

Park Glen Neighborhood Association

Board of Director's Meeting Minutes of February 17, 2020

Approved
at 4/20/20
Board Mtg

The meeting was called to order by Board President Susan Kenney at 7:00 p.m. as quorum was met by 5 out of 7 members in attendance. Board members in attendance were: President Susan Kenney, Vice President Stephen Whiteland, Treasurer Paul Grove, Director Tom Kaul, and Director Erik Kendel. Board members absent were: Secretary Kelly Wingo & Director Kristy Shallcross. Also in attendance were approximately 15-20 homeowners and Community Manager Christina Fountain from Neighborhood Management, Inc.

Consideration of January 20, 2020 Minutes. Motion was made by Tom Kaul to approve the minutes as presented, seconded by Stephen Whiteland. **The vote was unanimous and the motion passed.**

Announcements of Board Actions since the January 20th Meeting.

- On January 24, 2020, the Board approved a motion by Susan Kenney and seconded by Erik Kendel **that PGNA homeowner Russell Zwerg be appointed Assistant Treasurer for a period of 90 days to assist in the transition of duties and responsibility from Russell to newly appointed Treasurer Paul Grove. As Assistant Treasurer, Russell will continue to have access and oversight of the Association's finances and accounts receivable.** Voting "yes" were Susan, Erik, Tom, Stephen, Kristy, Paul, Kelly.
- On January 30, 2020, the Board approved a motion by Susan Kenney and seconded by Stephen Whiteland **that PGNA homeowner Melissa Medici be appointed Communications Director and Events Director through the organizing meeting in September 2020. In these two roles, she will:**
 - **Be the primary Administrator of the official Park Glen Neighborhood Association (PGNA) Facebook page. All questions will be directed to the appropriate person; i.e. CCR questions will be directed to NMI and/or appropriate Board member.**
 - **Post PGNA official information on other social media outlets (i.e. Park Glen Neighborhood Neighbors, Next Door).**
 - **Oversee and/or personally put together the community newsletter.**
 - **Oversee and/or personally administer the PGNA website (www.ParkGlen.org).**
 - **Oversee and/or personally administer e-blasts and other Board-authorized communication methods and outreaches.**
 - **Oversee and/or personally coordinate most Park Glen events.**

Voting "yes" were Susan, Stephen, Paul, Kristy, Erik, Tom, and Kelly.

Board Member Reports & Comments

- **President's Report** – Board President Susan Kenney gave a report regarding PID6 and the current status of the monument sign near north end of Park Vista Blvd, Trees on Basswood, and the election of PID6 board members.
 - Susan stated that the PID6 agreed to maintain the sign if it was put in but not to construct it.
 - Susan also stated that the PID6 was going to ask the City Forester's opinion on the PID6's landscape plan of 3 crepe myrtles and 3 chinquapin oaks and 2 lacey oaks proposed for behind the monument sign in the median on Basswood Blvd. at Teal. Susan stated that she requested that the PID6 put in 13 shade trees, or as close to that number as possible, and that they be the same shade tree in order to have a similar look of symmetry and grand entryway that existed before the Bradford pear trees were taken out.

- Susan also stated that the PID6 was determining how the PID6 members would be elected and that they voted to have each PID6 District have their property owners elect their Board member representative.
 - Susan requested volunteers for a new Xeriscaping/Landscaping Committee, and Susan announced that Director Erik Kendel volunteered to chair the committee; Tom Kaul and Susan Kenney volunteered to also serve on the committee.
 - A handout on the 5G cellular network poles was distributed to those in attendance and it was discussed at length with homeowners in attendance. Same information in handout is published on the PGNA website.
- **Vice President's Report** – Vice President Stephen Whiteland gave a status update on the Sidewalk Project, announcing that he is assembling a field of five potential contractors and is in the process of confirming similar jobs and checking references.

Community Manager's Report – Community Association Manager Christina Fountain reported on:

- Areas of homeowner contact/Neighborhood Updates
- ACC applications since the January Meeting
- January's Monthly Financials
- Compliance Report since the January Meeting
- Current Collections efforts with the Association Attorney

Treasurer's Report

- Treasurer Paul Grove discussed the current accounts receivable and the Benevolence Fund.
- Assistant Treasurer Russell Zwerg gave a report on the final totals for the Turkey Trot held on November 28th, 2019 and the Holiday in the Park held on December 7, 2019.

Events & Activities

- Discussion was held regarding the Eggstravaganza & Spring Festival to be held on March 28, 2020.
- Announcement of the Shredding Event to be held on April 25, 2020 from 9 a.m. -11 a.m. at Park Glen Elementary parking lot along Black Hills Lane.

Business & Motions

- Board President Susan Kenney motioned **to authorize up to \$4,000 (same budget as last year) for the annual Eggstravaganza & Spring Festival Event on Saturday, March 28, 2020, and to be coordinated by Melissa Medici.** Motion was seconded by Tom Kaul. **Vote was unanimous and motion passed.**
- Director Tom Kaul motioned **to deny the homeowner appeal regarding Section B1.20 of the Community Wide Bulletin concerning a partial screening fence (Account 1311003111).** Motion was seconded by Vice President Stephen Whiteland. **Vote was in favor by 4 of the 5 members, with opposing vote of President Susan Kenney.**
- President Susan Kenney motioned **to increase the storage facility unit from 10'w x 10' d to 20'w x 10 d with a cost of \$32 extra per month, \$384 extra a year.** Motion was seconded by Director Tom Kaul. **Vote was unanimous and motion passed.**

- Discussion was held on the calendar of events for the association and President Susan Kenney motioned to **approve the proposed 2020 Calendar of Park Glen Events and Programs**. The motion was seconded by Vice President Stephen Whiteland. Vote was unanimous and motion passed.
- President Susan Kenney motioned to designate homeowners Tom Kaul, Erik Kendel, Susan Kenney, to serve on Xeriscaping/Landscaping Committee, chaired by Erik Kendel, to help draft community standards for alternative landscaping, including developing a draft bulletin revision and/or policy, set guidelines and restrictions for drought-resistant landscaping, and other modifications addressed in Texas law 202.007. The motion was seconded by Director Erik Kendel. Vote was unanimous and motion passed.
- Russell Zwerg led the discussion regarding the process and explanation of instructions to Association Attorney to bid upon Association Foreclosures (suits initiated by the Association) President Susan Kenney motioned to **authorize our attorney to bid on behalf of PGNA in future foreclosure auctions that result from our legal actions, up to the amount owed to PGNA plus necessary buyer costs of the auction. This action is to protect PGNA's interests by preventing a low winning bid from another party that would not cover the amount owed to PGNA.** The motion was seconded by Treasurer Paul Grove. Vote was unanimous and the motion passed.
- Discussion was held and led by Russell Zwerg in regards to electric generators and the fact was pointed out that the Association did not have a policy on record regarding this issue. President Susan Kenney motioned **to adopt Bulletin B1.22 that states:**

"B1.22 Electric Generators: The Association has adopted a detailed policy regarding electric generators, incorporated into these bulletins by reference and purpose."

and to adopt the following policy:

***Park Glen Neighborhood Association
Guidelines Regarding Electric Generators, in accordance with Texas Property Code 202.019***

Generators Other Than "Standby Electric Generators"

Any generator that is not considered a "standby electric generator" as defined below (e.g. a portable electric generator or a generator not continually wired-in to the home's electrical system and that does not require installation) may:

- 1. not be located on property not owned by the homeowner nor on common areas, property owned or maintained by the property owners' association, property owned in common by the property owners' association members, nor property owned or maintained by the city and/or Public Improvement District.***
- 2. not be in any location visible from any street, sidewalk, common area, or neighbor's property, unless specifically approved by the ACC.***
- 3. not create a nuisance or noise problem.***

Standby Electric Generators

- 1. A "standby electric generator" means a device that converts mechanical energy to electrical energy and is:***
- 2. powered by natural gas, liquefied petroleum gas, diesel fuel, biodiesel fuel, or hydrogen;***
- 3. fully enclosed in an integral manufacturer-supplied sound attenuating enclosure;***

4. *connected to the main electrical panel of a residence by a manual or automatic transfer switch; and*
5. *rated for a generating capacity of not less than seven kilowatts.*

A standby electric generator may not be located on property not owned by the homeowner nor on common areas, property owned or maintained by the property owners' association, property owned in common by the property owners' association members, nor property owned or maintained by the city and/or Public Improvement District. Standby Electric Generators may generally be installed only in a location not visible from any street, sidewalk, common area, or neighbor's property. The location of a standby electric generator must be approved by the ACC prior to installation, with the condition that a restriction on location may not increase the cost of installing the standby electric generator by more than 10 percent or increase the cost of installing and connecting the electrical and fuel lines for the standby electric generator by more than 20 percent. An owner is required to effectively screen a standby electric generator in a manner directed or approved by the ACC if the standby electric generator is visible from any street, sidewalk, common area, or neighbor's property (e.g. located in an unfenced side or rear yard of a residence and visible either from an adjoining residence or from adjoining common areas; located in a side or rear yard fenced by a wrought iron or residential aluminum fence and visible through the fence either from an adjoining residence or from adjoining common area).

A standby electric generator must be installed and maintained in compliance with the manufacturer's specifications and applicable governmental health, safety, electrical, and building codes. All electrical, plumbing, and fuel line connections to be installed only by licensed contractors. All electrical connections to be installed in accordance with applicable governmental health, safety, electrical, and building codes. If a permit is required by the city or any other government, the permit must be obtained before installation. All natural gas, diesel fuel, biodiesel fuel, or hydrogen fuel line connections must be installed in accordance with applicable governmental health, safety, electrical, and building codes. All liquefied petroleum gas fuel line connections to be installed in accordance with rules and standards promulgated and adopted by the Railroad Commission of Texas and other applicable governmental health, safety, electrical, and building codes. Nonintegral standby electric generator fuel tanks must be installed and maintained to comply with applicable municipal zoning ordinances and governmental health, safety, electrical, and building codes.

A standby electric generator and its electrical lines and fuel lines must be maintained in good condition. An owner is required to repair, replace, or remove any deteriorated or unsafe component of a standby electric generator, including electrical or fuel lines.

Times for the periodic testing of a standby electric generator, consistent with the manufacturer's recommendations, must be reasonable and not create a nuisance to neighbors or the community.

The use of a standby electric generator to generate all or substantially all of the electrical power to a residence is prohibited, except when utility-generated electrical power to the residence is not available or is intermittent due to causes other than nonpayment for utility service to the residence.

Motion was seconded by Treasurer Paul Grove. Vote was unanimous and motion passed.

- Discussion was held and led by Russell Zwerg in regards to the association’s political sign policy of record. It was pointed out that the policy is in direct contradiction to Texas State statute. President Susan Kenney **motioned to replace Bulletin B1.13, which currently states:**

B1.13 Political signs. During election campaigns, candidate and issue signs may be displayed two months before the election but must be removed the day after the election. Signs should be limited to one sign per candidate or issue.

with the following:

In accordance with Texas Election Code 259.002, Park Glen homeowners and residents are permitted to display one or more signs advertising a political candidate or ballot item for an election between the 90th day before the date of the election to which the sign relates and the 10th day after that election date. Signs must be ground-mounted. A property owner or resident is limited to displaying only one sign for each candidate or ballot item. This bulletin does not permit a sign that:

- 1. contains roofing material, siding, paving materials, flora, one or more balloons or lights, or any other similar building, landscaping, or nonstandard decorative component***
- 2. is attached in any way to plant material, a traffic control device, a light, a trailer, a vehicle, or any other existing structure or object;***
- 3. includes the painting of architectural surfaces;***
- 4. threatens the public health or safety;***
- 5. is larger than four feet by six feet;***
- 6. violates a law;***
- 7. contains language, graphics, or any display that would be offensive to the ordinary person; or***
- 8. is accompanied by music or other sounds or by streamers or is otherwise distracting to motorists.***
- 9. The Association may remove a sign displayed in violation of this bulletin or other covenants.***

Motion was seconded by Treasurer Paul Grove. [Vote was unanimous and motion passed.](#)

- Discussion was held and led by Russell Zwerg regarding the 2020 Scholarship Program Guidelines and Application. President Susan Kenney **motioned to approve the 2020 Scholarship Program Guidelines and Application as presented at tonight’s meeting, set a maximum of \$13,952.90 in scholarship funds, and appoint Julie Grove as Scholarship Program Coordinator.** Motion was seconded by Vice President Stephen Whiteland. [Vote was unanimous and motion passed.](#)

Minutes Respectively Submitted by

Christina Fountain

Community Association Manager

Neighborhood Management, Inc.

Basswood Blvd

Fort Worth, Texas



Google



Street View



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Google

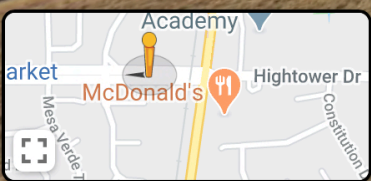
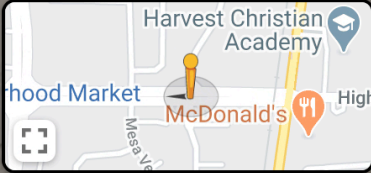


Image capture: Jan 2019 © 2020 Google United States Terms Report a problem

Basswood Blvd
Fort Worth, Texas



Street View



Google

8400 Park Vista Blvd

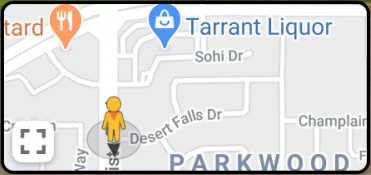
Fort Worth, Texas



Street View



Google





PARK



5G Poles in Park Glen

2/17/2020

Many Park Glen residents have noticed that 5G poles (also known as Micro Network Node, Network Node Network Support Pole and Related Ground Equipment) are being installed around the neighborhood. As of September 12, 2019, the City of Fort Worth adopted a Wireless Facilities and Infrastructure Ordinance that regulates the placement of 5G poles and related ground equipment.

Per this ordinance, the wireless company is required to notify all property owners within 150 feet of each proposed 5G pole or ground equipment location. If you receive a notice from a wireless company stating that they will be placing a 5G pole within 150 feet of your property, you have the option to respond and state any objections you may have. The city's ordinance states that if property owners within 150 feet object to the city staff in writing within 15 days of the postmarked date of the notice received, then the wireless company needs to work with the city and property owners to find an alternative location or the permit application will be denied.

Here is the link to the city's Design Manual:

<https://fortworthtexas.gov/developmentservices/pdf/wireless-facility-design-manual.pdf>

Pages 2-3 contain the regulations about notifications and objections.

A map of those wireless facilities (5G) that have been issued a permit or are in the process as of 2/17/20 can be seen at this link:

<http://cfw.maps.arcgis.com/apps/webappviewer/index.html?id=b4e0da8995484d759542dc6f120c7c34>

The red dots for our neighborhood are permits that have already been issued. By far the majority were issued before the Wireless Facilities and Infrastructure Ordinance was adopted on September 12, 2019. The blue dots represent that the wireless company is currently going through the permit process, and the City is awaiting reply from the client (applicant).

If you receive a notice from a wireless company about placing a 5G pole or ground equipment within 150 feet of your property and you wish to object to it, you must submit protest in writing to the City staff within 15 days of postmark date on notification sent by service provider. If protest is received, the network provider will work with the City and property owners to find an alternative location. If an alternative location is not identified, the permit will then be denied.

This City of Fort Worth webpage has the Design Manual and Permit links and other information:

<https://fortworthtexas.gov/developmentservices/permits/wireless-facilities/>

Reports and Information published by the National Toxicology Program, part of the National Institute of Environmental Health can be found below:

NTP Scientist weighs in on 5G technology:

<https://factor.niehs.nih.gov/2020/1/community-impact/5g-technology/index.htm>

Cell Phone Radio Frequency Radiation:

<https://www.niehs.nih.gov/health/topics/agents/cellphones/index.cfm>

A report on "High Exposure to Radio Frequency Radiation Associated with Cancer in Male Rats"

<https://www.nih.gov/news-events/news-releases/high-exposure-radio-frequency-radiation-associated-cancer-male-rats>

Park Glen Neighborhood Association

Management Report January 18, 2020 to February 14, 2020

Administrative

Homeowner Contact:

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

Change of Ownership

24 Properties had ownership changes processed from 01/18/2020 to 2/14/2020.

ACC Applications (1/18/2020 thru 2/14/2020)

11 ACC applications have been received from owners since the 11/28 Board Meeting.

- 9 applications were approved for:
 - Roof Replacement
 - Garage Door Replacement
 - Fence Relocation
 - Pergola Installation
 - Exterior Painting
 - Tree Removal/Replacement
 - Landscape Plan
- 1 applications was denied
 - Shed
- 1 application is pending

Park Glen Neighborhood Association

Management Report January 18, 2020 to February 14, 2020

Compliance Summary

184 Open Violations:

- 2 Basketball Hoops on Curb
- 25 Fence Repair Needed
- 11 Holiday Decor
- 15 Repaint Trim/Chimney
- 2 Garage Door Paint/Dents
- 4 Unauthorized Signs (commercial business signs and/or political)
- 15 Storage
- 20 Landscaping (mow, weeds in beds, trim shrubs, trees, tree stumps, sod needed)
- 4 Unsightly Appearance
- 75 Trash Cans
- 8 Trailers
- 1 RV Parking

120 Monitored Violations:

- 3 Architectural
- 1 Basketball Goal
- 4 Fence Repair
- 3 Storage
- 1 unsightly appearance
- 1 stain/repair garage door
- 86 landscaping (majority sod & tree stumps)
- 13 trash cans (left on monitor due to comments)
- 3 trailer
- 1 inoperable vehicle

74 Violations were closed.

- **1 bulk item (trash bags) reported to Code Compliance**

Park Glen Neighborhood Association

Management Report January 18, 2020 to February 14, 2020

Accounting

Homeowner Payments Received between January 18, 2020 to February 14, 2020

CAB Operating Checking *4480	\$ 1,509.92
Due to NMI – Collect Itr/Pymt Plans/Admin	\$ 3,715.39
Prepaid Owner Assessments	\$ 442.25
Assessments	\$ 5,509.62
Late Fee	\$ 753.37
Interest on Assessments (Delinq)	\$ 389.99
Legal Fees Billed Back	\$ 8,126.78

Please refer to attached reports for Balance Sheets and Summary.

Collections

As of 2/10/2020, 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
- 12 Judicial Foreclosures
- 3 Collection Pre-Litigation
- 9 Active Post Judgments **2 Made full payments – awaiting funds
- 3 Bankruptcies
- 1 Active Payment Plan

Non-Legal:

2 payment plans have been requested. Waiting signed agreements to be returned as well as first payment.

Respectfully Submitted,

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

Park Glen Neighborhood Association, Inc.
Balance Sheet
1/31/2020

	Operating	Reserves	Total
Assets			
<u>Current Assets</u>			
1000 - CAB Operating Checking *4480	\$232,114.21		\$232,114.21
1001 - CAB Operating Money Mkt *9421	\$24,783.25		\$24,783.25
1002 - TCB Reserve Money Mkt *2228		\$124,305.57	\$124,305.57
1004 - ICS Reserve MM Alliance *845		\$125,287.99	\$125,287.99
1100 - AAB Reserve Money Mkt *2358		\$97.72	\$97.72
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	\$122,249.14		\$122,249.14
1605 - Allowance for Doubtful Accts	(\$83,721.13)		(\$83,721.13)
<u>Total Current Assets</u>	<u>\$295,425.47</u>	<u>\$500,567.76</u>	<u>\$795,993.23</u>
Assets Total	\$295,425.47	\$500,567.76	\$795,993.23
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	\$6,850.00		\$6,850.00
2050 - Prepaid Owners Assessments	\$12,304.47		\$12,304.47
<u>Total Current Liabilities</u>	<u>\$19,394.47</u>		<u>\$19,394.47</u>
Retained Earnings	\$84,567.56	\$500,025.34	\$584,592.90
Net Income	\$191,463.44	\$542.42	\$192,005.86
Liabilities and Equity Total	\$295,425.47	\$500,567.76	\$795,993.23

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Operating
1/1/2020 - 1/31/2020

	1/1/2020 - 1/31/2020			10/1/2019 - 1/31/2020			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Homeowner-Related Income</u>							
4100 - Assessments	\$0.00	\$0.00	\$0.00	\$218,922.00	\$218,922.00	\$0.00	\$218,922.00
4200 - Late Fee	\$0.00	\$0.00	\$0.00	\$69.78	\$0.00	\$69.78	\$0.00
4550 - Interest on Assessments (Delinquent)	\$299.78	\$350.00	(\$50.22)	\$2,144.21	\$2,150.00	(\$5.79)	\$3,900.00
Total Homeowner-Related Income	\$299.78	\$350.00	(\$50.22)	\$221,135.99	\$221,072.00	\$63.99	\$222,822.00
<u>Other Income</u>							
4500 - Interest Income	\$18.09	\$35.00	(\$16.91)	\$66.09	\$140.00	(\$73.91)	\$420.00
4603 - Social Event Income	\$0.00	\$0.00	\$0.00	\$23,505.00	\$23,400.00	\$105.00	\$24,000.00
4604 - Advertising Revenue for Benevolence	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00
4900 - Insurance Settlements (also see 5257)	\$1,579.21	\$0.00	\$1,579.21	\$1,579.21	\$0.00	\$1,579.21	\$0.00
Total Other Income	\$1,597.30	\$35.00	\$1,562.30	\$25,175.30	\$23,540.00	\$1,635.30	\$24,420.00
Total Income	\$1,897.08	\$385.00	\$1,512.08	\$246,311.29	\$244,612.00	\$1,699.29	\$247,242.00
Expense							
<u>General & Administrative</u>							
5104 - Administrative	\$0.00	\$0.00	\$0.00	\$3,228.62	\$3,200.00	(\$28.62)	\$3,200.00
5105 - Postage	\$23.85	\$125.00	\$101.15	\$532.75	\$500.00	(\$32.75)	\$2,850.00
5107 - Social Committee/Community Events	\$1,400.17	\$1,750.00	\$349.83	\$13,101.89	\$13,300.00	\$198.11	\$20,250.00
5107-02 - Community Programs	\$730.84	\$0.00	(\$730.84)	\$730.84	\$700.00	(\$30.84)	\$1,250.00
5112 - Committee Expense	\$177.45	\$25.00	(\$152.45)	\$177.45	\$100.00	(\$77.45)	\$600.00
5113 - Professional Management	\$6,675.00	\$6,942.00	\$267.00	\$26,700.00	\$27,768.00	\$1,068.00	\$83,304.00
5114 - Storage	\$0.00	\$133.00	\$133.00	\$519.00	\$782.00	\$263.00	\$1,895.00
5115 - Website/Portal	\$50.30	\$8.00	(\$42.30)	\$50.30	\$32.00	(\$18.30)	\$96.00
5116 - Association Meetings	\$0.00	\$80.00	\$80.00	\$0.00	\$240.00	\$240.00	\$960.00
5117 - Licenses, Permits & Fees	\$0.00	\$10.00	\$10.00	\$5.00	\$40.00	\$35.00	\$120.00
5118 - Hospitality	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$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	\$1,600.00	\$1,600.00	\$4,800.00
5177 - Legal Fees Billed Back	\$1,485.00	\$0.00	(\$1,485.00)	\$0.00	\$0.00	\$0.00	\$0.00
5180 - Other Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$6,250.00
5181 - Audit & Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	\$700.00
5184 - Scholarships/Charity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,500.00
Total General & Administrative	\$10,542.61	\$10,473.00	(\$69.61)	\$45,045.85	\$52,462.00	\$7,416.15	\$145,025.00
<u>Infrastructure & Maintenance</u>							
5470 - Community Maintenance & Repairs	\$170.00	\$1,250.00	\$1,080.00	\$170.00	\$5,000.00	\$4,830.00	\$15,000.00
Total Infrastructure & Maintenance	\$170.00	\$1,250.00	\$1,080.00	\$170.00	\$5,000.00	\$4,830.00	\$15,000.00
<u>Insurance</u>							
5250 - Commercial Package Insurance	\$0.00	\$0.00	\$0.00	\$8,582.00	\$8,600.00	\$18.00	\$17,600.00
5257 - Insurance Deductible/Claim (see also 4900)	\$1,050.00	\$0.00	(\$1,050.00)	\$1,050.00	\$0.00	(\$1,050.00)	\$0.00
Total Insurance	\$1,050.00	\$0.00	(\$1,050.00)	\$9,632.00	\$8,600.00	(\$1,032.00)	\$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

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Operating
1/1/2020 - 1/31/2020

	1/1/2020 - 1/31/2020			10/1/2019 - 1/31/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Total Other Expense</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,617.00
Total Expense	\$11,762.61	\$11,723.00	(\$39.61)	\$54,847.85	\$66,062.00	\$11,214.15	\$247,242.00
Operating Net Income	(\$9,865.53)	(\$11,338.00)	\$1,472.47	\$191,463.44	\$178,550.00	\$12,913.44	\$0.00
Net Income	(\$9,865.53)	(\$11,338.00)	\$1,472.47	\$191,463.44	\$178,550.00	\$12,913.44	\$0.00

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Reserves
1/1/2020 - 1/31/2020

	1/1/2020 - 1/31/2020			10/1/2019 - 1/31/2020			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Other Income</u>							
4500 - Interest Income	\$133.43	\$0.00	\$133.43	\$542.42	\$0.00	\$542.42	\$0.00
4750 - Reserve Fund Contribution Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,617.00
<u>Total Other Income</u>	\$133.43	\$0.00	\$133.43	\$542.42	\$0.00	\$542.42	\$69,617.00
Total Income	\$133.43	\$0.00	\$133.43	\$542.42	\$0.00	\$542.42	\$69,617.00
Operating Net Income	\$133.43	\$0.00	\$133.43	\$542.42	\$0.00	\$542.42	\$69,617.00
Net Income	\$133.43	\$0.00	\$133.43	\$542.42	\$0.00	\$542.42	\$69,617.00

Accounts Receivable Monthly Tracking

Date	# of Accounts >= \$2,000	# between \$1,000 & \$1,999	# between \$500 & \$1,000	# less than \$500	Total # of Past Due Accts:	% of Home- owners:	Total Past Due \$ Owed:
5/31/15					468	14.1%	\$207,701
7/30/15					454	13.7%	\$204,363
8/18/15					394	11.9%	\$199,531
9/16/15					373	11.2%	\$191,133
11/20/15					910	27.4%	\$246,947
12/29/15					742	22.4%	\$231,575
1/7/16					666	20.1%	\$222,020
2/4/16					550	16.6%	\$209,517
3/3/16					451	13.6%	\$202,626
4/7/16					392	11.8%	\$198,921
5/5/16					356	10.7%	\$194,522
6/2/16					335	10.1%	\$193,512
7/27/16					285	8.6%	\$188,910
8/22/16					267	8.0%	\$188,257
9/12/16					261	7.9%	\$186,625
10/10/16	23	60	35	930	1,048	31.6%	\$248,730
11/14/16	23	59	35	537	654	19.7%	\$219,739
12/12/16	22	58	44	428	552	16.6%	\$210,093
2/20/17	22	59	45	209	335	10.1%	\$205,301
3/20/17	22	54	37	177	290	8.7%	\$189,821
4/17/17	22	54	38	144	258	7.8%	\$185,533
5/15/17	23	52	39	122	236	7.1%	\$184,070
6/19/17	21	53	31	110	215	6.5%	\$172,869
7/17/17	22	51	30	95	198	6.0%	\$171,468
8/22/17	21	50	30	83	184	5.5%	\$167,036
9/18/17	21	49	37	72	179	5.4%	\$165,490
10/16/17	27	45	35	490	597	18.0%	\$199,027
12/4/17	22	43	35	305	405	12.2%	\$177,084

Date	# of Accounts >= \$2,000	# between \$1,000 & \$1,999	# between \$500 & \$1,000	# less than \$500	Total # of Past Due Accts:	% of Home- owners:	Total Past Due \$ Owed:
1/15/18	23	44	33	261	361	10.9%	\$182,867
2/19/18	21	40	34	144	239	7.2%	\$167,542
3/19/18	22	35	31	121	209	6.3%	\$157,253
4/19/18	21	34	32	104	191	5.8%	\$156,408
5/19/18	21	32	33	97	183	5.5%	\$157,298
7/10/18	22	24	38	91	175	5.3%	\$152,404
8/20/18	18	29	27	90	164	4.9%	\$142,996
9/17/18	19	30	24	88	161	4.9%	\$140,085
10/15/18	19	28	24	87	158	4.7%	\$141,638
12/3/18	21	28	27	670	746	22.5%	\$176,222
1/21/19	19	25	25	316	385	11.6%	\$151,708
2/18/19	28	13	26	280	347	10.5%	\$163,364
3/15/19	26	11	25	251	313	9.4%	\$154,363
4/9/19	24	11	21	212	268	8.1%	\$142,781
5/17/19	23	8	20	193	244	7.4%	\$134,398
6/14/19	21	11	18	178	228	6.9%	\$129,371
7/12/19	21	10	20	177	228	6.9%	\$128,716
8/16/19	25	8	16	156	205	6.2%	\$135,699
9/13/19	24	6	16	147	193	5.8%	\$128,456
10/18/19	20	9	15	140	184	5.5%	\$119,695
11/27/19	21	9	13	572	615	18.5%	\$151,321
1/17/20	19	14	10	379	422	12.7%	\$139,256
2/14/20	17	13	8	342	380	11.5%	\$119,695

Note: 61 accounts have balances less than \$1

vs last mtg	-2	-1	-2	-37	-42		-\$19,561
vs. last yr	-11	0	-18	62	33		-\$43,669
vs 2 yrs ago	-4	-27	-26	198	141		-\$47,847
vs 3 yrs ago	-5	-46	-37	133	45		-\$85,606
vs 4 yrs ago					-170		-\$89,822

Benevolence Fund - 2/17/2020

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
3/1/19-Primrose School of Parkwood Hill (Mar)	150
7/11/19-Master the Music (Jun)	150
 Total Revenue	 3,660
 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
5/26/19-Park Glen homeowner with significant medical expense for a child	200
 Total Disbursements	 1,612
Available Now (Total Revenue minus Total Disbursements)	2,048

Turkey Trot Financial Report		<u>2019 Total</u>		<u>2018 Total</u>		<u>2017 Total</u>		<u>2016 Total</u>
Turkey Trot Proceeds								
<u>Race Fees from Participants</u>	Reg Fee-Indiv: \$27 by Nov 11, \$32 Nov 12-27, \$35 Race Day. Team/Family of 4 or more: \$22 per person by Nov 11, \$27 Nov. 12-27, \$30 Race Day	\$14,455.00	Registration Fee: \$25 individual or \$20 per person if 4 or more registering together (team price); After 11/8, \$30 indiv, \$25 team member	\$17,730.00	Registration Fee: \$25 individual or \$20 per person if 4 or more registering together (team price); After 11/7, \$30 indiv, \$25 team member	\$18,990.00	Registration Fee: \$25 individual or \$20 per person if 4 or more registering together (team price); After 11/8, \$30 indiv, \$25 team member	\$18,800.00
Number of Participants	incl some no charge registrations from sponsorships	588	incl some no charge registrations from sponsorships	767	incl some no charge registrations from sponsorships	803	incl some no charge registrations from sponsorships	803
<u>Proceeds from Sponsors</u>	Total sponsorships \$9,149 minus \$939 value donations in lieu of payment equals \$8,210 in revenue.	\$8,210.00	Total sponsorships \$8,290 minus \$1,070 value donations in lieu of payment = \$7,220 in revenue.	\$7,220.00	Total Sponsorships \$8,250 minus \$1300 value donations in lieu of \$ = \$6950 in revenue, which includes \$500 credit to management fees from RM in lieu of sponsor pmt.	\$6,950.00	Total sponsorships \$7,550 minus \$900 value donations in lieu of payment = \$6,650 posted revenue	\$6,650.00
Total Proceeds Collected		\$22,665.00		\$24,950.00		\$25,940.00		\$25,450.00
Turkey Trot Expenses								
T-Shirts	At Promo 800 shirts	\$3,879.00	At Promo 923 shirts	\$3,646.89	At Promo 902 T-shirts	\$3,656.74	At Promo: 922 T-shirts	\$4,174.32
Food; Snacks	Walmart - Bottles of water, cups, coffee supplies \$34.43 Sam's - Bottled Water & Granola Bars \$61.12 Granola Bars and Fruit donated by Blue Zones Project	\$95.55	Sam's \$140.82 + \$98.20, WalMart \$19.67, Jet's Pizza (Food for Volunteers) 19.46 Granola Bars were donated by Blue Zones Project	\$278.15	Fruit from Walmart \$79.04; Coffee and Supplies from Sam's and Walmart All other Water and snacks donated by Blue Zones Project and other sponsors	\$158.01	Walmart: 25 gallons of drinking water; all other donated by Kroger Granola Bars donated by Blue Zones Project	\$22.00
Golf Cart Rental	used our cart instead		purchased a steel cart instead	N/A	Metro Golf Cars	\$303.10	Metro Golf Cars	\$280.38
Coffee Equipment & Containers	used church equipment		used church equipment	N/A	used church equipment		used church equipment	\$0.00
Race Timing	Chip-2-Chip Timing (Deb Teague)	\$2,250.00	Chip-2-Chip Timing (Deb Teague)	\$2,200.00	Chip-2-Chip Timing (Deb Teague)	\$2,129.00	paid \$500 to Race Chip but refunded to us in Jan due to the problems with the race timing	\$0.00
Bags for Goodies	Used paper bags from storage that were purchased in prior years.		Continuum donated drawstring backpacks	\$0.00	Continuum donated drawstring backpacks	\$0.00	Amazon; we used donated bags instead, so we have these for the future	\$74.97
Signs	No new signs this year		No new signs this year	N/A	Additional "No Parking" and Promotion Signs	\$297.75	have from last year	N/A

Turkey Trot Financial Report		<u>2019 Total</u>		<u>2018 Total</u>		<u>2017 Total</u>		<u>2016 Total</u>
Facility to Pass Out Race Packets	Renting Longhorn Activity Center to Pass Out Race Packets 530-730pm on 11/26 & 11/27	No invoice received	Renting Longhorn Activity Center to Pass Out Race Packets 530-730pm on 11/21 & 11/22	\$80.00	Renting Longhorn Activity Center to Pass Out Race Packets 530-730pm on 11/20 & 11/21	\$80.00	Rented Longhorn Activity Center to Pass Out Race Packets 530-730pm on 11/21 & 11/22	\$80.00
City Event Permit	City of Fort Worth; \$150 for permit, plus \$700 for deposit that was refunded to us.	\$150.00	City of Fort Worth; \$150 for permit, plus \$700 for deposit that should be refunded to us.	\$150.00	City of Fort Worth; \$150 for permit, plus \$700 for deposit that was refunded to us.	\$150.00	City of Fort Worth; \$150 for permit, plus \$700 for deposit that should be refunded to us (but not yet, as of 2/17/17).	\$150.00
City Park Permit	City of Fort Worth. \$165 fee. There was also a \$100 deposit not included here because it was refunded	\$165.00	City of Fort Worth. \$165 fee. There was also a \$100 deposit not included here because it was refunded	\$165.00	City of Fort Worth. \$150 fee. There was also a \$100 deposit that was refunded.	\$150.00	City of Fort Worth. \$150 fee. Russell also paid \$100 deposit that was refunded to him.	\$150.00
3 Police Officers	Individual Officers	\$900.00	Individual Officers	\$720.00	Individual Officers	\$720.00	Individual Officers	\$720.00
Newspaper Print & Digital Ads	Did not do this year		Did not do this year	N/A	Did not do this year	N/A	Keller Citizen	\$295.20
Sound System	used our owned system and a playlist on a flash drive		used our owned system and a playlist on a flash drive	N/A	used our owned system and a playlist on a flash drive	N/A	used our owned system and a playlist on a flash drive	N/A
2 12' x 2½' Banners (will be used every year)	Used the two banners we bought years ago, moving around to different places week to week		Used the two banners we bought years ago, moving around to different places week to week	N/A	have from last year	N/A	have from last year	N/A
4 Gift Cards x \$25 for Winning Team	Academy Sports donated \$50 in lieu of sponsorship fee: We bought \$50 more Academy cards at Kroger	\$50.00	Academy Sports donated in lieu of sponsorship fee: 4 x \$25 Gift Card	\$0.00	Academy Sports donated in lieu of sponsorship fee: 4 x \$25 Gift Card	\$0.00	Academy Sports donated in lieu of sponsorship fee: 4 x \$25 Gift Card	\$0.00
Gift Card for Winning Overall Male & Female	Academy Sports Cards from Kroger: 2 x \$100 Gift Card	\$200.00	Academy Sports: 2 x \$100 Gift Card	\$200.00	Academy Sports: 2 x \$100 Gift Card (was donated by a sponsor)	\$0.00	Academy Sports: 2 x \$100 Gift Card	\$200.00
Medals and Sponsor Plaques	Crown Awards: \$173.91 for Sponsor Plaques + \$415.30 for Runner Medals	\$589.21	Crown Awards: \$144.39 for Sponsor Plaques + \$400.43 for Runner Medals, Office Depot \$19.98 for Certificates	\$564.80	Crown Awards: \$529.34; Office Depot: \$33.19 Certificate Paper, Ink, Printing	\$562.53	Crown Awards: \$606.15; Office Depot: \$79.63 Certificate Paper, Ink, Printing	\$685.78
Door Prizes	4 x \$15 Kroger Gift cards Other door prizes were donated	\$60.00	All were donated.	\$0.00	Bluetooth Headset from Sam's \$54.00; all other door prizes were donated.	\$54.00	Academy Sports: 2 x \$25 Gift Card	\$50.00
Facility Usage	Alliance UMC donated in lieu of sponsor fee		Alliance UMC donated in lieu of sponsor fee	\$0.00	Alliance UMC donated in lieu of sponsor fee		Alliance UMC donated in lieu of sponsor fee	\$0.00

Turkey Trot Financial Report		<u>2019 Total</u>		<u>2018 Total</u>		<u>2017 Total</u>		<u>2016 Total</u>
Donation to Project Graduation for Services Rendered	Not done this way this year		Not done this way this year	\$0.00	Keller Central High	\$250.00	Keller Central High	\$300.00
Course Measuring & Certification (expires December 2025)				N/A		N/A		N/A
Printing				N/A		N/A		\$0.00
Postage and Envelopes to Mail Medals				N/A		N/A	\$87.72 paid to Enkei International in Dec but then reimbursed by Race Chip in Jan due to problems with race timing	\$0.00
Coordinator (Independent Contractor)			Dana Hammack	\$900.00	Mileage for Dana Hammack	\$100.00	Mileage for Dana Hammack	\$100.00
Special Event Insurance Coverage	CPH Insurance, paid by RZ Credit Card	\$175.00	Philadelphia Insurance Companies (NMI paid 9/18/18 via CC; we paid to NMI in June 2019)	\$251.00	CiraConnect Insurance	\$288.65	CiraConnect Insurance	\$420.00
Supplies	Amazon - Safety Pins \$17.85 Home Depot - Cable Ties for Banners on Poles \$9.22	\$27.07	Road ID \$26.99 for Race Bibs for 2K, Amazon \$84.56 for "Gorilla" steel utility cart (will be used for future events, as well) + \$7.99 for Safety Pins + \$38.63 for First Aid Kit	\$158.17	Stakes and zip ties for Banners (approximate)	\$20.00	Money Bag \$4.32; Stakes for Banners \$16.83	\$21.15
Cones to place on the road part of the course for safety (required)	Dallas Lite & Barricade	\$303.10	Dallas Lite & Barricade	\$189.44	Dallas Lite & Barricade	\$303.10	Donated by the city	\$0.00
Portable Toilets				N/A		N/A		N/A
Total Expense		\$8,843.93		\$9,503.45		\$9,222.88		\$7,723.80
Budget		\$11,000.00		\$11,000.00		\$11,000.00		\$11,000.00
Expense is (Under) / Over Budget by		(\$2,156.07)		(\$1,496.55)		(\$1,777.12)		(\$3,276.20)
Total Net Profit OR (Net Expense). This is total proceeds minus total expense:		\$13,821.07		\$15,446.55		\$16,717.12		\$17,726.20
	Plus Surplus from 2018 TT not used for 2019 Scholarships	\$131.83	Plus Surplus from 2017 TT not used for 2018 Scholarships	\$1,185.28	+ Surplus from '16 TT not used for '17 Schol	\$68.16	+ Surplus from '15 TT not used for '16 Schol	\$541.96
	Available for 2020 Scholarships	\$13,952.90	Available for 2019 Scholarships	\$16,631.83	Available for 2018 Scholarships	\$16,785.28	Available for 2017 Scholarships	\$18,268.16
Scholarships			Scholarships (22 x \$750)	\$16,500.00	Scholarships (24 x \$650)	\$15,600.00	Scholarships (26 x \$700) using surplus from 2015 TT	\$18,200.00

Holiday in the Park		2019 Total		2018 Total		2017 Total		2016 Total	2015 Total	2015 Details
Approximate # of Attendees		450		400		350		350	400 +	
	12/7/19 at Arcadia Park #4		12/1/18 at Arcadia Park #4		12/2/17 at Arcadia Park #4		12/3/16 at Alliance UMC (moved indoor due to weather)			
Revenue										
Exhibitors	21 x \$40 =	\$840.00	25 @ \$40 =	\$1,000.00	23 x \$40 + 1 x \$20 minus one \$40 checks returned and \$5 bank fee	\$895.00	25 x \$40	\$1,000.00	\$300.00	15 x \$20 plus 2 provided refreshments
			some paid but were not there							
Expenses										
Santa	Nancy and Bill Kraus	\$250.00	Lone Star Santa (Larry Hawkins); included Santa, Mrs. Claus, and an Elf for 2½ hours	\$312.50	Lone Star Santa (Larry Hawkins); included Santa, Mrs. Claus, and an Elf for 2½ hours	\$312.50	Lone Star Santa (Larry Hawkins); included Santa, Mrs. Claus, and an Elf for 2½ hours	\$312.50	\$250.00	Lone Star Santa (Larry Hawkins); included Santa, Mrs. Claus, and an Elf for 2 hrs.
Balloon Artist				N/A		N/A		N/A	\$175.00	Entertainment Crazy (Lindsey Foster)
Trackless Train			Fun Times Party Rental	\$570.00	Fun Times Party Rental	\$550.00	Fun Times Party Rental (canceled due to venue change)	\$105.00	\$400.00	TNT Entertainment
Bounce House(s)			Let's Jump	\$457.35	Let's Jump	\$470.15	N/A	N/A	\$425.39	Let's Jump - Slide x \$235 minus 15%, Farm Land x \$135 minus 15%, Generator \$65 + \$3.50 x 2 for fuel, 8.25% sales tax, then \$7 travel
Other Entertainment	CHS Band (Small Groups performed throughout the event)	\$100.00	CHS Band and CHS Choir	\$200.00		N/A				
Snow Hill	Emergency Ice \$2,213.84 Tractor Supply Company (Hay Bales) \$99.96	\$2,413.80					Emergency Ice (canceled due to venue change)	\$100.00		
Petting Zoo	Westland Ranch	\$500.00								
Items for Kids' Store (for kids to buy subsidized gifts for their families)	Donations from Park Glen residents		Dollar Tree, Bath & Body Works, Oriental Trading	\$147.75		N/A				
City Park Permit OR Other Facility Rental	City of Fort Worth. \$165 fee. The \$100 deposit was refunded so not listed here	\$165.00	City of Fort Worth. \$165 fee. There was also a \$100 deposit not included here because I expect a refund.	\$165.00	City of Fort Worth Parks Department	\$125.00	FW Parks Dept. Russell pd \$125 and was reimbursed by PGNA; City is applying this to the '17 Eggstravaganza. We then paid \$225 facility rental to Alliance Methodist	\$225.00	\$125.00	Fort Worth Parks Department

Holiday in the Park		2019 Total		2018 Total		2017 Total		2016 Total	2015 Total	2015 Details
Craft Supplies	Dollar Tree - Arts & Crafts	\$95.26	Hobby Lobby \$31.02 + Let's Jump \$67.63 for Tables & Chairs	\$98.65	Dollar Tree \$16.24, Walmart \$15.66, Walmart \$24.88, 99¢ Only Store \$10.83, Michaels \$28.22 + 16.53	\$112.36	Michael's: \$55.93 + \$7.71; Hobby Lobby: 26.40; Dollar Tree: \$38.97	\$129.01	\$16.24	Dollar Tree: 16.24
Coordinator			Dana Hammack	\$600.00		N/A			\$27.27	Gas/Mileage Reimb to Dana Hammack (\$100 total, \$72.73 was for TT)
Breakfast	Methodist Men - 200 Breakfast Burritos, 300 Pancakes, and Hot Chocolate	\$575.00	Alliance Methodist Men provided, prepared, and served 300 hot dogs and 200 breakfast burritos. The food was free to attendees.	\$550.00	Alliance Methodist Men \$625 for 600 food items (breakfast tacos and sausage in a pancake on a stick); Syrup & Salsa (Walmart) \$11.42, Syrup & Cups (Walmart) \$17.15	\$653.57	Walmart: \$8.93 Juice; Sam's: \$47.16 Plates, Syrup, Juice; Alliance Methodist Men: \$250 for pancake Mix and labor	\$306.09		
Hot Chocolate Mix	Included in Methodist Men Pmt		WalMart	\$49.80	Walmart	\$49.08	Sam's Club	\$14.56	\$0.00	Donated by Unity One Credit Union
Insulated Beverage Containers for Hot Chocolate	Included in Methodist Men Payment		Let's Jump	\$49.69	Borrowed from Alliance UMC	N/A	Rented from Taylor's Rental	\$43.30	\$86.60	Taylor's Rental: Water Heater and Beverage Containers for Hot Chocolate
Cookies / Snacks	Sam's - Snacks	\$74.02	Sam's	\$119.58	Sam's (Cookie Trays, Brownie Bites, Cinnamon Rolls)	\$80.81	Walmart: \$48.00; Sam's: \$38.96	\$86.96	\$0.00	Donated by Unity One Credit Union
DJ / Sound System	Used our owned portable speaker and a playlist on flash drive		Used our owned portable speaker and a playlist on flash drive	N/A	Used our owned portable speaker and a playlist on flash drive	N/A	Used our owned portable speaker and a playlist on flash drive	\$0.00	\$0.00	We bought one in the 2015 Turkey Trot budget and made our own playlist
Signs to Promote	No new signs		No new signs	N/A	No new signs	N/A	No new signs		\$302.00	Sign Central
Supplies/Snacks not listed above				N/A		N/A			\$28.12	Hats from Dollar Tree \$9.74; Candy Canes & Hat from Walmart
Portable Toilet	United Site Services	\$198.91	United Site Services	\$157.88		N/A		N/A	N/A	
Photography				N/A		N/A		N/A	N/A	
Totals		\$4,371.99		\$3,478.20		\$2,353.47		\$1,322.42	\$1,835.62	
Total (Net Expense) / Net Profit (Proceeds minus Exp):		(\$3,531.99)		(\$2,478.20)		(\$1,458.47)		(\$322.42)	(\$1,535.62)	
Budget		\$4,000.00		\$4,000.00		\$4,000.00		\$4,000.00	\$2,000.00	
Net (Under) / Over Budget by		(\$468.01)		(\$1,521.80)		(\$2,541.53)		(\$3,677.58)	(\$464.38)	

PGNA - 2020 Calendar and Event Ideas

<u>Date</u>	<u>Day</u>	<u>Event / Activity</u>
1/20/20	Mon	Board Meeting
2/17/20	Mon	Board Meeting
3/9/20	Mon	Spring Break Week starts
3/16/20	Mon	Board Meeting
3/28/20	Sat	Eggstravaganza & Spring Festival
4/12/20	Sun	Easter
4/17/20	Fri	PID6 Garage Sales
4/18/20	Sat	PID6 Garage Sales
4/19/20	Sun	PID6 Garage Sales
4/20/20	Mon	Board Meeting
4/25/20	Sat	Community Shredding
5/1/19	Wed	Start Accepting Scholarship Applications
5/18/20	Mon	Board Meeting
		Yard of the Month Judging (winner selected end of May, Jun, Jul, Aug)
6/1/20	Mon	PGNA Scholarship Application Deadline. Selection Committee reviews in June
6/15/20	Mon	Board Meeting
6/27/20	Sat	PID6 Independence Celebration
6/27/20	Sat	PGNA Independence Parade
7/20/20	Mon	Board Meeting
8/17/20	Mon	Board Meeting
9/14/20	Mon	Annual Meeting & Board Election 7:00-8:30pm
9/21/20	Mon	Board Meeting
10/6/20	Tue	National Night Out Block Parties
		Movie in the Park TBD
10/19/20	Mon	Board Meeting
10/16/20	Fri	PID6 Garage Sales
10/17/20	Sat	PID6 Garage Sales
10/18/20	Sun	PID6 Garage Sales
11/26/20	Thu	Turkey Trot
12/5/20	Sat	Holiday in the Park

Proposed Bulletin & Policy for Electrical Generators
2/17/2020 – by Russell Zwerg

I recommend:

A motion to adopt Bulletin B1.22 that states:

“B1.22 Electric Generators: The Association has adopted a detailed policy regarding electric generators, incorporated into these bulletins by reference and purpose.”

and to adopt the following policy:

Park Glen Neighborhood Association
Guidelines Regarding Electric Generators, in accordance with Texas Property Code 202.019

Generators Other Than “Standby Electric Generators”

Any generator that is not considered a “standby electric generator” as defined below (e.g. a portable electric generator or a generator not continually wired-in to the home’s electrical system and that does not require installation) may:

1. not be located on property not owned by the homeowner nor on common areas, property owned or maintained by the property owners' association, property owned in common by the property owners' association members, nor property owned or maintained by the city and/or Public Improvement District.
2. not be in any location visible from any street, sidewalk, common area, or neighbor’s property, unless specifically approved by the ACC.
3. not create a nuisance or noise problem.

Standby Electric Generators

A “standby electric generator” means a device that converts mechanical energy to electrical energy and is:

1. powered by natural gas, liquefied petroleum gas, diesel fuel, biodiesel fuel, or hydrogen;
2. fully enclosed in an integral manufacturer-supplied sound attenuating enclosure;
3. connected to the main electrical panel of a residence by a manual or automatic transfer switch; and
4. rated for a generating capacity of not less than seven kilowatts.

A standby electric generator may not be located on property not owned by the homeowner nor on common areas, property owned or maintained by the property owners' association, property owned in common by the property owners' association members, nor property owned or maintained by the city and/or Public Improvement District. Standby Electric Generators may generally be installed only in a location not visible from any street, sidewalk, common area, or neighbor’s property. The location of a standby electric generator must be approved by the ACC prior to installation, with the condition that a restriction on location may not increase the cost of installing the standby electric generator by more than 10 percent or increase the cost of installing and connecting the electrical and fuel lines for the standby electric generator by more than 20 percent. An owner is required to effectively screen a standby electric generator in a manner directed or approved by the ACC if the standby electric generator is visible from any street, sidewalk, common area, or neighbor’s property (e.g. located in an unfenced side or rear

yard of a residence and visible either from an adjoining residence or from adjoining common areas; located in a side or rear yard fenced by a wrought iron or residential aluminum fence and visible through the fence either from an adjoining residence or from adjoining common area).

A standby electric generator must be installed and maintained in compliance with the manufacturer's specifications and applicable governmental health, safety, electrical, and building codes. All electrical, plumbing, and fuel line connections to be installed only by licensed contractors. All electrical connections to be installed in accordance with applicable governmental health, safety, electrical, and building codes. If a permit is required by the city or any other government, the permit must be obtained before installation. All natural gas, diesel fuel, biodiesel fuel, or hydrogen fuel line connections must be installed in accordance with applicable governmental health, safety, electrical, and building codes. All liquefied petroleum gas fuel line connections to be installed in accordance with rules and standards promulgated and adopted by the Railroad Commission of Texas and other applicable governmental health, safety, electrical, and building codes. Nonintegral standby electric generator fuel tanks must be installed and maintained to comply with applicable municipal zoning ordinances and governmental health, safety, electrical, and building codes.

A standby electric generator and its electrical lines and fuel lines must be maintained in good condition. An owner is required to repair, replace, or remove any deteriorated or unsafe component of a standby electric generator, including electrical or fuel lines.

Times for the periodic testing of a standby electric generator, consistent with the manufacturer's recommendations, must be reasonable and not create a nuisance to neighbors or the community.

The use of a standby electric generator to generate all or substantially all of the electrical power to a residence is prohibited, except when utility-generated electrical power to the residence is not available or is intermittent due to causes other than nonpayment for utility service to the residence.

Discussion:

PGNA currently has no rules regarding electric generators even though Texas law (Texas Property Code 202.019, at the end of this document) allows us to place certain restrictions and regulations on standby electric generators. It is my opinion that Texas law requires an HOA to have a restrictive covenant in place (a bulletin and/or policy in PGNA's case) in order to be able to take action against unattractive, unreasonable, or annoying placement or use of standby generators. A bulletin/policy implemented by PGNA may assume every bit of authority allowed by 202.019 but nothing more than what is allowed by the law.

Doing nothing means that we would have no foundation to issue a violation or take any other action against an unattractive, unreasonable, or annoying generator, regardless of how many complaints we received about it. If a resident were to install a loud generator in public view near a property line without any HOA rule in place, the HOA could do nothing other than ask the city to take action in the event there was a violation of some city rule. Conversely, having an HOA rule means that we could ask the city to take action AND take action ourselves if we choose to.

This is why I propose a bulletin and policy that assumes every bit of authority the law allows. In considering this, I believe that you should ask yourself if there is any restriction in my proposal that you would not want the opportunity to enforce if somebody were to do that thing. Of course, the proposal could be tweaked or changed to not restrict some specific thing the law allows us to restrict, if you wish to permit residents to do that specific thing.

Here is Property Code section 202.019 regarding electric generators. Note that this law does not place any restriction on homeowners and residents. Rather, it states what HOA's can and cannot do, providing a blanket allowance for homeowners and residents if the HOA does nothing:

Sec. 202.019. STANDBY ELECTRIC GENERATORS.

(a) In this section, "standby electric generator" means a device that converts mechanical energy to electrical energy and is:

- 1) powered by natural gas, liquefied petroleum gas, diesel fuel, biodiesel fuel, or hydrogen;*
- 2) fully enclosed in an integral manufacturer-supplied sound attenuating enclosure;*
- 3) connected to the main electrical panel of a residence by a manual or automatic transfer switch; and*
- 4) rated for a generating capacity of not less than seven kilowatts.*

(b) Except as provided by this section, a property owners' association may not adopt or enforce a dedicatory instrument provision that prohibits, restricts, or has the effect of prohibiting or restricting an owner from owning, operating, installing, or maintaining a permanently installed standby electric generator.

(c) A property owners' association may adopt or enforce any of the following dedicatory instrument provisions to regulate the operation and installation of standby electric generators:

- 1) a dedicatory instrument provision that requires a standby electric generator to be installed and maintained in compliance with:*
 - (A) the manufacturer's specifications; and*
 - (B) applicable governmental health, safety, electrical, and building codes;*
- 2) a dedicatory instrument provision that requires all electrical, plumbing, and fuel line connections to be installed only by licensed contractors;*
- 3) a dedicatory instrument provision that requires all electrical connections to be installed in accordance with applicable governmental health, safety, electrical, and building codes;*
- 4) a dedicatory instrument provision that requires all natural gas, diesel fuel, biodiesel fuel, or hydrogen fuel line connections to be installed in accordance with applicable governmental health, safety, electrical, and building codes;*
- 5) a dedicatory instrument provision that requires all liquefied petroleum gas fuel line connections to be installed in accordance with rules and standards promulgated and adopted by the Railroad Commission of Texas and other applicable governmental health, safety, electrical, and building codes;*
- 6) a dedicatory instrument provision that requires nonintegral standby electric generator fuel tanks to be installed and maintained to comply with applicable municipal zoning ordinances and governmental health, safety, electrical, and building codes;*
- 7) a dedicatory instrument provision that requires the standby electric generator and its electrical lines and fuel lines to be maintained in good condition;*

- 8) *a dedicatory instrument provision that requires the repair, replacement, or removal of any deteriorated or unsafe component of a standby electric generator, including electrical or fuel lines;*
- 9) *a dedicatory instrument provision that requires an owner to screen a standby electric generator if the standby electric generator is:*
 - (A) *visible from the street faced by the dwelling;*
 - (B) *located in an unfenced side or rear yard of a residence and is visible either from an adjoining residence or from adjoining property owned by the property owners' association; or*
 - (C) *located in a side or rear yard fenced by a wrought iron or residential aluminum fence and is visible through the fence either from an adjoining residence or from adjoining property owned by the property owners' association;*
- 10) *a dedicatory instrument provision that sets reasonable times, consistent with the manufacturer's recommendations, for the periodic testing of a standby electric generator;*
- 11) *a dedicatory instrument provision that prohibits the use of a standby electric generator to generate all or substantially all of the electrical power to a residence, except when utility-generated electrical power to the residence is not available or is intermittent due to causes other than nonpayment for utility service to the residence;*
- 12) *a dedicatory instrument provision that regulates the location of the standby electric generator; or*
- 13) *a dedicatory instrument provision that prohibits an owner from locating a standby electric generator on property:*
 - (A) *owned or maintained by the property owners' association; or*
 - (B) *owned in common by the property owners' association members.*

(d) A dedicatory instrument provision permitted by Subsection (c), if adopted, must be reasonably applied and enforced.

(e) A dedicatory instrument provision that regulates the location of a standby electric generator is unenforceable if:

- 1) *it increases the cost of installing the standby electric generator by more than 10 percent;*
or
- 2) *it increases the cost of installing and connecting the electrical and fuel lines for the standby electric generator by more than 20 percent.*

(f) If a dedicatory instrument requires that the installation of a standby electric generator be approved before installation, approval may not be withheld if the proposed installation meets or exceeds the dedicatory instrument provisions permitted by Subsection (c).

(g) If a dedicatory instrument provision requires an owner to submit an application for approval of improvements located exterior to a residence, this section does not negate the requirement, but the information required to be submitted as part of the application for the installation of a standby electric generator may not be greater or more detailed than the application for any other improvement.

(h) In a hearing, action, or proceeding to determine whether a proposed or installed standby electric generator complies with the requirements of a dedicatory instrument provision permitted by Subsection (c), the party asserting noncompliance bears the burden of proof.

Proposed Bulletin for Political Signs
2/17/2020 – by Russell Zwerg

I recommend:

A motion to replace Bulletin B1.13, which currently states:

B1.13 Political signs. During election campaigns, candidate and issue signs may be displayed two months before the election but must be removed the day after the election. Signs should be limited to one sign per candidate or issue.

with the following:

In accordance with Texas Election Code 259.002, Park Glen homeowners and residents are permitted to display one or more signs advertising a political candidate or ballot item for an election between the 90th day before the date of the election to which the sign relates and the 10th day after that election date. Signs must be ground-mounted. A property owner or resident is limited to displaying only one sign for each candidate or ballot item. This bulletin does not permit a sign that:

1. contains roofing material, siding, paving materials, flora, one or more balloons or lights, or any other similar building, landscaping, or nonstandard decorative component
2. is attached in any way to plant material, a traffic control device, a light, a trailer, a vehicle, or any other existing structure or object;
3. includes the painting of architectural surfaces;
4. threatens the public health or safety;
5. is larger than four feet by six feet;
6. violates a law;
7. contains language, graphics, or any display that would be offensive to the ordinary person; or
8. is accompanied by music or other sounds or by streamers or is otherwise distracting to motorists.

The Association may remove a sign displayed in violation of this bulletin or other covenants.

Discussion:

Our current bulletin regarding political signs (B1.13, above) is outdated, unenforceable, and incomplete. It is outdated and unenforceable because the wording is too generic and the timetable is too restrictive compared to what is allowed by current Texas law (Section 259.002 of the Texas Election Code, below) that restricts the ability of HOA's to regulate political signs. It is incomplete because it omits many restrictions that current Texas law allows an HOA to enforce.

Sec. 259.002. REGULATION OF DISPLAY OF POLITICAL SIGNS BY PROPERTY OWNERS' ASSOCIATION.

(a) In this section, "property owners' association" has the meaning assigned by Section 202.001, Property Code.

(b) Except as otherwise provided by this section, a property owners' association may not enforce or adopt a restrictive covenant that prohibits a property owner from displaying on the owner's property one or more signs advertising a candidate or measure for an election:

(1) on or after the 90th day before the date of the election to which the sign relates;

or

(2) before the 10th day after that election date.

(c) This section does not prohibit the enforcement or adoption of a covenant that:

(1) requires a sign to be ground-mounted; or

(2) limits a property owner to displaying only one sign for each candidate or measure.

(d) This section does not prohibit the enforcement or adoption of a covenant that prohibits a sign that:

(1) contains roofing material, siding, paving materials, flora, one or more balloons or lights, or any other similar building, landscaping, or nonstandard decorative component;

(2) is attached in any way to plant material, a traffic control device, a light, a trailer, a vehicle, or any other existing structure or object;

(3) includes the painting of architectural surfaces;

(4) threatens the public health or safety;

(5) is larger than four feet by six feet;

(6) violates a law;

(7) contains language, graphics, or any display that would be offensive to the ordinary person; or

(8) is accompanied by music or other sounds or by streamers or is otherwise distracting to motorists.

(e) A property owners' association may remove a sign displayed in violation of a restrictive covenant permitted by this section.

It is my opinion that the law above requires an HOA to adopt a specific restrictive covenant (a bulletin in our case) in order to have authority to be able to take action against unattractive and unreasonable political signs. That bulletin may assume every bit of authority allowed by the law above but nothing more than what is allowed by the law. This is why I propose and recommend adoption of a bulletin that assumes every bit of authority the law allows. Or the proposal above could be changed to not restrict some specific thing the law allows us to restrict, if we wish to permit residents to do that specific thing.

Doing nothing means that we would have no foundation to issue a violation or take any other action against an unattractive or unreasonable sign. If a resident were to put up an 8' x 10' sign or a fluorescent sign with neon lights year-round for your most despised candidate, the HOA could do nothing other than ask the city to take action in the event the sign violated some city rule. Having an HOA rule means that we could ask the city to take action AND take action ourselves if we choose to.

2020 Scholarship Program Draft Guidelines and Application

The following changes for 2020 are reflected in the guidelines and application:

I added a warning against undated recommendation letters on last page. Now says "Letters of recommendation should be dated and recent. Letters over 1 year old or without dates will be accepted but are likely to receive lower scores." Since we have stated that letters of recommendation should be recent, we should also state that they should be dated. We had one in particular that turned in a 2- or 3-year-old letter. It was not dated, but from the information in it, it was obviously old.

Drop the "Vocational-Technical School" part of this app. Since at least 2015's program, we have paid scholarships only to universities and colleges.

Change "applicant statement" question from last year's "*why you believe yourself to be deserving of a scholarship*" to "*why this scholarship is important to you*" for 2020. Ideally change this question every year.

To better describe the transcript needed in the last item on the last page, I added and underlined the word "cumulative" in two places provided some additional explanation. I also slightly reworded C-2.

I added "birthdate" on page 1 along with GPA to give coordinator a way to check eligibility with regard to age (must be no more than 23 on 1st of the year). I also reworked the guidelines in C-1 and the application's homeowner section to remove subjectivity, avoid confusion, and make it easier for the homeowner to fill out quicker and more accurately.

In D-5, I asked that paper application pages not be stapled together.

I changed the standard for deed restriction violations to "No active violations more than 60 days old" to prevent an applicant from being excluded for a fairly new violation for which there may not have been sufficient time to address or for an inactive monitored violation for which our community manager is waiting for the homeowner to implement an approved plan.

I added back the requirement that names, addresses, and other identifying information must be redacted from all documents going to the Selection Committee, in addition to confidential information like social security numbers. We have been doing this, but adding it back will let everyone know that we do this.

Peggy Crofut at 9Round graciously accepted applications in 2018 and 2019 and probably would again in 2020. But I changed the dropoff to NMI's office, since they are now right in the neighborhood.

The total \$ amount available for 2020 scholarships (\$13,952.90) is the profit from the 2019 Turkey Trot (\$13,821.07) plus a surplus of \$131.83 from the 2018 Turkey Trot that was not used for scholarships in 2019. The Selection Committee selects not only the winning applications but also decides the number of scholarships to award. The \$ amount of each scholarship award is the greatest \$ amount in increments of \$25 that would not exceed the available \$ total for the number of scholarships to award. The "Number Awarded / Value of Each" chart reflects the possibilities for 2020.

PARK GLEN NEIGHBORHOOD ASSOCIATION 2020 SCHOLARSHIP PROGRAM

A. PURPOSE:

The Park Glen Neighborhood Association has authorized the Scholarship Program to recognize, reward, and develop members of our neighborhood and their dependents who have exhibited commendable academic success, leadership, and volunteer & extracurricular involvement.

B. GUIDELINES

1. A number of scholarships of \$500 or more will be awarded for undergraduate or graduate ~~or vocational technical~~ study in the upcoming fall semester. The \$ amount of each scholarship will depend on the total number of scholarships awarded (see table at right).
2. Park Glen homeowner Julie Grove will serve as the Scholarship Program Coordinator. In the event of a vacancy in the position of Program Coordinator, the PGNA President shall designate himself or herself, another Board member, or (with approval by the Board) a responsible non-Board member. The Program Coordinator must affirm in advance that he or she knows of no close connection to any potential scholarship applicant. Examples of "close connections" are relatives, close friends, and children of close friends. Later, it is not disqualifying if the Coordinator turns out to know or be acquainted with an applicant.
3. The PGNA President shall appoint a Scholarship Selection Committee made up of at least three Park Glen homeowners, with approval by the Board. The Program Coordinator may not serve on the Selection Committee. It is desirable for committee members to have some insight into one or more of the following, through either personal or a child's experiences:
 - a. involvement in activities during high school,
 - b. the pursuit of academic success in high school or college,
 - c. the process of applying, selecting, and transitioning to college.

Selection Committee members must affirm in advance that they know of no acquaintance with any potential scholarship applicant. Later, if it turns out that a selection committee member has an acquaintance with an applicant, that committee member must abstain from giving any score or input on that application, with the average of all other committee members' scores for that application inserted instead.

4. The Selection Committee will select the recipients of scholarships based on eligibility requirements and the Application Scoring System (outlined in the box to the right). However, the committee may deviate from the scoring system and use any other criteria, factors, system, or methods they desire.
5. The number of scholarships to be awarded will be decided by the selection committee within a range that is based on the number of applications received (see table on next page).
6. To award the scholarships, a check will be mailed to the school where each selected recipient is officially registered and has an official student ID. The funds are to be sent directly to the recipient's school and applied to the student's account to cover

Number Awarded	Value of Each
14 or Fewer	\$975
15	\$925
16	\$850
17	\$800
18	\$775
19	\$725
20	\$675
21	\$650
22	\$625
23	\$600
24	\$575
25	\$550
26	\$525
27	\$500

Application Scoring System
For each application, score 0 to 3 points for each line below. (0 = Information not provided, 1 = Poor, 2 = Good, 3 = Excellent). Maximum score per application is 10 lines x 3 points = 30 points.
GPA & Transcript
Repeat GPA/Transcript (counts double)
Future Study & Career Plans
Volunteer Service
Involvement
Leadership & Awards
Applicant Statement
Reference 1
Reference 2
Overall Impression

tuition and fees required to enroll at or attend plus required course-related expenses, such as fees, books, supplies, and equipment that are required for the courses in which recipient will enroll.

7. The Park Glen Neighborhood Association reserves the right to change the guidelines and procedures of the Scholarship Program at any time, including termination or reduction of the program.
8. Any awarded but unpaid or refunded scholarships will not be awarded to alternate recipients.
9. PGNA bears no responsibility for taxability of a scholarship or impact on a recipient's or family's tax status or financial aid.
10. Any questions or comments should be directed to the Scholarship Program Coordinator at PGNAScholarship@gmail.com.

C. ELIGIBILITY:

1. Applicant must be either:
 - a registered owner of a Park Glen home in county records or
 - someone born on or after 1/1/1997 (no more than 23 years of age on the last day of the current year) who receives over half of his or her support from the owner(s) of a Park Glen home.

In either case, the relevant homeowner must be a member in good standing of the Park Glen Neighborhood Association at the time of application and at the time of payment, if a scholarship is awarded. "Good standing" means no active violations more than 60 days old and no past due amounts owed to the Association.
2. Applicant must have a cumulative grade point average of 80% or better (or 3.00 on a 4.00 scale) for all of the most recent type of school attended (either high school or college).
3. Applicant must have been active in school and/or community activities and demonstrated leadership and volunteer & extracurricular involvement.
4. Each scholarship awardee must provide proof of registration and his or her student identification number to the PGNA Treasurer no later than **September 1, 2020**.
5. If an awardee chooses to no longer receive the award, does not attend school, or becomes ineligible for any reason after the scholarship is paid, the awardee is responsible for ensuring that the award is refunded to PGNA.

# of Eligible Applications Received	Minimum # of Awards	Maximum # of Awards
23 or fewer	10	18
24	10	19
25	10	20
26	10	21
27-28	11	22
29	12	23
30	12	24
31	12	25
32-33	13	26
34-36	14	27
37-38	15	27
39-41	16	27
42-43	17	27
44-46	18	27
47-48	19	27
49-51	20	27
52-53	21	27
54-56	22	27
57-58	23	27
59-61	24	27
62-63	25	27
64-66	26	27
67 or more	27	27
The Selection Committee will set the number of awards from the range listed for the number of eligible applications received.		

D. APPLICATION PROCESS:

1. Applications will be available at www.ParkGlen.org in late April 2020. Applications will be accepted beginning May 1, 2020 with a firm submission deadline of June 1, 2020.
2. A complete application package will include all of the following:
 - a. The 3 pages of the Application Form, filled out completely, signed by applicant, by the Park Glen homeowner, and by the applicant's parent or guardian (unless applicant is over 18 years of age).
 - b. Applicant Statement (one or two paragraphs), as described at the end of the application.
 - c. Two Letters of Recommendation as described at the end of the application.
 - d. Copy of the most recent official cumulative high school or college transcript, as described at the end of the application.
3. To be fair and consistent, nothing other than the five requested items (application, applicant statement, letter of recommendation #1, letter of recommendation #2, and transcript) will be used in the selection process, so additional items (certificates, confirmation of volunteer service, diploma, more than 2 recommendations, acceptance letter, etc.) should not be submitted.

4. Applicants are responsible for gathering and submitting all required information. Since applications are evaluated on the information supplied, all questions should be answered and all information supplied as completely as possible. Applications will be accepted as submitted, but missing information will count against the applicant.
5. The complete application package must be submitted between 12:01 am on May 1, 2020 and 11:59 pm on **June 1, 2020**. We encourage the submission of applications to the Scholarship Coordinator at this dedicated e-mail address: PGNAScholarship@gmail.com. But we have also arranged the opportunity to submit applications, sealed in an envelope, by mail or in person to:

<p>PGNA Scholarship Coordinator c/o Neighborhood Management, Inc. 5421 Basswood Blvd, Suite 710 Fort Worth, TX 76137</p>	<p><i>NMI's office is 2 doors to the left of Premier Eye Care. Their office hours are: Monday-Thursday: 8:30 am - 5 pm Friday: 8:30 am- 3 pm</i></p>
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Please do not staple the pages of mailed / in-person application packets.
6. Mailed applications must be postmarked on or before 6/1/20 and received by 6/5/20. In-person applications must be sealed and dropped off within the business hours listed above because there is no drop box or mail slot for after-hours use. Neighborhood Management has graciously offered their office as a delivery point for applications, but the personnel there are unable to answer any questions or provide any information about the scholarship program.
7. The Program Coordinator will determine whether each applicant meets all eligibility requirements of sections C-1 and C-2 above and notify applicant and/or homeowner in the event of non-eligibility.
8. The Program Coordinator will confirm all applications by e-mail within 72 hours of receipt. If you do not receive the confirmation, contact the Program Coordinator.
9. Once an application is submitted, no further revisions or additions can be made.
10. It is recommended that you retain a copy of your entire application and attachments for your records and for resubmission, if necessary.
11. Applications and all supporting documents will not be returned to the submitter but will be retained for some period of time before being destroyed.
12. Applications are considered confidential and will be handled and viewed only by the Program Coordinator and Selection Committee.
13. The Program Coordinator will assign a unique number to each applicant, write the number on each page of the submitted package, redact confidential information (e.g. Social Security #) throughout the package, and provide the complete package (except for page 1 of the application form) to the Selection Committee. The Selection Committee will refer to applications by their assigned numbers.
14. All applicants agree to accept the decisions of the Selection Committee as final.
15. Selected awardees will be notified by **June 30, 2020**. The list of selected awardees will be published on the www.parkglen.org website and published in the community newsletter. Applicants agree to the publication / announcement of their names for this purpose.
16. Each selected awardee must e-mail the following to the Association Treasurer no later than September 1, 2020:
 - a. proof of registration (e.g. enrollment confirmation, fee statement, class schedule) containing the student's name and the name of the institution. Screenshots are acceptable only if they substantiate registration and contain both the student's and institution's names.
 - b. his or her student identification number
 - c. the address of the Bursar, Financial Aid, or Scholarship office to which the payment should be sent.

The Treasurer will confirm receipt of this information within 72 hours.
17. The Association Treasurer will process scholarship payments on or soon after the later of **July 25, 2020** or the date awardee provides proof of registration and student identification number to the Program Coordinator. Awardee forfeits the scholarship award if the proof of registration and student identification number is not provided to the Treasurer by **September 1, 2020**.
18. Awardees are required to timely notify the Program Coordinator of any change in address, school enrollment, or other relevant information.

PARK GLEN NEIGHBORHOOD ASSOCIATION SCHOLARSHIP PROGRAM 2020 APPLICATION FORM

APPLICANT INFORMATION:

Applicant Name: _____ Date of Birth: _____

Address: _____

Phone #: _____ E-mail Address: _____

HOMEOWNER INFORMATION & CERTIFICATION:

Address of Park Glen home that relates to this applicant: _____

Owner(s) of that Park Glen home: _____

Relationship of Applicant to Owner(s): _____

Does applicant receive more than 50% of his or her support from owner(s)? YES NO

I authorize the Scholarship Coordinator to be given information from Park Glen Neighborhood Association records regarding property ownership, the current status of amounts owed, and the existence of any open violations for the property.

Signature of Homeowner

Date

Printed Name of Homeowner

APPLICANT (& PARENT/GUARDIAN) CERTIFICATION:

All information provided in this application is true and accurate. I/We understand that if Applicant is chosen to receive a scholarship, final approval is contingent upon meeting all of the requirements described above. If Applicant does not meet the requirements, he or she relinquishes any right to the PGNA scholarship. If Applicant is awarded a scholarship, I/We agree to the publication of Applicant's name in reference to the award. I/We agree to regard the decision of the Scholarship Selection Committee as final.

Signature of Applicant

Date

Signature of Parent or Guardian (if applicant is under 18)

Date

EDUCATIONAL HISTORY AND GOALS:

School or Institution Last Attended: _____

Date or Semester/Year of Last Attendance (e.g. Spring 2020): _____

Cumulative GPA (either High School or College, whichever most recently attended): _____

Name of College or University ~~or Vocational-Technical~~ School you plan on attending:

Please describe your proposed field of study and future career plans: _____

VOLUNTEER SERVICE EXPERIENCES - Please list up to four instances of your most meaningful volunteer service experiences during the last four years. Please explain each experience in one paragraph or less.

1. Date(s): _____ Organization or Event: _____

2. Date(s): _____ Organization or Event: _____

3. Date(s): _____ Organization or Event: _____

4. Date(s): _____ Organization or Event: _____

INVOLVEMENT - Please list below up to four organizations and activities in which you have actively participated within and outside of school. Use only the space provided.

1. Organization/Activity/Date(s): _____

2. Organization/Activity/Date(s): _____

3. Organization/Activity/Date(s): _____

4. Organization/Activity/Date(s): _____

If applicable, please list below your employment history (if any) for the last two-year period. Please include Business / Name / Location / Dates (Month/Year)

LEADERSHIP ROLES - Please list below the roles that you have taken within and outside of school, including any clubs or organizations in which you have been involved. Please use only the space below.

AWARDS - Please list below any awards that you have received in the last four years.

IN ADDITION TO THIS THREE-PAGE FORM, please also submit:

1. Applicant Statement (one or two paragraphs typed or handwritten) exhibiting your own writing expressing why this scholarship is important to you. The intention is for the selection committee to get a sense of the candidates' writing skills as well as provide meaningful insight into the candidates themselves.
2. Two Letters of Recommendation from a teacher, school principal, professor, counselor, employer, minister, or any reference over the age of 21. Letters of recommendation should be **dated and** recent. Letters over 1 year old **or without dates** will be accepted but are likely to receive lower scores.
3. Copy of the most recent official **cumulative** college or high school transcript, as applicable, containing classes taken through at least fall 2020 (**graduating high school seniors show classes and grades for at least 3½ years of high school; college students show all classes and grades taken so far in college**; if a recent transcript is not available, then the previous year's or previous semester's **cumulative** transcript plus one or more report cards showing all complete grades since then will be accepted). This transcript should be submitted in the same packet with the rest of the information from the student rather than being sent separately. It must be accurate but does not have to be certified, sealed, or provided directly by the school.