,494.00	\$ 91,245.00	\$ 72,996.00	\$ 54,747.00	\$ 36,498.00	\$ 18,249.00
Prepaid Owner Assessments	\$ 30,773.97	\$ 7,573.79	\$ 7,852.79	\$ 8,165.79	\$ 8,195.79	\$ 8,898.79	\$ 9,641.20
Prepaid by Former Owners	\$ 1,356.85	\$ 1,043.44	\$ 960.42	\$ 616.17	\$ 347.16	\$ 317.16	\$ 251.16
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TOTAL LIABILITIES	\$ 63,778.40	\$ 147,613.51	\$ 129,390.49	\$ 90,320.21	\$ 73,137.60	\$ 45,965.95	\$ 28,928.36
<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
Current YTD Net Surplus / (Deficit)	\$ 71,615.03	\$ 79,647.96	\$ 95,219.68	\$ 75,616.23	\$ 87,408.81	\$ 90,386.35	\$ 101,843.49
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TOTAL ACCUMULATED SURPLUS	\$ 323,921.76	\$ 403,569.72	\$ 419,141.44	\$ 399,537.99	\$ 411,330.57	\$ 414,308.11	\$ 425,765.25
TOTAL LIABILITIES & SURPLUS	\$ 387,700.16	\$ 551,183.23	\$ 548,531.93	\$ 489,858.20	\$ 484,468.17	\$ 460,274.06	\$ 454,693.61

Park Glen Neighborhood Association Income Statements (fiscal years are October thru September)	Jun-16	Jul-16	Aug-16	Year-to-Date (Oct-15 thru Jul-16) Actual	Prorated YTD Budget (11 months)	August Notes
Assessment Income	\$ 18,249.00	\$ 18,249.00	\$ 18,249.00	\$ 200,612.21	\$ 200,739.00	
Late Fee Income	\$ 3,075.00	\$ 2,681.60	\$ 2,535.00	\$ 54,826.60	\$ 18,333.33	
Interest on Receivables	\$ 1.30	\$ 1.30	\$ 203.15	\$ 210.94	\$ 4,583.33	
Fines and Violations				\$ -	\$ 6,416.67	
Letter Fees Reimbursement				\$ -	\$ 1,375.00	
Legal Fees Reimbursement				\$ -	\$ 6,875.00	
Payment Plan Fees				\$ -	\$ -	
Collection Fees Reimbursement				\$ -	\$ -	
Returned Item Fee Reimb				\$ -	\$ -	
Forced Maintenance Reimb				\$ -	\$ -	
Interest Income	\$ 32.79	\$ 31.70	\$ 36.07	\$ 201.09	\$ -	Interest on Bank Balance
Social Event Income		\$ 225.00	\$ 25.00	\$ 22,605.00	\$ 11,000.00	
Insurance Reimb (Mailbox Repair)				\$ 850.00	\$ -	
Total Income	\$21,358.09	\$21,188.60	\$ 21,048.22	\$ 279,305.84	\$ 249,322.33	
Management Fees - Contract	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 47,697.72	\$ 22,000.00	Std Contract Amt
Management Fees - Admin	\$ 2,300.00	\$ 2,650.00	\$ 2,300.00	\$ 26,000.00	\$ 30,800.00	Std Contract Amt
Collection Fees to Mgmt Co.	\$ 1,500.00	\$ 2,459.00	\$ 1,500.00	\$ 29,959.00	\$ 16,500.00	Std Contract Amt
Collection Fees-Legal/Agency				\$ -	\$ 13,750.00	
Legal Fees-Non Collection				\$ 16,389.73	\$ 14,666.67	
Accounting / Audit		\$ 350.00		\$ 2,015.44	\$ 8,250.00	
Consulting/Professional Fees		\$ 3,693.76		\$ 3,771.93	\$ 5,683.33	
Bad Debt Expense	\$ 215.93	\$ (3,444.94)	\$ 302.31	\$ 2,819.17	\$ 27,500.00	Reserve Adjustment
Insurance	\$ 1,108.68	\$ 1,108.68	\$ 1,108.68	\$ 12,567.17	\$ 13,112.00	
General Maint. & Repair				\$ 5,535.00	\$ 143,000.00	
Dues & Subscriptions				\$ -	\$ 91.67	
Supplies				\$ -	\$ 458.33	
Postage & Courier	\$ 1,991.40	\$ (1,991.40)		\$ -	\$ 1,833.33	
Printing & Reproduction				\$ -	\$ 458.33	
Storage	\$ 103.00	\$ 103.00	\$ 103.00	\$ 1,056.00	\$ 1,071.58	
Licenses & Permits / Filings				\$ -	\$ 183.33	
Social Activities	\$ 292.50	\$ 2,282.96	\$ 232.62	\$ 16,727.15	\$ 27,500.00	Independence Day & Movie Night Expenses
Community Engagement	\$ 54.00			\$ 1,284.52	\$ -	
Scholarships/Charitable		\$ 9,000.00	\$ 2,032.57	\$ 11,032.57	\$ 9,166.67	Final 3 scholarships plus \$532.57 for school supplies for local elementary schools.
Hospitality				\$ 28.00	\$ 1,100.00	
Board & Community Meetings				\$ 478.50	\$ 1,375.00	
Website			\$ 11.90	\$ 95.45	\$ 916.67	
Bank & Credit Card Fees				\$ 5.00	\$ -	
Miscellaneous				\$ -	\$ -	
Total Expense	\$ 9,565.51	\$18,211.06	\$ 9,591.08	\$ 177,462.35	\$ 339,416.92	
Net Surplus / (Deficit)	\$ 11,792.58	\$ 2,977.54	\$ 11,457.14	\$ 101,843.49	\$ (90,094.58)	

Accounts Receivable Recap	1/7/16	2/4/16	3/3/16	4/7/16	5/5/16	6/2/16	7/7/16	8/4/16	9/12/16	10/10/16	Change
Number of Accounts owing \$2,000 or more	24	24	23	23	23	23	24	23	23	23	0
Accounts owing between \$1,000 and \$1,999	54	54	55	54	55	53	53	55	52	60	8
Accounts owing between \$500 and \$999	53	51	49	48	42	44	42	39	40	35	-5
Accounts owing over \$68 to \$499. Most of these now owe for this year and plus some or all from last year)	109	96	86	78	67	59	50	47	46	118	72
Accts owing between \$66 and \$68. Most of these were current before the last assessment	282	166	121	98	86	79	66	57	52	786	734
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	63	52	48	26	-22
Total # of Past Due Accts:	666	550	451	392	356	335	298	273	261	1,048	787
% of 3,318 Homeowners:	20.1%	16.6%	13.6%	11.8%	10.7%	10.1%	9.0%	8.2%	7.9%	31.6%	
Total Past Due \$ Owed:	\$222,020	\$209,517	\$202,626	\$198,921	\$194,522	\$193,512	\$193,512	\$187,736	\$186,625	\$248,730	\$62,105

Accounts Receivable Monthly Tracking											
	Total # of Past Due Accts:	% of 3,318 Home-owners	Total Past Due \$ Owed		Total # of Past Due Accts:	% of 3,318 Home-owners	Total Past Due \$ Owed		Total # of Past Due Accts:	% of 3,318 Home-owners	Total Past Due \$ Owed
				10/15/15	1665	50.2%	294,304	10/10/16	1048	31.6%	294,304
				11/20/15	910	27.4%	246,947				
12/31/14	645	19.4%	238,576	12/29/15	742	22.4%	231,575				
				1/7/16	666	20.1%	222,020				
				2/4/16	550	16.6%	209,517				
				3/3/16	451	13.6%	202,626				
				4/7/16	392	11.8%	198,921				
				5/5/16	356	10.7%	194,522				
5/31/15	468	14.1%	207,701	6/2/16	335	10.1%	193,512				
				7/7/16	298	9.0%	193,512				
7/30/15	454	13.7%	204,363	7/27/16	285	8.6%	188,910				
8/18/15	394	11.9%	199,531	8/22/16	267	8.0%	188,257				
9/16/15	373	11.2%	191,133	9/12/16	261	7.9%	186,625				