

Park Glen Neighborhood Association

Minutes of December 12, 2016 Board Meeting

Approved at the
1/16/17 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, Barry Bryan, Kim Bowden, Susan Kenney, and Jack Webb.

Announcement of Actions since the November 14, 2016 Board Meeting

Immediately after the 11/14/16 meeting, the Board considered and approved writing off all late fees and finance charges going back to November 2014 on account R0328628L0278512 due to mistakes made regarding the homeowner's mailing address and in communication with the homeowner about whether the property was in Park Glen.

Since the 11/14/16 Board Meeting, Treasurer Russell Zwerg approved the following account concessions to homeowners:

- Waived half (\$83.49) of late fees and finance charges on account R0329354L0279243 upon payment of the other half.
- Waived half (\$141.26) of late fees, finance charges, and violation fees on account R0330598L0280502 upon payment of other half and the assessment balance. Also waived \$.99 finance charge plus late fee of \$15 and finance charge of \$1.43 that should not have been billed.
- Waived \$30.00 late fees and \$.99 finance charges on account R0363045L0280873 because the 9/1 bill was returned undelivered and for goodwill for a new homeowner.
- Waived a \$15.00 late fee on account R0328783L0278667 since we have not waived a LF in the past 5 years.
- Waived a \$.99 finance charge on account R0365234L0281053 after a \$15.00 late fee was paid. This fairly new homeowner failed to provide their offsite address.
- Waived \$150 attorney fee from 2014 on account R0330085L0279980 as had been promised by former management company but never done. Homeowner recently paid the 2015 and 2016 assessments and all late fees and finance charges related to those.
- Waived \$45 in late fees on account R0331256L0281181 for a new homeowner who had difficulty with the first dues payment.

Minutes of Preceding Meeting

Russell moved to accept the Minutes with amendments as follows. Motion seconded by Kelly. None opposed. Motion passed. The following corrections shall be incorporated into the November 14, 2016 Minutes:

- Under the heading "New Business," "Russell Swerg" is corrected to reflect "Russell Zwerg."
- Under the heading "Financial Report," reference to 394 homeowners is corrected to reflect that reference to be 654 homeowners.

President's Report

- Crime Prevention/Fire Safety Community Meeting - Kevin reached out to the fire and police departments, as well as Scott Pryor, Drew, John Grady, the PID and Boy Scouts, and will extend the same invitation to the Girl Scouts, to see if they would like to do a short presentation about fire/police

safety. This may also be something that could earn merit badges. We need to get this on the calendar schedule at some point, so others Kevin has contacted may also get it on their calendar schedules to plan appropriately.

- Park Vista Gap Between Sidewalks - Kevin indicated this is scheduled to be fixed in January. If you know of any other gaps please let Kevin know and he or Kyle will approach the City about having those fixed.

Vice President's Report

- Status of Installation on Park Glen Signs atop Street Signs - Russell is continuing to look into this.
- Status of Neighborhood Mailbox Evaluations - Following a day of inspections, the Inspector informed Russell he is not comfortable performing these inspections. RealManage indicated there will be other options as to the evaluation of mailboxes and will look into it to see who else can perform these inspections. Russell reiterated we need to get going on this and encouraged all to move forward. Jennifer will have some options she can present to Kevin and Russell by next Friday.

Other Board Member Reports/Comments - Nothing to report.

Property Manager's Report - Nothing to report.

Kevin did discuss, however, an overall interest in how we handle a vacant lot where a house has either burned down or met some other demise. He also specifically referred to the home that recently burned down and has since been demolished. Kevin discussed that the Board would have to look into what could or should be built on that now vacant lot. Russell explained that the HOA has all right to provide input as to what and how something else would be built on that empty lot. Kevin has not heard anything official yet as to how the fire started.

Social / Events / Activities

- Report on Turkey Trot - Dana reports huge success with 803 runners this year. We had wonderful volunteers who went above and beyond. Total Turkey Trot proceeds amounted to \$25,450.00 and Russell reviewed the financial detail regarding the event. We made \$17,259.91 in profit.
- Report on Holiday in the Park - Rain kept Dana from getting the snow hill. Nonetheless, the event was very successful, with many reportedly giving good feedback and enjoying it. It is estimated approximately 400 people were in attendance. Dana delivered the donated coats to the battered women's shelter. Russell reviewed the financial detail regarding the event.
- Christmas Movie Night-December 17, 2016 - Blankets will be collected during this event. Popcorn, hot chocolate, and water will be served. A Muppet Christmas will be shown at the church.
- Valentine's Day Event - Dana discussed some ideas about this event. She spoke with the Pickled Picasso owner and they are willing to charge \$20 per person. She spoke with the Venue 7 manager, and they are willing to rent that venue for \$125 per hour if we would like to rent Venue 7. Dana suggested \$30 to attend the entire event evening which would cover the Pickled Picasso excursion as well as a meal being catered at Venue 7. Dana would like a budget to cover décor, menu, etc. She also reached out to Kroger to see what they may be willing to donate or provide at a discounted cost. Dana suggested a budget of between \$1,000-\$1,500, and indicated this would be an RSVP event.
- Report on Holiday Decorating Contest - Winners have been posted on the PGNA website.

Architectural Control Committee - Cecilia reports 10 requests, 1 was disapproved and another had some stipulations before approval could be given. She reports the majority are being approved. Their next meeting will be in one week due to the holidays. She also brought back some answers to the following questions discussed at the PID meeting as follows: 1. When Police Officers drive around the neighborhood for security purposes, the majority of their security is during the day and the majority of the need is during

the daylight hours. This is according to the Police Officers and Angela, PID Manager. 2. Garage sale days will be taken under consideration as to how many days the garage sales will be held next year.

Development Committee - Susan has nothing to report.

Financial Report

- October 2016 Financials - Russell reviewed this for everyone
- Update on Routine Year-end Audit - Russell has signed forms to get confirmations moving, but nothing really pressing has arisen at this point.
- Accounts Receivable Status Report - Russell reviewed this for everyone.

Old Business - Nothing to report.

New Business

- Russell Zwerg Reimbursement Request - **Russell moved to be reimbursed \$2,140.50 (described in a detailed Reimbursement Request submitted by Russell)**. Motion seconded by Jack. None opposed. Motion passed.
- Motion to Reimburse Dana Hammack for gas/vehicle usage - **Russell moved to pay Dana for gas and vehicle usage \$100.00**. Motion seconded by Kelly. None opposed. Motion passed.
- Proposal and Budget Request for Eggstravaganza Event in April 2017 - **Russell moved to hold this event April 8, 2017, to be coordinated by Dana, with budget of \$4,000**. Motion seconded by Barry. None opposed. Motion passed.
- Proposal and Budget Request for Community Shredding Event in April - **Russell moved to hold this event April 29, 2017, with a \$400 budget, to be coordinated by Russell**. Motion seconded by Susan. None opposed. Motion passed.
- Valentine's Day Event - **Russell moved to authorize a Valentine's Day event for adults, to be coordinated by Dana, with budget of up to \$1,500 to pay for venue and supplies (attendees to pay for food, drink and activities)**. Date to be determined. Motion seconded by Barry. None opposed. Motion passed.
- Proposal of 2017 Draft Calendar - **Russell moved to adopt the Calendar of events and activities for 2017**. Motion seconded by Jack. None opposed. Motion passed.
- Proposal for the Selection of Properties With Current Deed Restriction Violations to Be Referred to Our Attorneys for Analysis and Possible action to Remedy the Violations - **Russell moved that Kelly choose up to 20 homeowners whose properties are most egregious with regard to deed restriction violations to recommend turning them over to our attorneys for further analysis and possible action to remedy the violations**. Motion seconded by Kelly. None opposed. Motion passed.
- Proposal to Request Legal Advice on Ways to Resolve and Prevent the Problems of Non-Regular-Use Vehicles Consistently Parked in the Street and Regular-Use Vehicles Consistently Parked in Front of Someone Else's Home - **Russell moved that we seek legal counsel by discussing with our attorneys what is permissible with regard to adopting ways to resolve and prevent the problems of non-regular-use vehicles consistently parked in the street and regular-use vehicles consistently parked in front of someone else's home**. Motion seconded by Barry. None opposed. Motion passed.
- Proposal to Request Advice From Our Attorney and RealManage on Feasibility and Possible Methods of Implementing Fining for Deed Restriction Violations - **Russell moved to request advice from our attorneys and Real-Manage on the feasibility and possible methods of implementing fining for deed restriction violations**. Motion seconded by Barry. None opposed. Motion passed.

Member Comments - None.

Kevin moved to adjourn the meeting. Barry seconded. None opposed. Meeting adjourned at 8:32 p.m.

Actions since the 12/12/16 Board Meeting

Immediately after the 12/12/16 meeting, the Board heard an appeal from a homeowner regarding a denied Property Modification Request for a fence (Account R0328418L0278300), after which the Board agreed that the fence could not be approved as built. Kevin agreed to communicate the decision to the homeowner along with some general guidelines of what the Board had discussed that they probably would approve.

Since the 12/12/16 Board Meeting, Treasurer Russell Zwerg approved the following account concessions to homeowners:

- Waived \$15 late fee on account R0329765L0279658. Payment was received on time but posted to wrong account.
- Waived \$30.99 in late fees and finance charges on account R0330393L0280294 due to extenuating personal circumstances
- Waived \$15 late fee and \$.99 finance charge on account R0386064L0278910. Goodwill waiver for new homeowner.
- Waived \$15 late fee on account R0329369L0279258. Goodwill waiver for fairly new homeowner with no prior waivers.
- Waived 50% of late fees and finance charges (\$99.98) on account R0329825L0279718 upon payment of remaining balance.
- Waived \$.99 finance charge on account R0331167L0281092 after all assessments and other late fees and finance charges were paid.
- Waived \$23.49 in late fees and finance charges on account R0384965L0278038 after assessment amount plus \$23.49 in late fees and finance charges were paid. There had been a mix-up with the homeowner's appropriate mailing address.
- Waived \$30.99 in late fees and finance charge on account R0405984L0279168. There was an ownership change just before assessments were billed, then the late fees and finance charge were transferred to the current owner who bought in December.
- Waived \$15 late fee on account R0330891L0280810, giving the homeowner the benefit of the doubt on a failed payment attempt.
- Waived \$30.99 in late fees and finance charge on account R0330660L0280568 as a one-time waiver due to good payment history and no other waivers over the past five years.
- Waived \$15 late fee on account R0329853L0279746 due to the homeowner's good payment history and lack of any waivers over the past five years.
- Waived \$15 late fee on account R0330662L0280570 due to homeowners' unexpected medical bills and reduction in income and because there have not been any waivers on the account over the past five years.
- Waived \$31.98 in late fees and finance charges on account R0329447L0279336 because the homeowner's attempt to pay by ACH failed, and homeowner has had only 1 late fee waived in past five years.
- Waived \$15 late fee and \$.99 finance charge on account R0329611L0279502 because owner had trouble with automatic payment and there have been no waivers over the past five years.

Park Glen Neighborhood Association Balance Sheets	9/30/2016 Year End (pre-audit)	10/31/2016
<u>ASSETS</u>		
Union Bank-Checking Account	\$ 154,784.38	\$ 221,437.50
Union Bank-Money Market Account	\$ 200,233.91	\$ 200,267.82
Legend Bank-Checking Account	\$ 160,099.36	\$ 163,010.13
TOTAL IN BANK	\$ 515,117.65	\$ 584,715.45
Accounts Receivable-Member Accts	\$ 182,852.77	\$ 230,121.96
Bad Debt Allowance	\$ (160,910.43)	\$ (160,910.43)
Prepaid Expenses	\$ 1,655.00	\$ 3,433.30
Prepaid Insurance	\$ 14,111.50	\$ 13,184.42
TOTAL OTHER CURRENT ASSETS	\$ 37,708.84	\$ 85,829.25
TOTAL ASSETS	\$ 552,826.49	\$ 670,544.70
<u>LIABILITIES</u>		
Accounts Payable & Oth Accrued Exp	\$ 740.00	\$ 980.00
Deferred Assessments Income		\$ 200,739.00
Prepaid Owner Assessments	\$ 116,084.20	\$ 6,750.85
Prepaid by Former Owners	\$ 205.16	\$ 205.16
TOTAL LIABILITIES	\$ 117,029.36	\$ 208,675.01
<u>ACCUMULATED SURPLUS</u>		
Surplus / (Deficit) thru Prior Year	\$ 323,921.76	\$ 435,797.13
Current YTD Net Surplus / (Deficit)	\$ 111,875.37	\$ 26,072.56
TOTAL ACCUMULATED SURPLUS	\$ 435,797.13	\$ 461,869.69
TOTAL LIABILITIES & SURPLUS	\$ 552,826.49	\$ 670,544.70

October
Notes

Includes \$590
"Deposit in
Transit"

\$18,249 x 11
months

Park Glen Neighborhood Association Income Statement (fiscal year Oct 2016-Sep 2017)	Total 2016- 2017 Budget	Oct 2016 Budget	Oct 2016 Actual
Assessment Income (3,318 homes x \$66 annual dues)	\$ 218,988.00	\$ 18,249.00	\$ 18,249.00
Late Fee Income	\$ 40,000.00	\$ 2,000.00	\$ 11,657.04
Interest on Receivables	\$ 2,400.00	\$ 400.00	\$ 180.18
Legal Fees Reimbursement	\$ 20,000.00	\$ -	\$ -
Interest Income	\$ 500.00	\$ 35.00	\$ 33.91
Social Event Income	\$ 24,000.00	\$ -	\$ 5,150.00
Reimbursements-Mailbox Damage	\$ -	\$ -	\$ 850.00
Total Income	\$ 305,888.00	\$20,684.00	\$36,120.13
Management Fees-Contract	\$ 60,000.00	\$ 2,000.00	\$ 2,000.00
Management Fees-Admin	\$ 30,000.00	\$ 2,500.00	\$ 2,300.00
Collection Fees to Mgmt Co.	\$ 40,000.00	\$ 2,200.00	\$ 1,500.00
Collection Fees-Legal/Agency	\$ 50,000.00	\$ 2,500.00	
Legal Fees-Non Collection	\$ 25,000.00	\$ 2,000.00	
Accounting / Audit	\$ 5,000.00	\$ -	
Consulting/Professional Fees	\$ 6,250.00	\$ -	
Bad Debt Expense	\$ 50,000.00	\$ 1,667.00	\$ 2,433.56
Insurance	\$ 18,000.00	\$ 1,500.00	\$ 1,347.08
General Maint. & Repair	\$ 25,000.00	\$ 5,000.00	
Dues & Subscriptions	\$ 100.00	\$ 8.00	
Supplies	\$ 500.00	\$ 42.00	
Postage & Courier	\$ 2,000.00		
Printing & Reproduction	\$ 500.00	\$ -	
Storage	\$ 1,281.00	\$ 103.00	\$ 103.00
Licenses & Permits / Filings	\$ 200.00	\$ 17.00	
Social Activities	\$ 24,000.00	\$ -	
Community Engagement	\$ 2,000.00	\$ 50.00	\$ 363.93
Scholarships/Charitable	\$ 12,500.00		
Hospitality	\$ 1,200.00	\$ 100.00	
Board & Community Meetings	\$ 1,200.00	\$ 100.00	
Website	\$ 200.00	\$ 16.00	
Total Expense	\$ 354,931.00	\$19,803.00	\$10,047.57
Net Income / (Loss)	\$ (49,043.00)	\$ 881.00	\$ 26,072.56

Includes a \$1786 foreclosure

National Night Out

Notes: The Association has ample reserves to accommodate a deficit operation as budgeted. Annual Assessment (Dues) Amount for each Park Glen home for 2016-2017 is \$66.00. This budget was approved by the PGNA Board at the 8/4/2016 Board Meeting.

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	11/14/16	12/12/16	Change
Number of Accounts owing \$2,000 or more	24	24	23	23	23	23	24	23	23	23	23	22	-1
Accounts owing between \$1,000 and \$1,999	54	54	55	54	55	53	53	55	52	60	59	58	-1
Accounts owing between \$500 and \$999	53	51	49	48	42	44	42	39	40	35	35	44	9
Accounts owing over \$100 to \$499. Most of these now owe for this year plus some or all from last year)	109	96	86	78	67	59	50	47	46	118	102	86	-16
Accts owing between \$66 and \$100. Most of these were current before the last assessment	282	166	121	98	86	79	66	57	52	786	302	183	-119
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	133	159	26
Total # of Past Due Accts:	666	550	451	392	356	335	298	273	261	1,048	654	552	-102
% of 3,318 Homeowners:	20.1%	16.6%	13.6%	11.8%	10.7%	10.1%	9.0%	8.2%	7.9%	31.6%	19.7%	16.6%	
Total Past Due \$ Owed:	\$222,020	\$209,517	\$202,626	\$198,921	\$194,522	\$193,512	\$193,512	\$187,736	\$186,625	\$248,730	\$219,739	\$210,093	-\$9,646

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	11/14/16	654	19.7%	219,739
12/31/14	645	19.4%	238,576	12/29/15	742	22.4%	231,575	12/12/16	552	16.6%	210,093
				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				

Park Glen Neighborhood Association
Proposed 2017 Calendar

<u>Date</u>	<u>Day</u>	<u>Event / Activity</u>
1/16/17	Mon	Board Meeting
2/20/17	Mon	Board Meeting
3/20/17	Mon	Board Meeting
4/1/17	Sat	Cowtown Cleanup-Park Cleanup
4/8/17	Sat	Eggstravaganza
4/17/17	Mon	Board Meeting
4/21/17	Fri	PID6 Garage Sales
4/22/17	Sat	PID6 Garage Sales
4/23/17	Sun	PID6 Garage Sales
4/29/17	Sat	Community Shredding
5/15/17	Mon	Board Meeting
6/1/17	Thu	PGNA Scholarship Application Deadline
6/3/17	Sat	Pool / Movie Night #1
6/19/17	Mon	Board Meeting
7/1/17	Sat	PID6 Independence Day Activities
7/8/17	Sat	Pool / Movie Night #2
7/17/17	Mon	Board Meeting
8/5/17	Sat	Pool / Movie Night #3
8/21/17	Mon	Board Meeting
9/2/17	Sat	Pool / Movie Night #4
9/11/17	Mon	Annual Meeting & Board Election
9/18/17	Mon	Board Meeting
9/30/17	Sat	Bingo Night
10/3/17	Tue	National Night Out Block Parties
10/16/17	Mon	Board Meeting
10/20/17	Fri	PID6 Garage Sales
10/21/17	Sat	PID6 Garage Sales
10/22/17	Sun	PID6 Garage Sales
11/20/17	Mon	Board Meeting
11/23/17	Thu	Turkey Trot
12/2/17	Sat	Holiday in the Park Tentative Date
12/16/17	Sat	Christmas Movie Night
12/18/17	Mon	Board Meeting

City events to watch for and post when scheduled:

Neighborhood Litter Stomp (Sep/Oct), Crud Cruiser (Apr and Oct), Medicine Disposal Event
Also try to schedule a Neighborhood Town Hall on Crime Prevention / Fire Safety (Jan, Feb, or Mar)
Possibly a Bingo night in the first half of the year, in addition to the one in September
Possibly a Valentine's Dinner or other adult activity