

Park Glen Neighborhood Association

Minutes of December 2, 2019 Board Meeting

Approved
at the
1/20/20
Board
Meeting

Roll Call - Russell called the meeting to order at 7:02 p.m. The following Board members were present: Russell Zwerg, Kelly Wingo, Tom Kaul, Erik Kendel, Kristy Shallcross, Susan Kenney.

Consideration of October 21, 2019 Board Meeting Minutes - Minutes are not ready for consideration.

Announcement of Board Actions since Last Meeting (October 21, 2019) - None

President and Other Board Member Reports/Comments - Russell announced he and his wife have purchased a home outside of the PGNA community. Although his home within the PGNA community has not yet sold, he indicated his resignation from the Board will likely be effective January 20, 2020.

Development Committee (Susan Kenney) - None

Fort Worth Code Compliance Officer, Ibn Abdul-Rahman - Officer Ibn introduced himself as the new Code Compliance Officer for our area. He gave us a description synopsis of the area he covers as well as what he does. Officer Ibn was able to clarify with examples of types of non-compliant issues he addresses as well as the process he follows. He provided a solid waste information handout and extra trash information as well as code ranger training information. He also spoke about the "My Fort Worth App" that can be downloaded and allows for input of any complaint/code violation which will automatically route to the correct department for us. An example of what you can use the App for is to document that a street light is out. That information will be received by the City and it will be automatically routed to the proper department. 682-444-6214 is Officer Ibn's telephone number.

Community Manager's Report - NMI reported on the following:

- Neighborhood Updates/Status Report
- Monthly Financial Report-October
- Announcement of New Office Location (Now even closer!): 5421 Basswood Blvd., Suite 710 (next to Premier Eye Care)
- Announcement of Mailbox Damage at 8412 Fern Lake Court and action taken

Treasurer's Report - Russell presented the Accounts Receivable Tracking Report and explained that our collection policy calls for the Board to consider escalating certain unpaid accounts for legal collection action at our December meeting.

Events / Activities

- Turkey Trot held on 11/28 - Please see the website for the results of the Turkey Trot. Enthusiasm was high with the people in attendance, but receipt of revenue was lower than last year and the prior. In addition, volunteering is down.
- Plans for 12/7 Holiday in the Park - Kristy gave us a presentation about what to expect (Santa, snow hill, petting zoo, vendors, breakfast food provided by PGNA and the vendors, Christmas Gift Shop, bike gang, arts and crafts, dancers, Central High School Band and a BMX type show to be presented by Daniel Guido).
- Holiday Decorating Contest – Judging to be a week later than originally planned (December 12-16 rather than 5-9). Volunteer judges are needed and Kelly will coordinate this year's contest.

Business and Motions

- **Russell moved to contract with Cavanaugh & Company PLLC to review PGNA's 9/30/2018 federal tax return and prepare PGNA's 9/30/2019 return at a maximum cost of \$500.** Erik seconded. Russell explained that he has calculated a change to the 9/30/18 tax return that will cause a refund to us, but he wants the accountant to review it before submitting. Motion passed with none opposed.

- **Russell moved to escalate the following homeowner accounts for collection action, up to and including authorization of legal action to foreclose:**

131100460	131105950	131113890	131130770
131100990	131105961	131117000	131131220
131101480	131106352	131117200	131131570
131102970	131107730	131117930	
131104100	131108600	131127550	
131104550	131111260	131129800	

Motion seconded by Tom. None opposed. Motion Passed.

- Russell presented a report from Daniel Guido (Project Coordinator) on a potential new sidewalk/tree root mitigation project. **Russell moved to move forward with the preliminary work on the second sidewalk/root mitigation project, including:**
 1. **Preliminarily selecting these parts of Park Glen for the project: The Bluffs, Wind Ridge, The meadows, Parkview, the Preserve, and The Crossing;**
 2. **Authorizing getting contractor bids; and,**
 3. **Authorizing reaching out to homeowners for opt-in for the project, if and when that seems appropriate to Project Coordinator Daniel Guido and PGNA Vice President Stephen Whiteland.**

Susan seconded the Motion. Russell made the following points during discussion:

- The number of problems and total projected cost in Guido’s report is smaller than we expected. At the October meeting, we expressed willingness to spend in the area of \$200,000 on this project, so Guido does not need to limit the job solely to keep down the cost.
- ADA standards for trip hazards (height mismatches) are important to us and should probably be the guide of what height mismatches to fix rather than the 1½ inches that Guido looked for and listed.
- It is Russell’s expectation that the count of problem panels will grow significantly with a stricter standard for height mismatches, and that may reduce the overall area of the project and the number of selected villages to decrease from the six being preliminarily approved tonight.
- Guido may be able to get some contractors to provide input on which sidewalks should be fixed.
- We are not authorizing any payments to contractors at this time. The only expenditure we are authorizing is Guido’s time to move forward.
- It is too soon at this point to reach out to homeowners, but we are allowing that to happen if and when both Guido and Stephen feel that the problem sidewalks have been sufficiently identified. Even that will not be committing to the project.

Motion passed with none opposed.

- **Russell moved to modify the existing community bulletin relating to storage, visibility, and screening of trash, recycling, and yard carts as follows:**

Bulletin B1.20 [changing this from 1.19, because there were two 1.19 bulletins adopted at the same time, in error] Storage of Garbage, Recycling, and Yard Waste Containers; Partial Screening Fences: Garbage, recycling, and yard waste containers must be stored in the backyard or garage where they will not be visible from any street, public right-of-way or adjacent neighbor’s front entryway, driveway, or front lawn. Partial screening fences (a fence segment where either or both ends are not connected to the home or the main fence) of any sort are prohibited. In accordance with city code, garbage carts, recycling carts, and yard waste may be placed on the curb next to the street no earlier than 6:00 p.m. on the day preceding the scheduled collection day, and carts shall be removed from the curb and from public sight by the end of the scheduled collection day unless there has been a missed collection reported to the city.

Tom seconded the Motion. None opposed. Motion passed.

- Proposal to adopt a new community bulletin regarding trees, stumps, and tree rings, as follows: **Russell moved to adopt a new community bulletin regarding trees, stumps, and tree rings, as follows:**

Bulletin B1.21 Trees, Stumps, and Tree Rings: The Association will enforce a requirement that every lot contain at least one prominent tree (diameter of 2 inches or greater) in the main part of the front yard OR at least two trees (diameter of 2 inches or greater) in the parkway (between the back of the curb and the sidewalk) in front of the home. Approval of the Architectural Control Committee is required before removing any required tree. Any required tree currently missing or removed in the

future must be replaced. Any variance or exception to the above standards for any lot must be specifically granted by the Architectural Control Committee or PGNA Board to provide a temporary waiver to be in effect for no more than two years or until change of ownership, whichever occurs first. Trees must be healthy, attractive, and well-maintained. Branches and other parts of trees must not be an obstacle for vehicles in the street, pedestrians on the sidewalk, or residents of neighboring lots. Any stump visible from the street or any common area must be removed or ground down below ground level so that grass can grow above it. Any tree ring visible from any street or common area must contain an appropriately-sized healthy tree or be removed with the yard restored in that place.

Tom seconded the Motion. None opposed. Motion passed.

- **Russell moved to allocate up to \$350 to conduct a community shredding event on April 25, 2020. This event will require one or more responsible people to coordinate, including:**
 - 1. Working with Expanco (the shredding company);**
 - 2. Coordinating the publicity of the event; and,**
 - 3. Either working the event or getting other volunteers to work the event.**

Erik seconded the motion. Russell explained the following:

- We have had a shredding every spring since 2015. Each year, at least two volunteers have worked the event, unloading and dumping the shredding from most of the 100 to 120 cars, which kept the participants from having to get out of their cars and kept the line moving quickly. Because at least one of the volunteers each year has been a board member, we have also promoted the event as an opportunity to talk with the Board on any topic, though there have typically been few actual questions for the Board each year.
- We will need a responsible person, ideally a Board member to volunteer to coordinate the event, including:
 - working with Expanco,
 - coordinating the publicity of the event, and
 - either working the event or getting other volunteers to work the event. Russell feels strongly that there should be at least one responsible volunteer (ideally a board member) on-site rather than letting the Expanco guys govern the event. He also really likes the additional service we have offered for the past 5 years of doing the heavy lifting and unloading vehicles.
- The event will be held at the "Black Hills Lane" parking lot of Park Glen Elementary School if we submit a facility use request to Keller ISD and they approve. They have not charged us for this in the past.

Motion passed with none opposed.

- **Erik moved to reimburse Daniel Guido \$140.71 for a large sign for the November 2, 2019 “Park Glen Bike Gang” community Town Hall event. Kelly seconded the Motion. None opposed. Motion passed.**
- **Russell moved to hold Board meetings at NMI’s new office (5421 Basswood Blvd., Suite 710) effective with the next meeting (January 20, 2020). Kelly seconded the Motion. Russell explained that we still have a good relationship with the Longhorn Council and are still welcome to use the Longhorn Activity Center (even though it has been listed for sale), but it seems logical to move to our management company’s office since they are now in our neighborhood and have space. Christina said that there will be no charge, at least for now. Motion passed with none opposed.**

Member Comments

- A Homeowner discussed placing a sign/notice in certain instances of Board approved variances.
- The subject of rental homes in the neighborhood was also discussed.

Adjourn - Meeting adjourned at 9:32 p.m. Next Board Meeting is scheduled for January 20, 2020 at NMI’s new office.

Park Glen Neighborhood Association

Management Report October 19, 2019 to November 27, 2019

Administrative

Homeowner Contact:

- 10 resale certificate inquiries.
- 53 regarding violations (this includes violations on their own properties or neighbors)
- 62 inquiries on balances, statement requests for new assessment.
- 8 conversations regarding Property Modifications requirements/information.
- 2 Conversations with City of Fort Worth Code Enforcement Officer

** Mailbox on Fern Lake Court has been damaged, have contacted Insurance Company and Mason Repair.

**Neighborhood Management will be closed Thursday, November 28th & 29th, December 25th & 26th, January 1st, 2020.

Change of Ownership

28 Properties had ownership changes processed from 10/19/19 to 11/27/19.

ACC Applications (10/19/19 thru 11/27/19)

15 ACC applications have been received from owners since the September Board Meeting.

- 11 applications were approved for:
 - Roof Replacement
 - Solar Panel Installation
 - Fence Replacement
 - Outside Lighting
 - Front Door
 - Garage Door Painting
 - Roof Replacement
 - Patio Cover Installation
- 2 applications were approved with conditions
 - Tree Removal/Replacement
 - Retaining Walls
- 2 applications are pending

Park Glen Neighborhood Association

Management Report October 19, 2019 to November 27, 2019

Compliance Summary

205 Open Violations:

- 1 Basketball Hoop on Curb
- 22 Fence Repair Needed
- 2 Repaint Trim
- 2 Garage Door Paint/Dents
- 17 Storage
- 58 Landscaping (mow, weeds in beds, trim shrubs, trees, tree stumps, sod needed)
- 3 Unsightly Appearance
- 87 Trash Cans
- 1 Boat
- 8 Trailers
- 1 Window AC Unit
- 1 Re-stain Front Door/Shutters
- 1 Replace Broken or Missing Fence Pickets
- 1 Bulk Items on or by Drive

103 Monitored Violations:

- 3 Architectural
- 1 Basketball Goal
- 2 Fence Repair
- 5 unsightly appearance
- 83 landscaping (majority sod & tree stumps)
- 4 trash cans (left on monitor due to comments)
- 2 trailers
- 2 Unauthorized storage
- 1 Stain Garage Door

161 Violations were closed.

***8 items reported to Code Compliance**

*** Code Enforcement Warrant was executed on a Park Glen property in regards to their pool.**

Park Glen Neighborhood Association

Management Report October 19, 2019 to November 27, 2019

Accounting

Homeowner Payments Received between October 19, 2019 to November 27, 2019

Due to Mgmt Co – Transfer Fee	\$	600.00
Due to NMI—Collect Ltr/Pmt Plans/Admin	\$	2,121.95
Prepaid Owners Assessments	\$	1,921.33
Assessments	\$	107,666.78
Late Fee	\$	844.09
Fines	\$	785.31
Interest on Assessments (Delinq)	\$	322.22
Legal Fees Billed Back	\$	5,048.68

Please refer to attached reports for Balance Sheets and Summary.

Collections

As of 11/7/19, below is a summary of legal and non-legal collections. Please refer to attached report from Association attorney.

Legal:

5 Combo – Collections/Deed Restrictions/Pre-Litigation
5 Judicial Foreclosures
10 Collection Pre-Litigation
11 Active Post Judgments
3 Bankruptcies
1 Active Payment Plan

Non-Legal:

**A Second property that was scheduled for foreclosure auction was paid to cancel the sale, awaiting funds from the Court to be sent to the Attorney, and then to Association.

Respectfully Submitted,

Christina M. Fountain, FL CAM
Neighborhood Management, Inc.

Park Glen Neighborhood Association, Inc.
Balance Sheet
10/31/2019

	Operating	Reserves	Total
Assets			
<u>Current Assets</u>			
1000 - CAB Operating Checking *4480	\$162,937.52		\$162,937.52
1001 - CAB Operating Money Mkt *9421	\$24,758.27		\$24,758.27
1002 - TCB Reserve Money Mkt *2228		\$124,067.62	\$124,067.62
1004 - ICS Reserve MM Alliance *845		\$125,077.10	\$125,077.10
1100 - AAB Reserve Money Mkt *2358		\$97.64	\$97.64
1200 - CDARS Reserve CD 52 weeks 8/27/20 *4751		\$125,438.24	\$125,438.24
1201 - CDARS Reserve CD 52 weeks 8/27/20 *4735		\$125,438.24	\$125,438.24
1600 - Accounts Receivable	\$192,737.92		\$192,737.92
1605 - Allowance for Doubtful Accts	(\$88,905.33)		(\$88,905.33)
<u>Total Current Assets</u>	<u>\$291,528.38</u>	<u>\$500,118.84</u>	<u>\$791,647.22</u>
Assets Total	\$291,528.38	\$500,118.84	\$791,647.22
Liabilities & Equity			
<u>Current Liabilities</u>			
2003 - Due to Mgmt. Co.--Trf Fees	\$240.00		\$240.00
2003-99 - Due to NMI--Collect Ltr/Pmt Plans/Admin	(\$30.00)		(\$30.00)
2050 - Prepaid Owners Assessments	\$6,514.32		\$6,514.32
<u>Total Current Liabilities</u>	<u>\$6,724.32</u>		<u>\$6,724.32</u>
<u>Reserves</u>			
3300 - General Reserves		\$573,166.08	\$573,166.08
<u>Total Reserves</u>		<u>\$573,166.08</u>	<u>\$573,166.08</u>
<u>Equity</u>			
3600 - Prior Year Adjustments	\$112.82		\$112.82
<u>Total Equity</u>	<u>\$112.82</u>		<u>\$112.82</u>
Retained Earnings	\$84,508.35	(\$73,140.74)	\$11,367.61
Net Income	\$200,182.89	\$93.50	\$200,276.39
Liabilities and Equity Total	\$291,528.38	\$500,118.84	\$791,647.22

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Operating
10/1/2019 - 10/31/2019

	10/1/2019 - 10/31/2019			10/1/2019 - 10/31/2019			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Homeowner-Related Income</u>							
4100 - Assessments	\$218,922.00	\$218,922.00	\$0.00	\$218,922.00	\$218,922.00	\$0.00	\$218,922.00
4200 - Late Fee	\$39.78	\$0.00	\$39.78	\$39.78	\$0.00	\$39.78	\$0.00
4550 - Interest on Assessments (Delinquent)	(\$48.10)	\$35.00	(\$83.10)	(\$48.10)	\$35.00	(\$83.10)	\$420.00
<u>Total Homeowner-Related Income</u>	\$218,913.68	\$218,957.00	(\$43.32)	\$218,913.68	\$218,957.00	(\$43.32)	\$219,342.00
<u>Other Income</u>							
4500 - Interest Income	\$13.97	\$0.00	\$13.97	\$13.97	\$0.00	\$13.97	\$3,900.00
4603 - Social Event Income	\$1,275.00	\$1,000.00	\$275.00	\$1,275.00	\$1,000.00	\$275.00	\$24,000.00
<u>Total Other Income</u>	\$1,288.97	\$1,000.00	\$288.97	\$1,288.97	\$1,000.00	\$288.97	\$27,900.00
Total Income	\$220,202.65	\$219,957.00	\$245.65	\$220,202.65	\$219,957.00	\$245.65	\$247,242.00
Expense							
<u>General & Administrative</u>							
5104 - Administrative	\$3,228.62	\$3,200.00	(\$28.62)	\$3,228.62	\$3,200.00	(\$28.62)	\$3,200.00
5105 - Postage	\$198.30	\$125.00	(\$73.30)	\$198.30	\$125.00	(\$73.30)	\$2,850.00
5107 - Social Committee/Community Events	\$1,202.84	\$500.00	(\$702.84)	\$1,202.84	\$500.00	(\$702.84)	\$20,250.00
5107-02 - Community Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00
5112 - Committee Expense	\$0.00	\$25.00	\$25.00	\$0.00	\$25.00	\$25.00	\$600.00
5113 - Professional Management	\$6,675.00	\$6,942.00	\$267.00	\$6,675.00	\$6,942.00	\$267.00	\$83,304.00
5114 - Storage	\$133.00	\$133.00	\$0.00	\$133.00	\$133.00	\$0.00	\$1,895.00
5115 - Website/Portal	\$0.00	\$8.00	\$8.00	\$0.00	\$8.00	\$8.00	\$96.00
5116 - Association Meetings	\$0.00	\$80.00	\$80.00	\$0.00	\$80.00	\$80.00	\$960.00
5117 - Licenses, Permits & Fees	\$0.00	\$10.00	\$10.00	\$0.00	\$10.00	\$10.00	\$120.00
5118 - Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700.00
5120 - Copies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00
5176 - Legal Fees	\$0.00	\$400.00	\$400.00	\$0.00	\$400.00	\$400.00	\$4,800.00
5180 - Other Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,250.00
5181 - Audit & Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00
5184 - Scholarships/Charity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,500.00
<u>Total General & Administrative</u>	\$11,437.76	\$11,423.00	(\$14.76)	\$11,437.76	\$11,423.00	(\$14.76)	\$145,025.00
<u>Infrastructure & Maintenance</u>							
5470 - Community Maintenance & Repairs	\$0.00	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	\$15,000.00
<u>Total Infrastructure & Maintenance</u>	\$0.00	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	\$15,000.00
<u>Insurance</u>							
5250 - Commercial Package Insurance	\$8,582.00	\$8,600.00	\$18.00	\$8,582.00	\$8,600.00	\$18.00	\$17,600.00
<u>Total Insurance</u>	\$8,582.00	\$8,600.00	\$18.00	\$8,582.00	\$8,600.00	\$18.00	\$17,600.00
<u>Other Expense</u>							
6000 - Reserve Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,617.00
<u>Total Other Expense</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,617.00
Total Expense	\$20,019.76	\$21,273.00	\$1,253.24	\$20,019.76	\$21,273.00	\$1,253.24	\$247,242.00
Operating Net Income	\$200,182.89	\$198,684.00	\$1,498.89	\$200,182.89	\$198,684.00	\$1,498.89	\$0.00

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Operating
10/1/2019 - 10/31/2019

	10/1/2019 - 10/31/2019			10/1/2019 - 10/31/2019			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Net Income	\$200,182.89	\$198,684.00	\$1,498.89	\$200,182.89	\$198,684.00	\$1,498.89	\$0.00

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Reserves
10/1/2019 - 10/31/2019

	10/1/2019 - 10/31/2019			10/1/2019 - 10/31/2019			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Other Income</u>							
4500 - Interest Income	\$93.50	\$0.00	\$93.50	\$93.50	\$0.00	\$93.50	\$0.00
<u>Total Other Income</u>	\$93.50	\$0.00	\$93.50	\$93.50	\$0.00	\$93.50	\$0.00
Total Income	\$93.50	\$0.00	\$93.50	\$93.50	\$0.00	\$93.50	\$0.00
Operating Net Income	\$93.50	\$0.00	\$93.50	\$93.50	\$0.00	\$93.50	\$0.00
Net Income	\$93.50	\$0.00	\$93.50	\$93.50	\$0.00	\$93.50	\$0.00

8412
Fern
Lake
Ct



Accounts Receivable Monthly Tracking

2015 Bill Date Mid- Sep, Due Date 11/1	Total # of Past Due Accts:	% of 3,318 Home- owners	Total Past Due \$ Owed	2016 Bill Date Late Aug, Due Date 10/1	Total # of Past Due Accts:	% of 3,318 Home- owners	Total Past Due \$ Owed	2017 Bill Date Late Aug, Due Date 10/1	Total # of Past Due Accts:	% of 3,317 Home- owners	Total Past Due \$ Owed	2018 Bill Date Early Sep, Due Date 11/1	Total # of Past Due Accts	% of 3,317 Home- owners	Total Past Due \$ Owed
11/20/15	910	27.4%	246,947	10/10/16	1048	31.6%	248,730	10/16/17	597	18.0%	199,027	11/30/18	746	22.5%	176,222
12/29/15	742	22.4%	231,575	12/12/16	552	16.6%	210,093	12/4/17	405	12.2%	177,084	1/21/19	385	11.6%	151,708
1/7/16	666	20.1%	222,020	1/16/17	466	14.0%	211,931	1/15/18	361	10.9%	182,867	2/18/19	347	10.5%	163,364
2/4/16	550	16.6%	209,517	2/20/17	335	10.1%	205,301	2/19/18	239	7.2%	167,542	3/15/19	313	9.4%	154,363
3/3/16	451	13.6%	202,626	3/20/17	290	8.7%	189,821	3/19/18	209	6.3%	157,253	4/9/19	268	8.1%	142,781
4/7/16	392	11.8%	198,921	4/17/17	258	7.8%	185,533	4/19/18	191	5.8%	156,408	5/17/19	244	7.4%	134,398
5/5/16	356	10.7%	194,522	5/15/17	236	7.1%	184,070	5/19/18	183	5.5%	157,298	6/14/19	228	6.9%	129,371
6/2/16	335	10.1%	193,512	6/19/17	215	6.5%	172,869	6/30/18	176	5.3%	153,646	7/12/19	228	6.9%	128,716
7/27/16	285	8.6%	188,910	7/17/17	198	6.0%	171,468	7/10/18	175	5.3%	152,404	8/16/19	205	6.2%	135,699
8/22/16	267	8.0%	188,257	8/22/17	184	5.5%	167,036	8/20/18	164	4.9%	142,996	9/13/19	193	5.8%	128,456
9/12/16	261	7.9%	186,625	9/18/17	179	5.4%	165,490	9/17/18	161	4.9%	140,085	10/18/19	184	5.5%	119,695

MAYOR BETSY'S ROLLING TOWN HALL

SUPPORTING
PARK GLEN BIKE GANG

12:00 PM | Saturday, November 2nd
at Park Glen Elementary



Sponsored by



Thank you to our sponsors and co-hosts!

Councilman Cary Moon and Mayor Betsy Price
and Your Park Glen Bike Gang, co-hosts



gracecommunitychurch.com - 3789 Thompson Road



Park  Glen
Neighborhood Association
A great place to live!

www.ParkGlen.org



Comerica Bank



Hard Hats for Little Heads
Physicians Caring for Texans

