

Park Glen Neighborhood Association

Minutes of October 15, 2018 Board Meeting

Approved at
the 1/21/19
Board Meeting

Prior to the regular meeting, the Board met in closed session to:

- Hear and Discuss Homeowner Appeal of Deed Restriction Violation (Account # 1311074401): Violation, Section 4.3 (Landscaping/Sod Needed) of General Provision governing Park Glen Neighborhood Association. The owner did not appear. The board considered the matter in the owner's absence with a motion to be made tonight.
- Discuss Accounts for PC 209 Escalation of Deed Restriction Enforcement:
 - Account #: 1311251101: Violation, Section 2.1 (Property modifications not approved and not compliant). Kristy offered to try to reach out to this owner again to try to achieve a resolution, and the Board agreed to defer escalation.
 - Account #: 1311319601: Violation, Section 2.1 (Property modifications not approved and not compliant). The board agreed to go ahead with a motion to start the escalation process.

Russell called the meeting to order at 7:04 p.m.

All board members were present: President Russell Zwerg, Vice President Stephen Whiteland, Directors Kenneth Anderson, Tom Kaul, Susan Kenney and Kristy Shallcross. The position of Secretary is vacant. Stephanie Varuska and Angela Spikes were present from Neighborhood Management, Inc.

The minutes of the September 17, 2018 board meeting were reviewed. **A motion was made by Tom to adopt the minutes as presented, with a second by Kenneth. The vote in favor of the motion was unanimous.**

Announcement of Board Actions since the September 17, 2018 Board Meeting

- Russell authorized a waiver of \$589.95 in fees on account 131116270 after all assessments were paid and the owner paid \$625 in fees as agreed.

President's Report

- Regarding the Phase III Sidewalk Replacement and Tree Root Mitigation Project, Russell reported that Project Coordinator Daniel Guido has received responses from the owners of about 175 of the 262 lots that are eligible for the project, which is considerably less than the 90% target we had informally set. Daniel is trying to reach out to homeowners to get more opt-ins before starting the project. We had hoped to start work around October 15, but we have not yet signed a contract with the contractor.
- Russell announced that annual assessment bills went out on October 5 and should have arrived a day or so later. Russell thanked Jerry Drake for putting out signs around the neighborhood to alert owners to this. NMI and Mutual of Omaha Bank have changed the processing fee for credit/debit card payment to 2.95%, which is much less for a \$66 payment than the prior \$14.95 flat fee. Russell asked Stephanie if the statements had been e-mailed as well as mailed; she said she would check on that.
- Russell announced that Larry Castleberry is selling his home and has stepped down from the Architectural Control Committee. This leaves just two people on the committee, which is really too few, especially for a community our size. He made a pitch for someone to volunteer to serve on the committee. Jerry Drake expressed interest.

Other Board Member Reports/Comments

- Kristy reported on her attempts to get better signage at the intersection of Denton Highway (377) and Basswood. There was a homeowner at the last meeting who expressed concerned about the lack of signage. There is a small sign on a pole on the west side of 377, but the large sign on the signal pole says

only “Hightower.” She would like a sign with arrows that indicates “Hightower” to the east and “Basswood” to the west. She talked with Alicia in Council Member Moon’s office, then talked to Cesar Flores in the Fort Worth Traffic Engineering. She was directed to talk to Frederico Hernandez at the Texas Department of Transportation and is waiting to hear back.

- Kristy said that she also asked Mr. Flores to improve signage at the intersection of Park Vista and North Tarrant, since the existing “Park Vista” street signs are small and on the far side of the intersection from the drivers who would most need to see them. He told her that improvement is already in the works.
- Susan reported that the shell building being constructed on North Tarrant Parkway west of Park Vista, near the Roadrunner service center is a small strip center.

Community Manager’s Report/Neighborhood Update / Status

- Stephanie presented her community report and answered questions.
- Stephanie reported that she has started using a “monitored” strategy to deal with violations that have a reasonable likelihood of being resolved without a violation notice. Russell said that this is similar to the “preview” status used by our former management company, RealManage. If there is a situation where it is very possible or reasonably likely that an issue would be fixed without a letter, we avoid the cost and irritation from sending a notice by marking the violation to be observed on the next inspection, and then sending a notice then if still present. This is especially helpful because we have so many violations in the neighborhood.
- Stephanie said that she is reporting bulk trash violations to Fort Worth Code Compliance. Russell said that the city is amazingly effective in this area of code compliance.
- Stephanie presented and went over the September financial report. Russell said that tonight’s report is preliminary; adjustments will be made for a few small items and to set money aside in a reserve fund for future projects (like the current sidewalk project in Phase III) as approved by the Board in July 2018.
- Russell reported that the \$3,800 in “escrow” being held by RealManage that he mentioned last month is now gone. We had challenged \$800 of their final bill, which they accepted, so they refunded the difference to us.
- Stephanie reported that she was contacted by Sheffield Development Company, which is the original developer of Phase 13 (at the end of Teal south of Basswood). They have three open space tracts in that area (.1197 acres at 5035 Glenscape Trail, .4033 acres at 6960 Teal Drive, and .0115 acres at 6964 Teal Drive). They are offering ownership of these very small tracts to PGNA before they will offer to the PID. Russell said that it is hard to understand where these tracts are, but even harder to see any reason that PGNA would want to take ownership of these slivers of land, since we don’t own any land and don’t want to own any land or pay property taxes. Stephanie said that she would try to get maps or plat information from Sheffield.

Treasurer’s Report

- Russell said that he did not have time to put together the accounts receivable report. We have not added any referrals and have resolved one since the last report. The total accounts receivable is high right now, since bills have just gone out and are not yet due; the status will be more clear after the November 1 due date.
- Russell reported that the Benevolence Fund remains unchanged with \$1,948 available. The newsletter is now smaller, excluding content not specifically relevant to Park Glen, which may make it more readable but perhaps less attractive to advertisers.
- Russell reported that he had claimed three items of “unclaimed funds” from the State of Texas and received payment for two of them, a total of about \$180. The third claim, for \$37.50, will probably never be paid to us or anyone else because the original payer (CareNow) did not provide any information to the Comptroller except the payee’s name (no address, phone number, or description of the payment), and that is not enough information for the Comptroller to definitively tie the payment to us.

Events / Activities

- National Night Out was October 2. Park Glen had at least four block parties that had registered with PGNA ahead of time and perhaps a few more that did not register. Russell has received a reimbursement request from three of the four owners so far. There are block party pictures in the October newsletter.
- PID6 Community Garage Sales will be Friday to Sunday, October 19-21. Russell thanked Tom Kaul for putting up the banners to attract people to come in and buy our stuff.
- The Turkey Trot will be November 22. We need volunteers; Russell showed how to sign up to help. Russell said that he has already gotten the park permits for the Turkey Trot and Holiday in the Park and is working on the city special events permit for the Turkey Trot.
- Holiday in the Park will be December 1. Plans are underway.

Business and Motions

Russell moved to deny the violation appeal (Account # 1311074401) Section 4.3, (Landscaping/Sod Needed). The motion was seconded by Tom. Russell explained that the homeowner stated a reason for not fixing the lack of sod on his property, but the Board did not feel that it was an extenuating circumstance or something we could make an exception for. **The motion passed unanimously.**

Russell moved to escalate account #1311319601 to the Association's attorney for deed restriction enforcement up to and including filing a lawsuit, if necessary. Kenneth seconded. Russell said that the Board had discussed this matter and another one prior to tonight's meeting, deciding to drop the other from the motion and take some intermediate action on it but proceed with 1311319601, which is for property improvements made without approval that are noncompliant with the community's deed restrictions. **The motion passed unanimously.**

Russell moved to authorize an independent contractor agreement between PGNA and Dana Hammack for \$1500 for Dana to:

- 1. overall coordinate the 2018 Holiday in the Park event and**
- 2. coordinate these aspects of the 2018 Turkey Trot:**
 - **Sponsors and Exhibitors - Recruit sponsors at various \$ levels, limited to what will fit on the shirt as determined by Russell. Coordinate exhibitors for race day. Get door prize donations and goodie bag donations from sponsors and/or local businesses.**
 - **Goodie bags - Get businesses to provide items & coupons for goodie bags that (I assume) will be provided by Continuum. With volunteer help, "stuff" the bags and prepare shirts, bags for pre-race pickup (along with bibs).**
 - **Advertising and Promotion - Distribute flyers and posters to local businesses, search for online running sites to list our event, promote at area schools, post on Facebook, and ask Cary Moon, nearby HOA's, and the PID to promote.**
 - **Packet Pickup – Assist in participant pickup of packets on the Monday and Tuesday nights before the race.**
 - **Supplies / Refreshments - Get donated items and buy other fruit, snacks, water, and coffee needed. Coordinate the set-up, preparation, and distribution of refreshments. Buy water and cups for water station halfway through the race course.**
 - **Facility Setup - Coordinate use of and access to the church; direct the layout and setup; assist with distribution of door prizes and awards for race day.**

The motion was seconded by Stephen. Russell said that Dana has done overall coordination of the Holiday in the Park for the past two or three years, so that would continue. The Turkey Trot items listed are about a third of the key roles of that event. They are things that Dana has done in the past. The things that Dana has not done will continue to be done by somebody else. Volunteers would of course be

involved, and there are sign-ups for both events. Russell said that it is his hope that we will have enough volunteers in the future to coordinate events, but this independent contractor agreement is a great option for where we find ourselves now, compared to other options and considering Dana's experience. Russell said that three homeowners have expressed interest in coordinating or helping to coordinate the Eggstravaganza, so he is optimistic about that. **The motion passed unanimously.**

Russell moved to conduct a holiday decorating contest for each of the 13 villages with a \$50.00 gift card prize for each village. Second by Susan. Russell said that this is something that we have done for many years. It involves having a coordinator to recruit homeowner judges and set up a system to assign villages to judges, get their initial selections, check nominees for amounts owed and open violation, and then assign judges to make the final selection in a different village than they judged originally. **The motion passed unanimously.** Russell asked if anyone would volunteer to coordinate; no one offered.

Susan moved to ask the city of Fort Worth to consult the residents in the vicinity of Arcadia Park and the community before making improvements in or changes to the park. The motion was seconded by Kristy. Susan said that she and others believe the new exercise equipment in the park changes the appearance of the beautiful natural park, messing up the views. She feels that the city needs to involve residents when they consider these kinds of plans. The city should get input on whether the improvements are wanted and where they should be located (e.g. better to build around existing improvements rather than in the "view shed"). An example other than the recent exercise equipment is the frisbee golf that just appeared one day a long time ago, for which Susan believes the city did not develop a master plan or involve residents in the decision. She believes that when the city plans improvements for the park or a playground, they should put a sign out, notify residents, and have a public meeting. This would be for major things that affect views of the park. Homeowner Cecilia (who is on the PID6 Advisory Board) said that the mentioned projects had been in the minutes of the PID. Russell said that, for major projects with significant impact, there should be an attempt to reach out to owners and provide an opportunity to get their input rather than just listing it in a meeting agenda. **The motion passed unanimously.**

Russell moved to appoint Park Glen homeowner Kelly Wingo to fill the vacant Board Secretary position. Susan seconded. Russell said that Kelly approached him and was interested in taking the Board Secretary position again after she did not move out of the neighborhood. Not only is she a great candidate, but no one else has asked or agreed to take the position. **The motion passed unanimously.**

Russell moved to appoint Jerry Drake to the Architectural Control Committee. Tom seconded. The motion passed with no opposition.

Member Comments – Jerry asked about the sidewalk replacement project and why the HOA does not bill the owners for all or some of the work. Russell explained that sidewalk replacement and tree root mitigation is an intimidatingly large expense that would be cost-prohibitive for many homeowners, meaning that it would just not be done. Since the primary objective was to get the sidewalks fixed, the Board considered this to be a community improvement project. Russell also said that it is something like home insurance for storm damage; the pooled money is going to fix the sidewalks that are a problem. It is just one village for now, but the intent is for all problem sidewalks to be fixed, which will benefit each part of Park Glen and improve property values throughout the neighborhood.

Russell adjourned the meeting at approximately 8:14. The next meeting is December 3, 2018.

Park Glen Neighborhood Association

Management Report September 2018

ACC APPLICATIONS:

21 ACC applications have been received from owners for various projects including fences, exterior painting, window replacements, roofs, patio covers, tree replacements, solar panels, sidewalk replacement, a front door and a garage door. Please see attached report for a full breakdown.

- 19 applications were approved
- 2 applications were denied

COMPLIANCE SUMMARY:

A total of 86 new compliance notices were sent to owners regarding various compliance matters from 9/15/18 to 10/12/18. A total of 89 new Deed Restriction Violations were placed on a monitored status for further review to determine if homeowner will cure violation before compliance notice is necessary.

A total of 252 existing violations were closed (cured) from 9/15/18 to 10/12/18.

A total of 591 violations are still pending in either an "open" or "monitored" status. Please see the list below:

Architectural Control:	10
Home Exterior:	73
Outside Nuisances:	52
Landscaping:	429
Trash Container:	10
Vehicle:	17

ACCOUNTING:

Please refer to attached preliminary financial reports.

Community Funds:

As of 9/30/18, the following Association fund balances are outlined below:

\$ 13,380.47 in Community Association Bank (Mutual of Omaha) Operating
\$211,092.36 in Community Association Bank (Mutual of Omaha) Money Market
\$150,384.29 in Texas Capital Bank Operating
\$246,237.14 in Alliance Bank 14 month CD
\$ 52,069.82 in ICS Operating Money Market

Accounts Receivable:

As of 9/30/18, below is a summary of AR:

Assessments	\$24,893.65
Attorney Fees	\$25,983.45
Administrative Fees	\$21,803.69
Work Order	\$ 81.19
Violation Fines	\$ 6,678.87
Late Fees	\$46,536.16
Accrued Interest	\$10,649.26
Total of All Accounts Receivable:	\$136,626.27

Collections:

As of 8/31/18, below is a summary of legal and non-legal collections. Please refer to attached report from Association attorney.

Legal:

5 Combo – Collections/Deed Restrictions
34 Pre-Litigation
4 Judicial Foreclosures
3 Bankruptcies
1 Lien
2 Litigation/Lawsuit
1 Payment Plan

Non-Legal:

5 Payment Plans
2 Defaults on Payment Plan

Benevolence Fund - 10/15/18 (unchanged)

Dedicated Advertising Revenue through 9/30/17	1,930
Dedicated Adv Revenue since 8/31/17 (showing deposit date):	
10/13/17-Captain Ron's	50
11/16/17-Captain Ron's	50
11/16/17-Small Business Saturday	50
12/18/17-Captain Ron's (December)	50
1/20/18-Captain Ron's (January)	50
1/19/18-Anderson Team (Jan, Feb, Mar)	300
2/27/18-Captain Ron's (February)	50
2/27/18-Linda Green (February, March)	40
3/30/18-Park Glen Pools (March)	50
4/9/18-Captain Ron's (April)	50
4/30/18-Linda Green (April)	20
5/21/18-Captain Ron's (May)	50
5/21/18-Anderson Team (Apr, May, Jun)	300
5/21/18-Linda Green (May)	20
9/10/18-Anderson Team (Jul, Aug, Sep)	300
 Total Revenue	 3,360
 Disbursements:	
7/29/17-Stump Removal and Mulch for a PG owner in need; was accompanied by volunteer work	412
2/19/18-Park Glen homeowner with a special needs child	500
4/18/18-Park Glen homeowner with significant medical expense for a child	500
 Total Disbursements	 1,412
 Available Now (Total Revenue minus Total Disbursements)	 1,948