

# Park Glen Neighborhood Association

## Minutes of February 20, 2017 Board Meeting

Approved at the 3/20/17  
Board Meeting

### Roll Call

Kevin called the meeting to order at 7:01 p.m. The following Board members were present:  
Kevin Hammack, Russell Zwerg, Kelly Wingo, Barry Bryan, Kim Bowden, and Susan Kenney.

### Announcement of Actions since the January 16, 2017 Board Meeting

Immediately after the 01/16/17 meeting, the Board and Architectural Control Committee heard a proposal from a homeowner to consolidate the now-empty lot at 5105 Spanish River Trail (home destroyed by fire) with his property next door. After consideration of the homeowner's plans and reaching out for the input of the homeowners adjoining and across from the property, the Board and ACC agreed to the concept of combining the 5105 lot with the 5109 lot, subject to the future approval of each modification/structure that will be done.

Also immediately after the 1/16/17 meeting, the Board agreed to clear the \$105.98 balance on account R0330475L0280377 due to communication deficiencies and other problems.

Since the 1/16/17 Board Meeting, Treasurer Russell Zwerg approved the following account concessions to homeowners:

- Waived balances of \$2.00 or less on 54 accounts. Almost all of these were a finance charge that was billed after a statement was mailed and before payment was received for the entire balance shown on that statement.
- Waived \$226.65 on account R0328693L0278577. \$170.89 in late fees and finance charged was inappropriate because there were no unpaid assessments when those were billed, and the remaining \$55.76 is a concession in exchange for payment of \$70.23.
- Waived half (\$15.49) of late fees and finance charges on account R0328418L0278300 after payment of the other half.
- Goodwill waiver of \$15.00 late fee on account R0329179L0279066 after no waivers in past five years.
- Waived half (\$23.49) of late fees and finance charges on account R0328114L0277995 after payment of the other half.
- Waived half (\$135.46) of the late fees and finance charges on account R0328406L0278288 after homeowner paid the other half plus \$132.00 in assessments.
- Waived \$201.98 in late fees and finance charges on account R0328221L0278102 after we received payment of \$264.00 in assessments and \$674.55 in fees.
- Waived half (\$31.49) of the late fees and finance charges on account R0330700L0280610 upon payment of the other half plus \$66.00 in assessments.
- Waived half (\$30.00) of the late fees on account R0330878L0280797 after homeowner paid the other half.
- Waived \$49.09 in late fees and finance charges on account R0362936L0278345 upon payment of the remaining \$123.73.
- Waived \$15.00 late fee on account R0330267L0280167 upon payment of \$15.99 in late fees and finance charges.
- Waived \$30.99 in late fees and finance charges on account R0342614L0280060 for new homeowner who thought his mortgage company would pay the HOA dues.
- Waived half (\$115.97) of late fees and finance charges on account R0328101L0277982 upon payment of the other half plus \$132.00 in assessments.

- Waived \$16.98 total of finance charge and late fee on account R0404855L0279352 that were billed after the resale certificate and before conveyance.
- Waived \$15.00 late fee on account R0329761L0279654 that was posted to the account after the balance without that fee was paid.
- Waived \$0.99 finance charge on account R0330977L0280898 after homeowner paid \$128.97.
- Waived half (\$31.98) in late fees and finance charges on account R0380625L0278177 upon payment of the other half plus \$66.00 assessment.

#### Minutes of Preceding Meeting

**Susan moved to accept the Minutes as written.** Motion seconded by Russell. None opposed. Motion passed.

#### President's Report

- Bridge/Street Repair-Island Park Drive north of Ash River Road; Repair of decorative column on northeast corner of that bridge and stone along the bridge  
The City has repaired the bridge and road. Discussion continues with the PID and City as to who will pay for removal of the rock and rebuilding of the column. We paid a contractor \$225 to remove the decorative stone for protection. The City is currently evaluating responsibility for repair of the bridge, including the column and the stone. Kevin will keep us updated on this.
- Zoning Change Request for 5400 Block of North Tarrant, near Aldi  
Building of a mini-storage warehouse is being considered near this area. The Board has strong concerns as to the overall impact this will have on our property values. Further, if this is re-zoned, such re-zoning would remain even if the mini-storage facility is not built. Since this area is already being turned into a shopping district, the Board is further concerned about how this would impact that as well. We are concerned how it will impact our property values. Comments need to go to Alicia.Ortiz@fortworthtexas.gov. Kevin will take opinions and share them also with the North Fort Worth Neighborhood Alliance.  
**Susan moved to oppose the zoning change for the storage unit.** Motion seconded Kim. None opposed. Motion passed. **The Board voted to express to the City our opposition to the proposed zoning change for property between Parkwood Hill, Lakewood Hill, and North Tarrant Parkway on which the owner hopes to build the mini-storage unit.**
- March 2, Town Hall Meeting on Crime Prevention and Fire Safety  
Kevin reports we are on target for this and he has invited several people from the community. The Town Hall event is scheduled to be held March 2.
- Scheduled Meeting With RealManage to Review Performance and Expectations  
This meeting is tentatively scheduled for March 9, to meet and give feedback.

#### Vice President's Report

- Status of Project to Add Park Glen Signs Atop Street Signs  
Russell reviewed information about this and it is now \$170.00 per sign, rather than the \$60.00 quoted earlier, and requires a minimum of 10 signs. Kevin suggested picking out main intersections for the signs since the price has gone up. Russell will continue to try and get the price down.
- Presentation of Bids for Work on 58 Mailboxes in The Glen, The Hills, Park View, and The Vistas at Park Glen  
Russell presented the analysis he prepared on mailboxes located on the west side of the creek. He found 58 mailboxes that needed work and discussed those needs. Quotes to repair the mailboxes were sought from 6 companies and Russell received 2 quotes back. He summarized those quotes. **Russell moved to**

**contract with Classic Construction to do the work requested on 58 mailboxes in The Hills, The Glen, Park View, and the Vistas at Park Glen, per their bid of \$21,150.00.** Motion seconded by Susan. None opposed. Motion passed.

- Un-level Mailboxes Where City Has Recently Raised Curbs and Sidewalks: Grand Mesa, Deerlodge, Fort Concho, Crescent Lake  
10 mailboxes on these streets are not level (were not level before the city's work). The city plans to pour new cement over the old cement to bring the pad up to the new higher level of the curb and sidewalk. This will not do anything to level the brick mailboxes and will make it harder to level them later. Classic Construction has bid to level these mailboxes by jacking up one side of the pad and filling in underneath.

**Russell moved to contract with Classic Construction to level 10 mailboxes on Grand Mesa, Deerlodge, Fort Concho, and Crescent Lake at a cost of \$350 each.** Motion seconded by Barry. None opposed. Motion passed.

- Russell believes that the mailbox at 5312 Grand Mesa was either hit by the City or the Contractor. Russell is trying to prove to the City that they did do the damage and get the rebuild paid for. He sent them pictures and has yet to hear back from them, but will continue to push them to pay for repairs.
- Report on Referral of Properties to Attorney for Collection of Past Due Accounts and Enforcement of Deed Restriction Violations  
Russell advised all is proceeding as planned with regard to properties being reported.

#### Other Board Member Reports/Comments

Nothing to report.

#### Property Manager's Report

- Neighborhood Status Report, Significant Issues  
Jennifer gave telephone numbers and emails for the best way to contact RealManage. She also reviewed architectural requests, as well as resident calls and emails they have received.
- Proposal to Address Buckling and Un-level Sidewalks in Part of Phase III. Some areas of sidewalks are very hazardous. After some discussion, **the following motion was proposed and approved by the Board: Some areas of sidewalks are very hazardous. The Board would very much like to find a solution for buckling and uneven sidewalks throughout Park Glen and especially concentrated in the southern part of the village "Phase III." To help determine an overall strategy, our Community Manager, Jennifer Martinez, is authorized to work with contractors to get bids and advice for fixing the sidewalk problems in a subset of Park Glen, namely Bear Lake Drive and Mesa Verde Trail north of Basswood, in order to make a proposal at our March meeting for a viable and cost-effective solution. In addition to the need for sidewalk work itself, it will be necessary to consider options for dealing with related issues such as overgrown tree roots, yards that contribute to drainage problems, and driveways that have sunk or risen.**

#### Neighborhood Real Estate Report-Jodi Hight

Our neighborhood has enjoyed a \$27% increase in our property values over the last couple of years. Inventory is currently low. Rental prices are up, which brings in a higher level of renter as well. The realty forecast shows a continued increase in the DFW area. Currently, home prices in our neighborhood range between \$173,000-\$282,000. Sellers are able to sell their homes at 100% list price or higher.

### Social / Events / Activities

- Report on 2/11/17 Valentine's Dinner: 48-50 people attended. Everyone seemed to have a good time and we count our first Valentine's event as a success.
- Planning for 4/1/17 Cowtown Clean-up (Jodi Hight Coordinating)  
We are hoping for 20-30 people to participate in trash clean-up of Arcadia Park. There is a lot of trash from the rain, and the HOA will provide a hotdog lunch following the event.
- Planning for 4/8/17 Eggstravaganza is currently in its planning stages.
- Planning for 4/29/17 Shredding Event is currently in its planning stages.
- Planning for 7/1/17 Independence Day Event, Collaborating with PID6 is currently in its planning stages. **Russell moved to authorize up to \$1,000.00 for the Park Glen Independence Day parade to be held on July 1, 2017 and to add activities to the PID6 Fireworks Celebration, all to be coordinated by Dana Hammack.** Motion seconded by Susan. None opposed. Motion passed.

### Architectural Control Committee

ACC meeting time has changed to 1:00 p.m. every other Monday.

### Development Committee

Susan discussed sidewalks, trees, and rezoning for storage facility. She encouraged all those opposed to the rezoning to make their voices heard by contacting the City. In addition, she also discussed the vision for the neighborhood development. **Susan moved to ask the City to create a new overlay zoning district for North Tarrant Parkway to create walkable village shopping centers.** Motion seconded by Kim. None opposed. Motion passed.

### Financial Report

Russell reviewed the following for everyone

- December 2015 and January 2016 Financials
- Update on Routine Year-end Audit – the audit is finished, and we have received the draft report. One bank confirmation is outstanding, which is holding up the release of the final report.
- Accounts Receivable Status

### Old Business

Barry discussed some fencing issues.

### New Business

- Proposal for 2017 Scholarship Program (To Be Paid With Profit of the 2016 Turkey Trot)  
Russell presented guidelines for the 2017 scholarship program and discussed how many scholarships we should hand out and proposed that the number and \$ amounts be determined by the Scholarship Committee, according to a schedule included in the guidelines. We need 3-5 volunteer committee members. **Russell moved to adopt guidelines as presented, but that exceptions can be made by the Board at the request of the Scholarship Committee.** Motion seconded by Kim. None opposed. Motion passed.

### Member Comments

None.

**Kevin moved to adjourn the meeting.** Barry seconded. None opposed. Meeting adjourned at 9:11 p.m.

# Actions since the 2/20/17 Board Meeting

Immediately after the 2/20/17 meeting, the Board agreed to:

- clear the \$393.70 balance on account R0329305L0279194 due to a past payment that had been applied to the wrong account, which led to short payments, late fees, and finance charges after that.
- clear \$1,172.27 on account R0329997L0279892 due upon payment of the outstanding assessments and some of the late fees and finance charges, due to poor communication and to reverse tremendous compounding of late fees and finance charges on small old balances.

Since the 2/20/17 Board Meeting, Treasurer Russell Zwerg approved the following account concessions to homeowners:

- Waived \$31.98 in late fees and finance charges on account R0388732L0280967 upon payment of \$66.00 in assessments and \$31.98 in late fees, and finance charges.
- Waived half (\$739.96) of the late fees and finance charges on account R0331186L0281111 upon payment of the other half and all open assessments.
- Waived half (\$73.99) of the late fees and finance charges on account R0328776L0278660 upon payment of the other half (\$74.00).
- Waived half (\$280.65) of the late fees and finance charges on account R0328124L0278005 upon payment of the other half plus all open assessments.
- Waived half (\$462.07) in late fees and finance charges on account R0328432L0278314 upon payment of the other half plus all open assessments.
- Waived \$100.45 in late fees and finance charges on account R0328683L0278567 upon payment of \$132.00 in assessments and \$150.44 in late fees and finance charges.
- Waived \$16.98 in late fees and finance charges on account R0331005L0280926 after payment of \$968.99 in assessments, late fees, and finance charges.
- Waived \$46.62 in late fees and finance charges on account R0342595L0277983 due to wrong address being used to mail statements.
- Waived \$30.99 in late fees and finance charges on account R0392352L0279254 that were billed at the same time the home was being conveyed to a new owner.

On March 14, the Board decided to oppose a variance request for increased signage at the Andy's Custard Shop being built on North Tarrant and communicate that opposition to the city of Fort Worth.

# RealManage

## **Park Glen Manager's Report February 20, 2017**

**Contact RealMange Customer Service:  
1-866-4-RealService (866-473-2573)**

**Email - [ParkGlen@CiraMail.com](mailto:ParkGlen@CiraMail.com)**

**Community Website - [www.ParkGlen.org](http://www.ParkGlen.org)**

# Architectural Requests

**As of Jan. 1, 2017**

**14 Approvals**

**5 Approved with Stipulations**

**1 Cancelled**

**4 Denied**

Brick Replacement	Approved
Exterior Repairs	Approved
Fence Stain	Approved
Garage Door Paint	Approved
Roof & Gutter Replacement	Approved
Roof Replacement	Approved
Roof Replacement	Approved
Roof Replacement	Approved
Siding Replacement	Approved
Solar Panels	Approved
Solar Panels	Approved
Storage Shed	Approved
Trampoline	Approved
Window Replacement	Approved

Driveway Replacement	Approved with Stipulation
Fence Extension	Approved with Stipulation
Storage Shed	Approved with Stipulation
Storage Shed	Approved with Stipulation
Window Replacement	Approved with Stipulation
Roof Replacement	Canceled
Chimney Color	Denied
Fence Color	Denied
Patio Cover	Denied
Storage Shed	Denied

# Resident Calls

- **1-866-4RealService (866-473-2573)**
  - **Extended customer service hours (7:30 am – 7:00 pm)**
  - **Multi-lingual customer service (English, Spanish and other languages)**

**From Jan. 1, 2017 until today RealManage has taken 124 telephone calls from residents.**

**65 calls were account inquiries.**

**23 calls were regarding Deed Restrictions.**

**14 calls were regarding Architectural Requests**

**4 calls were in regards to common area.**

**4 calls were to report an issue or check status.**

**14 calls were classified as “other”.**

# Resident Emails

**From Jan. 1, 2017 until today RealManage has processed 194 emails.**

**45 emails were account inquiries.**

**77 emails were regarding Deed Restrictions.**

**48 emails were regarding Architectural Requests.**

**3 emails were in regards to common area.**

**11 emails were to report an issue or check status.**

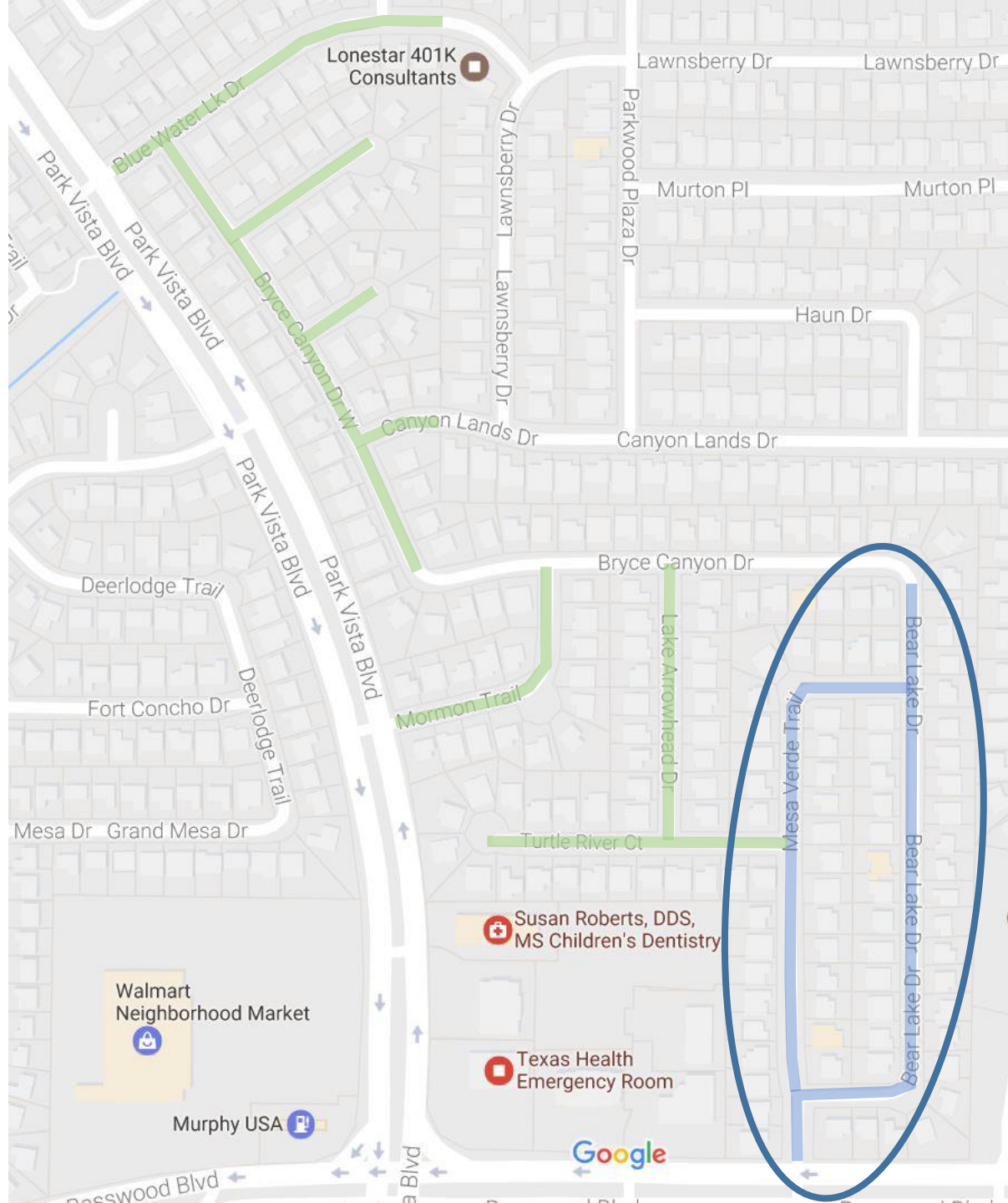
**10 emails were classified as "other".**

**Email us anytime at [ParkGlen@CiraMail.com](mailto:ParkGlen@CiraMail.com)**

# Park Glen Sidewalk Project – Proposed Starting Area

Blue streets inside the oval (Bear Lake Drive & Mesa Verde Trail north of Basswood) are the proposed first area; Green streets are the next potential area(s) before moving on to the remainder of the neighborhood.

We do not expect much work, if any, to be necessary on the east to west part of Bryce Canyon Dr, as the city redid these sidewalks fairly recently.



# Valentine's Dinner 2/11/2016

<u>Participant / Sponsor Funds</u>	<u>average per person</u>	<u>Park Glen Funds</u>
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## Revenue

48 participants @ \$31 each	\$1,488.00	
minus approx \$1.31 fee times 46	(\$60.26)	
participants who paid by credit card		
	-----	
Total Net Revenue from Participants	\$1,427.74	\$29.74
Sponsor: Anderson Team	\$200.00	
	-----	
<b>TOTAL REVENUE</b>	\$1,627.74	\$33.91

## Expenses for Food, Beverages, Activity

Deposit for Activity Fee (Painting)	Pickled Picasso	\$70.00	
Activity Fee (Painting) \$20 per person minus \$70 deposit already paid	Pickled Picasso	\$890.00	\$20.00
Meal	Habanero's - \$8.50 times 50 people plus tax and 10% delivery / setup	\$506.12	\$10.54
Candy, Cups	Target	\$39.97	
Wine & Lemons	Walmart	\$18.58	
Wine	Kroger donated 12 bottles; need 2 more	\$20.00	\$3.20
Beer, Tea, Ice	Walmart	\$54.68	
Beer & Ice	7-Eleven	\$20.54	

## Expenses for Facility, Supplies

Facility Usage, Bartender, Tablecloths	Venue Seven		\$792.00
Deposit of \$500 was refunded	Venue Seven		\$0.00
Rent Wine Glasses			\$15.00
Supplies, Decorations			\$211.91
Entertainment	iPod music		\$0.00

<b>TOTAL EXPENSE</b>	(not including refundable deposit)	\$1,619.89	\$33.75	\$1,018.91
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<b>NET EXPENSE</b>	(Expense minus Revenue)	(\$7.85)		\$1,018.91
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Budget		\$0.00		\$1,500.00
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(Under) / Over Budget by		(\$7.85)		(\$481.09)
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Park Glen Neighborhood Association <b>Balance Sheet</b>	<b>9/30/2016</b> Year End (pre-audit)	<b>10/31/2016</b>	<b>11/30/2016</b>	<b>12/31/2016</b>	<b>1/31/2017</b>
<b><u>ASSETS</u></b>					
Union Bank-Checking Account	\$ 154,784.38	\$ 221,437.50	\$ 235,728.66	\$ 238,591.31	\$ 237,394.87
Union Bank-Money Market Account	\$ 200,233.91	\$ 200,267.82	\$ 200,300.64	\$ 200,333.46	\$ 200,368.56
Legend Bank-Checking Account	\$ 160,099.36	\$ 163,010.13	\$ 165,997.18	\$ 176,895.78	\$ 175,914.59
	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
<b>TOTAL IN BANK</b>	<b>\$ 515,117.65</b>	<b>\$ 584,715.45</b>	<b>\$ 602,026.48</b>	<b>\$ 615,820.55</b>	<b>\$ 613,678.02</b>
Accounts Receivable-Member Accts	\$ 182,852.77	\$ 230,121.96	\$ 214,712.63	\$ 209,569.80	\$ 206,506.08
Bad Debt Allowance	\$ (160,910.43)	\$ (160,910.43)	\$ (171,290.83)	\$ (181,001.60)	\$ (176,556.76)
Prepaid Expenses	\$ 1,655.00	\$ 3,433.30	\$ 3,433.30	\$ 103.00	\$ 1,573.91
Prepaid Insurance	\$ 14,111.50	\$ 13,184.42	\$ 11,837.34	\$ 10,490.26	\$ 9,068.16
	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>\$ 37,708.84</b>	<b>\$ 85,829.25</b>	<b>\$ 58,692.44</b>	<b>\$ 39,161.46</b>	<b>\$ 40,591.39</b>
<b>TOTAL ASSETS</b>	<b>\$ 552,826.49</b>	<b>\$ 670,544.70</b>	<b>\$ 660,718.92</b>	<b>\$ 654,982.01</b>	<b>\$ 654,269.41</b>
<b><u>LIABILITIES</u></b>					
Accounts Payable & Oth Accrued Exp	\$ 740.00	\$ 980.00	\$ 535.00	\$ 2,680.00	\$ 1,310.00
Deferred Assessments Income		\$ 200,739.00	\$ 182,545.00	\$ 164,241.00	\$ 145,992.00
Prepaid Owner Assessments	\$ 116,084.20	\$ 6,750.85	\$ 7,333.39	\$ 7,999.92	\$ 7,984.91
Prepaid by Former Owners	\$ 205.16	\$ 205.16	\$ 205.16	\$ 205.16	\$ 160.16
	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
<b>TOTAL LIABILITIES</b>	<b>\$ 117,029.36</b>	<b>\$ 208,675.01</b>	<b>\$ 190,618.55</b>	<b>\$ 175,126.08</b>	<b>\$ 155,447.07</b>
<b><u>ACCUMULATED SURPLUS</u></b>					
Surplus / (Deficit) thru Prior Year	\$ 323,921.76	\$ 435,797.13	\$ 435,797.13	\$ 435,797.13	\$ 435,797.13
Current YTD Net Surplus / (Deficit)	\$ 111,875.37	\$ 26,072.56	\$ 34,303.24	\$ 44,058.80	\$ 63,025.21
	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
<b>TOTAL ACCUMULATED SURPLUS</b>	<b>\$ 435,797.13</b>	<b>\$ 461,869.69</b>	<b>\$ 470,100.37</b>	<b>\$ 479,855.93</b>	<b>\$ 498,822.34</b>
<b>TOTAL LIABILITIES &amp; SURPLUS</b>	<b>\$ 552,826.49</b>	<b>\$ 670,544.70</b>	<b>\$ 660,718.92</b>	<b>\$ 654,982.01</b>	<b>\$ 654,269.41</b>

Dec & Jan  
Notes

\$18,249 x the number of  
months remaining in fiscal  
year

Park Glen Neighborhood Association <b>Income Statement</b> (fiscal year Oct 2016-Sep 2017)	<b>Total 2016-2017 Budget</b>	<b>Dec 2016 Budget</b>	<b>Dec 2016 Actual</b>
Assessment Income (3,318 homes x \$66 annual dues)	\$ 218,988.00	\$ 18,249.00	\$ 18,234.70
Late Fee Income	\$ 40,000.00	\$ 4,300.00	\$ 5,256.51
Interest on Receivables	\$ 2,400.00	\$ 300.00	\$ 544.88
Legal Fees Reimbursement	\$ 20,000.00	\$ 6,000.00	
Interest Income	\$ 500.00	\$ 43.00	\$ 32.82
Social Event Income	\$ 24,000.00	\$ 10,500.00	\$ 14,595.00
Reimbursements-Mailbox Damage	\$ -	\$ -	
<b>Total Income</b>	<b>\$ 305,888.00</b>	<b>\$39,392.00</b>	<b>\$38,663.91</b>
Management Fees-Contract	\$ 60,000.00	\$ 2,000.00	\$ 2,000.00
Management Fees-Admin	\$ 30,000.00	\$ 2,500.00	\$ 2,400.00
Collection Fees to Mgmt Co.	\$ 40,000.00	\$ 7,500.00	\$ 1,500.00
Collection Fees-Legal/Agency	\$ 50,000.00	\$ 8,500.00	
Legal Fees-Non Collection	\$ 25,000.00	\$ 1,000.00	
Accounting / Audit	\$ 5,000.00	\$ 4,400.00	\$ 1,863.02
Consulting/Professional Fees	\$ 6,250.00	\$ -	
Bad Debt Expense	\$ 50,000.00	\$ 8,583.00	\$ 10,118.55
Insurance	\$ 18,000.00	\$ 1,500.00	\$ 1,347.08

December  
Notes

\$13,595 Turkey Trot, \$1000 Holiday in the Park

Standard Contract

Standard Contract Amt + \$100 Audit Support Services

Standard Contract

Audit Fee

Reserve Adjustment

<b>Jan 2017 Budget</b>	<b>Jan 2017 Actual</b>
\$ 18,249.00	\$ 18,249.00
\$ 4,100.00	\$ 4,152.11
\$ 250.00	\$ 484.49
\$ -	
\$ 43.00	\$ 35.10
\$ -	\$ 200.00
\$ -	\$ 850.00
<b>\$22,642.00</b>	<b>\$23,970.70</b>
\$ 2,000.00	\$ 2,060.00
\$ 2,500.00	\$ 2,369.00
\$ 5,000.00	\$ 1,545.00
\$ 2,500.00	
\$ 3,000.00	\$ 1,390.00
\$ -	
\$ -	
\$ 3,417.00	\$ (4,132.09)
\$ 1,500.00	\$ 1,422.10

January  
Notes

Valentine's Dinner Sponsorship

8029/8033 Rushmore

These 3 lines reflect 3% escalation, per contract

\$440 to Pulman, Cappuccio to prepare response for audit; \$950 to RMWBH for review of governing docs and advice on street parking and fining.

Reserve Adjustment

Reflects \$75.02 correction of Oct-Jan amortization

<b>Fiscal Year-to- Date Budget</b>	<b>Fiscal Year-to- Date Actual</b>
\$ 72,996.00	\$ 72,987.38
\$ 14,900.00	\$ 27,759.20
\$ 1,300.00	\$ 1,919.96
\$ 6,000.00	\$ -
\$ 156.00	\$ 134.65
\$ 23,000.00	\$ 26,650.00
\$ -	\$ 1,700.00
<b>\$ 118,352.00</b>	<b>\$ 131,151.19</b>
\$ 8,000.00	\$ 8,060.00
\$ 10,000.00	\$ 9,369.00
\$ 22,200.00	\$ 6,045.00
\$ 16,000.00	\$ -
\$ 10,000.00	\$ 1,390.00
\$ 4,400.00	\$ 2,088.02
\$ -	\$ -
\$ 17,417.00	\$ 21,392.76
\$ 6,000.00	\$ 5,463.34

Park Glen Neighborhood Association <b>Income Statement</b> (fiscal year Oct 2016-Sep 2017)	<b>Total 2016-2017 Budget</b>	<b>Dec 2016 Budget</b>	<b>Dec 2016 Actual</b>
General Maint. & Repair	\$ 25,000.00		\$ 2,550.00
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	\$ 4,800.00	\$ 6,455.77
Community Engagement	\$ 2,000.00	\$ 1,000.00	\$ 564.98
Scholarships/Charitable	\$ 12,500.00		
Hospitality	\$ 1,200.00	\$ 100.00	
Board & Community Meetings	\$ 1,200.00	\$ 100.00	
Website	\$ 200.00	\$ 16.00	\$ 5.95
<b>Total Expense</b>	<b>\$ 354,931.00</b>	<b>\$42,169.00</b>	<b>\$28,908.35</b>
<b>Net Income / (Loss)</b>	<b>\$ (49,043.00)</b>	<b>\$ (2,777.00)</b>	<b>\$ 9,755.56</b>

December  
Notes

8145 Mt Shasta  
(reimb to us in  
Oct), 8029/8033  
Rushmore (to be  
reimb in Jan), 4609  
Mustang (to be  
reimb in Feb)

\$4,930.47 Turkey  
Trot, \$1,268.90  
Holiday in the  
Park, \$84.67  
Christmas Movie  
Night, \$171.73  
Generator to  
power sound  
system at future  
events.

Holiday Decorating  
Contest Prizes

<b>Jan 2017 Budget</b>	<b>Jan 2017 Actual</b>
\$ 5,000.00	\$ 225.00
\$ 8.00	
\$ 42.00	
\$ -	
\$ 103.00	\$ 103.00
\$ 17.00	
\$ 1,000.00	\$ (137.72)
\$ 50.00	
\$ 100.00	
\$ 100.00	\$ 160.00
\$ 16.00	
<b>\$26,353.00</b>	<b>\$ 5,004.29</b>
<b>\$ (3,711.00)</b>	<b>\$ 18,966.41</b>

January  
Notes

TST took down  
stone column at  
NE corner of  
Island Park Dr in  
advance of city  
work on that  
bridge.

\$300 exp for Sep  
3 pool party plus  
\$150 rental of  
AUMC for Dec  
movie night,  
minus \$500  
refund of service  
fee and \$87.72  
reimb of postage  
to mail medals,  
both from Race  
Chip.

Rental of LAC for  
Sep-Dec meetings

<b>Fiscal Year-to- Date Budget</b>	<b>Fiscal Year-to- Date Actual</b>
\$ 15,000.00	\$ 2,775.00
\$ 32.00	\$ -
\$ 168.00	\$ -
\$ -	\$ -
\$ -	\$ -
\$ 412.00	\$ 412.00
\$ 68.00	\$ -
\$ 13,000.00	\$ 10,024.10
\$ 1,150.00	\$ 928.91
\$ -	\$ -
\$ 400.00	\$ -
\$ 400.00	\$ 160.00
\$ 64.00	\$ 17.85
<b>\$ 124,711.00</b>	<b>\$ 68,125.98</b>
<b>\$ (6,359.00)</b>	<b>\$ 63,025.21</b>

# Timothy, DeVolt and Company, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

4099 McEwen Dr., Suite 130

DALLAS, TEXAS 75244

(972) 980-4315 (972) 702-0174 Fax

Park Glen  
Neighborhood Association, Inc.  
3710 Rawlins Street, Suite 850  
Dallas, Texas 75219

December 1, 2016

## To Whom It May Concern:

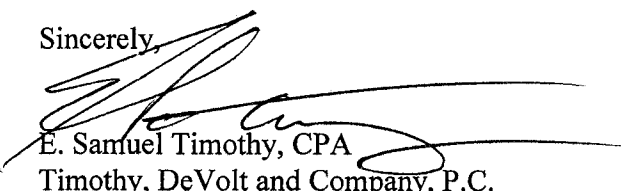
Our firm has prepared the Independent Auditors' Report of the Park Glen Neighborhood Association, Inc. for the year ended September 30, 2016. Enclosed you will find a draft copy of the auditors' report. This draft copy should be distributed to the property management and the Board of Directors of the Association for review. If there are any changes that need to be made to the footnotes or the report, please contact our office as soon as possible, so that we will be able to make the necessary changes before issuing the final copies of the report. The report release dates listed at the bottom of the Independent Auditors' Report and in Footnote 2 are currently incomplete. These dates will be revised to the actual report release date that the final report will be issued. The final report will only be issued after we receive the signed management representation letter and a response from the lawyer(s) used by the Association during the year (if any).

Enclosed you will also find the management representation letter. This letter is the four-page letter that is addressed to our office, which needs to be forwarded to the Board of Directors for signature. The management representation letter is a letter from the Board of Directors to the auditor stating that the Board of Directors has provided the auditor with all necessary information for the completion of the audit and taking responsibility for the Association's financial statements. This letter from the Board of Directors will need to be returned to our office and kept on file along with the audit.

Once our office has received the signed management representation letter, the attorney's response letter, and the confirmed bank account balances, we will be able to issue the Independent Auditors' Report in final copy. The final copies will include one unbound report and four bound reports signed by our firm. You should receive the final copies of the audit upon our receipt of payment of our invoice and all of the necessary items as mentioned above.

Thank you for your prompt attention to this matter. Please do not hesitate to contact our office if you have any further questions concerning the draft copy of the auditors' report or any of the enclosed items in the audit draft package.

Sincerely,



E. Samuel Timothy, CPA  
Timothy, DeVolt and Company, P.C.  
Certified Public Accountants

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.

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SEPTEMBER 30, 2016

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# TIMOTHY, DeVOLT AND COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

4099 McEWEN DRIVE, SUITE 130

DALLAS, TEXAS 75244

(972) 980-4315

FAX (972) 702-0174

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Park Glen Neighborhood Association, Inc.  
Fort Worth, Texas

We have audited the accompanying financial statements of Park Glen Neighborhood Association, Inc., which comprise the Balance Sheet as of September 30, 2016, and the related Statements of Revenues, Expenses and Changes in Fund Balance, and Cash Flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Park Glen Neighborhood Association, Inc. as of September 30, 2016, and the results of its operations, and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Report On Supplementary Information**

As discussed in Footnote 8, the Association's Management (The Board of Directors) has not conducted a reserve study on future major repairs and replacements, which accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by the missing information.

Very truly yours,

Timothy, DeVolt and Company, P.C.  
Certified Public Accountants  
December XX, 2016

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.  
BALANCE SHEET  
SEPTEMBER 30, 2016

ASSETS			
	OPERATING FUND	REPLACEMENT FUND	TOTAL
CURRENT ASSETS			
Cash, including interest-bearing deposits	\$ 515,117	\$	\$ 515,117
Assessments receivable, less allowance for doubtful accounts of         \$ 160,910	21,943		21,943
Prepaid insurance	14,112		14,112
Prepaid expense - other	1,655		1,655
TOTAL CURRENT ASSETS	552,827	-	552,827
TOTAL ASSETS	\$ 552,827	\$ -	\$ 552,827

LIABILITIES AND FUND BALANCES

CURRENT LIABILITIES			
Accounts payable	\$ 946	\$	\$ 946
Assessments received in advance	116,084		116,084
TOTAL CURRENT LIABILITIES	117,030	-	117,030
TOTAL LIABILITIES	117,030	-	117,030
FUND BALANCES / (DEFICITS)	435,797	-	435,797
TOTAL LIABILITIES AND FUND BALANCES	\$ 552,827	\$ -	\$ 552,827

See the accompanying Independent Auditors' Report  
and the Footnotes to the Financial Statements.

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	OPERATING FUND	REPLACEMENT FUND	TOTAL
REVENUES			
Regular assessments	\$ 218,993	\$	\$ 218,993
Late/collection charges	57,981		57,981
Miscellaneous income	22,613		22,613
Other income	850		850
Interest income	234		234
TOTAL REVENUES	<u>300,671</u>	<u>-</u>	<u>300,671</u>
OPERATING EXPENSES			
Management fees	77,298		77,298
Office supplies & admin. costs	33,230		33,230
Social events	31,895		31,895
Legal & professional fees	24,477		24,477
Insurance expense	13,824		13,824
Common area maintenance	5,535		5,535
Bad debt expense	2,537		2,537
TOTAL OPERATING EXPENSES	<u>188,796</u>	<u>-</u>	<u>188,796</u>
EXCESS REVENUES / (EXPENSES) FROM OPERATIONS	<u>\$ 111,875</u>	<u>\$ -</u>	<u>\$ 111,875</u>
EXCESS REVENUES / (EXPENSES)	<u><u>\$ 111,875</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 111,875</u></u>
BEGINNING FUND BALANCE / (DEFICIT)	<u>323,922</u>	<u>-</u>	<u>323,922</u>
ENDING FUND BALANCE / (DEFICIT)	<u><u>\$ 435,797</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 435,797</u></u>

See the accompanying Independent Auditors' Report  
and the Footnotes to the Financial Statements.

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	OPERATING FUND	REPLACEMENT FUND	TOTAL
CASH FLOW FROM OPERATING ACTIVITIES:			
Excess revenues/ (expenses)	\$ 111,875	\$ -	\$ 111,875
Decrease / (Increase) in:			
Accounts receivable	1,843	-	1,843
Prepaid expenses	(2,912)	-	(2,912)
Increase / (Decrease) in:			
Accounts payable	(32,057)	-	(32,057)
Prepaid assessments	85,310	-	85,310
NET CASH PROVIDED/ (USED) BY OPERATIONS	<u>164,059</u>	<u>-</u>	<u>164,059</u>
NET INCREASE/ (DECREASE) IN CASH	164,059	-	164,059
CASH BALANCE, SEPTEMBER 30, 2015	351,058	-	351,058
CASH BALANCE, SEPTEMBER 30, 2016	<u>\$ 515,117</u>	<u>\$ -</u>	<u>\$ 515,117</u>

See the accompanying Independent Auditors' Report  
and the Footnotes to the Financial Statements.

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.  
FOOTNOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2016

FOOTNOTE 1: Park Glen Neighborhood Association, Inc. is a Texas non-profit corporation formed July 25, 1997. The purpose of the Association is to operate and maintain the Park Glen Neighborhood Association project. The project consists of 3,318 units and associated common areas located in Fort Worth, Texas.

FOOTNOTE 2: In preparing the financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through December XX, 2016, the date that the financial statements were available to be issued.

FOOTNOTE 3: The books and records for Park Glen Neighborhood Association, Inc. are maintained on the accrual basis of accounting.

FUND ACCOUNTING: The Association's governing documents provide certain guidelines for governing its financial activities. To ensure observance of limitations and restriction on the use of financial resources, the Association maintains its accounts using fund accounting. Financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

OPERATING FUND: This fund is used to account for financial resources available for the general operations of the Association.

REPLACEMENT FUND: This fund is used to accumulate financial resources designated for future major repairs and replacements.

CASH AND CASH EQUIVALENTS: For the purposes of these financial statements, cash and cash equivalents are deemed to be cash in bank checking, savings and money market accounts and time deposits with a maturity date of ninety days or less.

REVENUES: Revenues are accrued each month as the member assessments become due. Both the rate for members' assessments and the amount of any special assessments due are determined by the vote of the Board of Directors.

EXPENDITURES: Expenses are recognized when incurred, rather than when paid. Unbudgeted, non-emergency expenditures must be approved by the President, Treasurer or other member of the Board. All other expenditures, projects and services are contracted using competitive bidding policies. The Board of Directors has the final approval on all contracts.

See the accompanying Independent Auditors' Report.

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.  
FOOTNOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2016

FOOTNOTE 3: (CONTINUED):

**ACCOUNTS RECEIVABLE:** Assessments receivable at the balance sheet date represent fees due from unit owners. The Association's policy is to retain legal counsel and place liens on the properties of homeowners whose assessments are ninety days or more delinquent. The Association has a lien right against each unit until all dues or assessments are paid, such liens being subordinate to governmental and mortgage liens and legal fees associated with foreclosure proceedings. Any excess assessments at year end are retained by the Association for use in the succeeding year.

**ALLOWANCE FOR DOUBTFUL ACCOUNTS:** The allowance for doubtful accounts has been determined by the Association based on historical losses and by estimates based on current economic conditions. At September 30, 2016, the allowance for doubtful accounts of \$ 160,910 represents approximately 88 % of the total accounts receivable and 88.51 % of the outstanding amounts in excess of ninety days.

**PROPERTY AND EQUIPMENT:** The Association assumed, from the developer, the responsibility to maintain and preserve the common areas of the project. Real property and common areas acquired from the developer and related improvements to such property are not recorded in the Association's financial statements because the Association cannot dispose of this property. The Association capitalizes personal property, if any, at cost and depreciates it using the straight-line method, over the applicable useful lives.

**FEDERAL INCOME TAX:** The Association must make an annual election to file its Federal Income Tax return either under the provisions of the Internal Revenue code dealing specifically with Homeowners Associations (Section 528) or Sub-Chapter A, dealing with corporations in general. Section 528 would impose a tax rate of 30% to the extent of the Association's non-exempt function net income, primarily vending, rental and interest income. Alternatively, Sub-Chapter A imposes a graduated tax on the Association's overall net income, if any.

As a result of the Association's operations for the year ended September 30, 2016, the Association has elected to file under Section 528. Income tax for the year was \$ -0-.

Currently, the open tax years available to audit by the IRS are September 30, 2014, September 30, 2015 and September 30, 2016. However, the Association has not been notified that any of these tax return years have been selected for audit by the IRS.

See the accompanying Independent Auditors' Report.

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.  
FOOTNOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2016

FOOTNOTE 3: (CONTINUED):

ESTIMATES: The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

FOOTNOTE 4: COMMITMENTS: The Association enters into various contracts for management and accounting, lawn maintenance, and other services. These contracts are generally for a term of one year, and may generally be canceled by either party giving 30 day's notice.

FOOTNOTE 5: FAIR VALUE: The Financial Accounting Standards Board (FASB) *Accounting Standards Codification (ASC) 820, Fair Value Measurements and Disclosures*, provides the framework for measuring fair value. The framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements), moderate priority to a valuation based on quoted prices in active markets for similar assets and liabilities and/or based on assumptions that are observable (level 2 measurements), and the lowest priority to unobservable inputs (level 3 measurements). The carrying amounts reflected in the September 30, 2016 balance sheet for cash and cash equivalents approximate the respective fair values. All cash and cash equivalents, including money market accounts, are held in banks. The Association currently has no money market accounts with non-federally insured institutions.

FOOTNOTE 6: RELATED PARTY TRANSACTIONS: During the year ended September 30, 2016, Board and Committee members received \$ 7,014.21 for reimbursement of services obtained and miscellaneous expenses paid as of September 30, 2016.

FOOTNOTE 7: LITIGATION: The Association was involved in litigation with Property Management Solutions regarding the Association's contract termination. As of September 30, 2015, a settlement agreement was reached, and a settlement payment of \$ 55,000 was made with a full release of any future liability.

See the accompanying Independent Auditors' Report.

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.  
FOOTNOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2016

FOOTNOTE 8: REPLACEMENT FUND: The Association has not conducted a study to determine the amount of future major repairs and replacements. The Association's governing documents generally provide for the levying for special assessments or the increasing of regular assessments when major repairs and replacements are needed. The Board of Directors, however, has not chosen to establish a replacement fund and to accumulate funds for the estimated costs of future major repairs and replacements.

See the accompanying Independent Auditors' Report.

Accounts Receivable Recap	1/7/16	2/4/16	3/3/16	5/5/16	7/7/16	9/12/16	10/10/16	11/14/16	1/16/17	2/20/17	Change
Number of Accounts owing \$2,000 or more	24	24	23	23	24	23	23	23	22	22	0
Accounts owing between \$1,000 and \$1,999	54	54	55	55	53	52	60	59	60	59	-1
Accounts owing between \$500 and \$999	53	51	49	42	42	40	35	35	45	45	0
Accounts owing over \$145 to \$499. Most of these now owe for this year plus some or all from last year)	109	96	86	67	50	46	118	102	73	56	-17
Accts owing between \$66 and \$145. Most of these were current before the last assessment	282	166	121	86	66	52	786	302	123	92	-31
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	83	63	48	26	133	143	61	-82
Total # of Past Due Accts:	666	550	451	356	298	261	1,048	654	466	335	-131
<b>% of 3,318 Homeowners:</b>	<b>20.1%</b>	<b>16.6%</b>	<b>13.6%</b>	<b>10.7%</b>	<b>9.0%</b>	<b>7.9%</b>	<b>31.6%</b>	<b>19.7%</b>	<b>14.0%</b>	<b>10.1%</b>	
Total Past Due \$ Owed:	\$222,020	\$209,517	\$202,626	\$194,522	\$193,512	\$186,625	\$248,730	\$219,739	\$211,931	\$205,301	-\$6,630

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	1/16/17	466	14.0%	211,931
				2/4/16	550	16.6%	209,517	2/20/17	335	10.1%	205,301
				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				

Village	Street Name	Street #	Work Requested
Parkview	Beaver Head	7658	Clean excess mortar (probably from original installation)
Parkview	Beaver Head	7670	Clean excess mortar (probably from original installation) and repair a couple of mortar cracks
Parkview	Birchbend	4817	Lots of horizontal and vertical cracks and misaligned bricks, plus a lean of 85.4 degrees Front/Rear, which is beyond our allowable tolerance. Please indicate if the mailbox can be leveled without rebuilding. If it can, please quote for that and for repair of the cracks and misaligned brick. Or quote for rebuilding, if that is necessary.
Parkview	Black Bear	7713	Replace two solids missing at top plus one brick missing under metal mailbox in the back.
Parkview	Buckskin Ct	7413	Securely attach rounded corner brick that is loose on front. Repair minor vertical mortar cracks on other side of front and on the back.
Parkview	Buckskin Ct	7437	Quote to rebuild. This design is wrong, bricks are bleeding stains, and significant crack on top and vertical cracks and gaps on both sides. Lean is 87.8 F/R, 89.8 S.
Parkview	Caribou Ct	7712	Fill in missing mortar in a few places.
Parkview	Davy Crockett Tr	4812	Repair moderate cracks: horiz under top layer of brick on front, vert on west wing on front and back, and vert on east wing on back. Fill in one spot of missing mortar low on back.
Parkview	Great Divide	4701	Replace missing solid on back corner. Repair moderate cracked & missing mortar above metal box and in approx. 15 other places.
Parkview	Great Divide	4737	Repair missing mortar in about 10 places. Clean excess mortar from surfaces of bricks.
Parkview	Great Divide	4809	Attach loose solid in back. Replace missing rounded corner brick in front. Repair approx 25 mortar holes, some with plants growing.
Parkview	Great Divide	4825	Repair missing mortar around metal box in front and back and in 2 or 3 other places. Repair 2 long vertical cracks on back.
Parkview	Great Divide	4845	Repair missing mortar in one place on back. Can you think of a way to allow drainage that is blocked by pad being below curb?
Parkview	Great Divide	4909	Repair horiz crack on one side, plus 50 or so mortar holes, including those on the top horiz surface that allow plants to grow. Can you think of a way to allow drainage that is blocked by pad being below curb?
Parkview	Great Divide	4917	Repair missing mortar in several places. Is there a way to color or otherwise fix the grayish mortar on one side to make it buff? Can you think of a way to allow drainage that is blocked by pad being below curb?
Parkview	Great Divide	4937	Repair mortar missing in one place.
Parkview	Guadalupe Ct	7712	Quote to rebuild this mailbox that has lots of long vertical mortar cracks, 5 rounded bricks missing at top, ugly mortar stains, general bad craftsmanship, and leans of 86.9 F/R, 89.8 S.
Parkview	Misty Ridge	4712	Repair missing mortar around 1 brick on the back and a few other spots.
Parkview	Misty Ridge	4740	Clean mortar stains, esp on back.
Parkview	Misty Ridge	4756	Clean mortar stains.
Parkview	Mount Hood	4709	Repair 5 or 6 mortar gaps around top rounded corners and other places. Clean mortar stains.
Parkview	Mount Hood	4729	Missing top back paver. Clean mortar stains.
Parkview	Navajo Trail	4712	Replace missing large front corner brick and small back corner brick. Secure loose back corner brick. Clean white marks all over.
Parkview	Navajo Trail	4940	Repair mortar missing in a few places.
Parkview	North Cascades	4705	Clean mortar stains all over and paint on back.
Parkview	North Cascades	4753	Replace missing rounded corner brick, other rounded brick, two pavers, and another brick on the back. Secure loose paver on front.
Parkview	Parkside Trail	7608	Rebuild this old, blackened mailbox that has an incorrect short design and lean of 86.1 F/R, 89.1S.
Parkview	Parkside Way	4925	Replace missing front corner brick.

Rebuild (major problem), probably with new pad

Leaning plus (in most cases) some other work. Correct lean and repair, or rebuild if necessary

Replace missing bricks plus (in most cases) repair cracks and/or missing mortar and/or clean

Mortar Work (Repair Cracks, fill in missing mortar, reattach bricks) plus Clean

Mortar Work Only (Reattach loose bricks, repair cracks and/or missing mortar)

Clean Stains and/or Excess Mortar Only

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Village	Street Name	Street #	Work Requested	Rebuild (major problem), probably with new pad	Leaning plus (in most cases) some other work. Correct lean and repair, or rebuild if necessary	Replace missing bricks plus (in most cases) repair cracks and/or missing mortar and/or clean	Mortar Work (Repair Cracks, fill in missing mortar, reattach bricks) plus Clean	Mortar Work Only (Reattach loose bricks, repair cracks and/or missing mortar)	Clean Stains and/or Excess Mortar Only
The Glen	Buffalo Bend Ct	8033	Repair 3 wide ugly mortar joints.					1	
The Glen	Gila Bend Ln	4509	Replace missing corner brick on back. Clean paint or other stain on back and mortar stains.			1			
The Glen	Gila Bend Ln	4633	Repair mortar missing in one place. Clean mortar stains.				1		
The Glen	Keechi Creek Ct	8141	Repair long mortar crack. Clean minor stains.				1		
The Glen	Timken Trail	4613	Repair 2 or 3 mortar cracks. Clean mortar stains on back.				1		
The Glen	Timken Trail	4641	Repair mortar cracks and missing mortar. Clean stains.				1		
The Hills	Angelina Way	4516	Replace missing rounded corner brick.			1			
The Hills	Cave Creek Ct	4509	Replace missing rounded corner brick on back.			1			
The Hills	Coconino Ct	4520	Need to level this mailbox (we measured the lean to be 88.6 to rear and 86.7 degrees to side) or rebuild, if that is necessary to correct the lean. Please specify how you propose to fix the lean. If not necessary to rebuild, then also need to repair significant mortar cracking all over.		1				
The Hills	Grainger Trail	4820	Clean mortar stains.						1
The Hills	Kern Ln	7921	Need to level this mailbox (we measured a lean of 87.4 F/R and 86.5 degrees to side) or rebuild if that is necessary to correct the lean. Please specify how you propose to fix the lean. If correction rather than rebuilding, then also need to clean mortar stains.		1				
The Hills	Mustang Dr	4601	Clean mortar stains.						1
The Hills	Mustang Dr	4625	Secure back corner rounded brick.					1	
The Hills	Paloverde Dr	4621	Clean mortar stains.						1
The Hills	Paloverde Dr	7964	Clean mortar stains.						1
The Hills	Paloverde Dr	8009	Secure front corner rounded brick.				1		
The Hills	Rincon Way	4668	Replace missing top rounded brick; clean mortar stains.				1		
The Hills	Rincon Way	4816	Replace missing top back rounded brick.			1			
The Hills	Rincon Way	4832	Need to level this mailbox (we measured the lean to be 85.6 in one direction and 85.7 in the other) or rebuild if that is necessary to correct the lean. Please specify how you propose to fix the lean.		1				
The Hills	Sabine St	4721	Clean mortar stains.						1
The Hills	Salmon Run Way	4704	Clean mortar stains.						1
The Hills	Salmon Run Way	4816	Replace missing rounded corner brick.			1			
The Hills	Salmon Run Way	7908	Replace damaged (broken away) brick low on street side. Repair mortar crack adjoining that. Clean mortar stains.			1			
The Hills	Tanque Dr	4612	Need to level this mailbox (we measured the lean as 86.2 F/R and 87.4 to one side) or rebuild if that is necessary to correct the lean. Please specify how you propose to fix the lean.		1				
The Hills	Tanque Dr	4636	Can you do anything to clean up the ugly mortar joints?					1	
Vistas at	Chaco Tr	6925	Can you clean the stains on this box?						1
Vistas at	Chaco Tr	6959	Repair/replace broken brick under box on back.			1			
Vistas at	Glenscape Tr	5001	Can you clean the stains on this box?						1
Vistas at	Glenscape Tr	5033	Can you replace the broken brick low on east side? Maybe repair/replace the two or three nearby bricks that are slightly cracked? Also clean white paint / marks.			1			
Vistas at	Lodgepole Ln	4920	Replace missing bricks at all 4 corners and one solid at the top. Replace cored brick now at top with two solids. Repair mortar cracks / missing mortar in about 10 places.			1			
58				3	5	16	9	13	12

Rebuild (major problem), probably with new pad  
Leaning plus (in most cases) some other work. Correct lean and repair, or rebuild if necessary  
Replace missing bricks plus (in most cases) repair cracks and/or missing mortar and/or clean  
Mortar Work (Repair Cracks, fill in missing mortar, reattach bricks) plus Clean  
Mortar Work Only (Reattach loose bricks, repair cracks and/or missing mortar)  
Clean Stains and/or Excess Mortar Only

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Street Name	Street #	Evaluation Comments	Level?
Crescent Lake	5313	Brick 86.8 F, 88.7 S (Metal Box 86.3 F, 89.4 S) in Feb '17; no city work; additional higher pad would be helpful. Was 87.3 F Oct '15.	x
Crescent Lake	5321	Brick 89.1 F, 88.8 S (Metal Box 89.4 F & 88.8 S) in Feb '17; Framed for additional pad to be poured after curb and sidewalk raised Jan '17. Brick was 87.3 F in Feb '16;	
Crescent Lake	5559	83.5 F, 89.0 S (Metal box 83.2 F, 89.2 S) in Feb '17; not framed now, even though curb and sidewalk were raised. Additional higher pad possibly could be helpful. Brick was 84.7 F in Feb '16	x
Crescent Lake	5370	Brick 87.1 F, 88.6 S (Metal Box 87.4 F, 88.7 S) in Feb '17 (framed for additional pad to be poured). Was 86.9 F in Oct '15;	x
Deerlodge	7508	87.0 F, 89.1 S (Metal Box 87.5 F, 89.5 S) in Feb '17; new curb and sidewalk, framed for additional higher pad. Brick Was 87.9 F in Oct '15;	x
Deerlodge	7528	85.4 F, 88.8 S (Metal Box 83.8 F, 89.9 S) in Feb '17; Framed for new higher pad after new sidewalk and curb. Brick was 85.4 F in Oct '15;	x
Deerlodge	7558	89.3 F, 89.1 S (Metal Box 88.5 F 87.6 S) in Feb' 17. Framed for new pad after curb and sidewalk replaced.	
Deerlodge	7578	87.3 F, 88.9 S (Metal Box 86.1 F, 89.9 S) in Feb '17; new added higher pad could be good after curb was replaced. Brick was 87.7 F in Oct '15;	x
Fort Concho	5213	Cap brick	
Fort Concho	5229	dirty mortar and cracked	
Fort Concho	5307	NVL on 2/5/17; no city work	
Fort Concho	5317	87.3 F, 89.5 S (Metal Box 87.6 F, 89.5 S) in Feb '17. Sidewalk has been raised; needs new higher pad. Brick was 87.4 F in Oct '15.	x
Fort Concho	5333	87.6 F, 89.6 S (Metal box 87.5 F, 89.6 S) in Feb '17; Sidewalk has been raised; no framing for pad but needs it. Brick was 87.3 F in Oct '15;	x
Fort Concho	5349	84.8 F, 89.2 S (Metal Box 85.7 F, 89.6 S) in Feb '17. Sidewalk raised, no curb work, framed for new pad. Brick was 84.8 F in Oct '15, with significant mortar cracks at top of box. Jeff told me (3/21/16 email) that this mailbox "can be repaired but it will fail again in the same spot. The failed joints can be cut out and pointed in but the fracture is the stress point. The only way to hold it together is to dissect it and use steel to tie reinforce it together and then put it back together. I would just point it in and wait for further decline..."	x
Grand Mesa	5304	88.1 F, 89.0 S (Metal Box 87.3 F, 89.5 S) in Feb '17; new curb; not framed for add-on concrete pad.	
Grand Mesa	5312	86.6 F, 89.1 S in Feb '17. Metal Box 84.0 F & 88.5 S in Dec 16 after new curb & sidewalk; not framed for add-on concrete pad. Had been hit and many bricks shifted; Resident report that metal box no longer functions correctly. Brick 86 F in Oct 2015;	Rebuild?
Grand Mesa	5328	87.6 F, 88.7 S in Feb '17. Metal Box was 85.5 F and 89.2 S in Dec 16 after road, sidewalk, and curb work. New curb & sidewalk; framed for additional higher pad. Brick was 87.9 F in Oct 2015;	x