

Park Glen Neighborhood Association

Minutes of March 15, 2022, Board Meeting

APPROVED
BY BOARD OF
DIRECTORS
ON 4/19/2022

Location:

In-person: 7904 Park Vista Blvd, in the Gym at the back of Alliance United Methodist Church.

Online: <https://global.gotomeeting.com/join/955310189> with Access Code: 955-310-189
or
(571) 317-3122

Call to Order:

Susan Kenney started the meeting at 7:02 p.m.; quorum was met, and the meeting was called to order. The following Board Members were present: Susan Kenney, Tom Kaul, Paul Grove, Ralph Robb, Beth Rutkoski, Scott Roloff, and Leslie Graham.

Announcement of Board Actions since the February 15, 2022, Board Meeting: None

Consideration of December 6, 2021, January 17, 2022, and February 15, 2022, Board Meeting Minutes:

- **Beth Rutkoski made a motion to accept the board meeting minutes for December 6, 2021.** Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- **Leslie Graham made a motion to accept the board meeting minutes for January 17, 2022.** Ralph Robb seconded the motion. None opposed. **Motion passed unanimously.**
- **Beth Rutkoski made a motion to accept the board meeting minutes for February 18, 2022.** Ralph Robb seconded the motion. None opposed. **Motion passed unanimously.**

Board Members Report & Comments:

- Susan Kenney - President
 - Resurfacing of tennis courts & basketball court - Susan stated that she is working with the Parks Dept. to try to get the tennis courts and basketball court resurfaced.
 - Sidewalk repairs on Park Vista - Susan stated she asked City to fix sidewalks that are raised on Park Vista and crew came in and put mortar in place of replacing sidewalk panels. City says they don't have funding to replace.
 - Update from PID6 Meeting held on Feb. 24
 - Next PID6 Board Meeting is March 31, 2022 (see PID6.org for details)
 - Next PID6 Board Meeting is Thursday, March 31, 2022, their meetings are in-person at FirstService Residential, Suite 210, 9800 Hillwood Parkway, Fort Worth, TX, 76177, and online see PID6.org for more information.

Community Manager's Report – Christina Fountain from NMI reported on the following:

- Neighborhood Updates/Status Report - see attached Management Report
- Monthly Financial Reports for February 2022 - see attached Financial Report

Treasurer's Report - None

Events & Activities Report – Susan Kenney reported on the following:

- Eggstravaganza & Spring Festival Event, April 2, 2022, 2-5 p.m. - Susan Kenney reported

- Free PGNA Shredding Event, April 23rd, 9-11 am (Location: Park Glen Elementary, in parking lot along Black Hills Ln.) – Susan Kenney reported
- Scholarship Program coming up. Information and application will be put on website i(ParkGlen.org) in early April. Applications will be accepted between May 1-June 1st. - Susan Kenney reported
- 2022 Yard of the Month – The dates for the 2022 for Yard of the month. This has the judging happening Saturdays through Tuesdays. Which gives a better chance with weekend yard work to be seen by the judges. – Beth Rutkoski
 - May 7-10, Judging
 - June 4-7, Judging
 - July 2-5, Judging
 - August 6-9, Judging

Business & Motions:

- Sidewalk Project #3 - No motion
- Redistricting - **Beth Rutkoski made a motion asking the city of fort worth to keep our geographical boundary that our Far North Fort Worth Neighborhood Working Group has been asking for intact (1709 to the north, 377 to the east, 820 or Fossil Creek Blvd. to the South, and I-35W to the west) but to provide for growth in the Districts to the north and west of I-35W so that they have proportional representation in the future. Those areas did not have future population growth recognized in prior redistricting processes.** Ralph Robb seconded the motion. None opposed. **Motion passed unanimously.**
- Mailboxes - all three have been fixed
- PGNA Website - Treasurer Paul Grove is still researching different companies for cost.
- Candidate Forum May Election - Jack Webb is interested in organizing a town hall meeting sponsored by the PGNA.

Member Comments:

- Ralph Robb reported comments from the Police department about the Homeless situation, stating that the police recommend that people either call the 911 phone number or the non-emergency number
- Ralph Robb stated that Code Blue Crime Watch volunteers are needed and gave some information

Adjourn:

- Meeting adjourned at 8:23 p.m.
- Next Board Meeting is Tuesday, April 19, 2022, at 7:00 p.m. in-person at 7904 Park Vista Blvd, in the Gym at the back of Alliance United Methodist Church and online via GoToMeetings, see ParkGlen.org for login information.

Park Glen Neighborhood Association

Management Report February 12, 2022 through March 10, 2022

Administrative

Homeowner Contact:

- 7 resale certificate inquiries.
- 15 regarding violations (this includes violations on their own properties or neighbors)
- 1 conversations regarding streets/street parking.
- 4 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 2 requesting contact change information (or adding of email/phone numbers)
- 5 conversations regarding Property Modifications requirements/information.
- 3 questions regarding sidewalks.
- Management sent several email blasts on behalf of the board.
- Management worked with B&R General Contracting on the 4 mailboxes that were in need of repair. They have been repaired.

Our office hours are Monday through Thursday 8:30 to 5:00. 8:30 to 3:00 on Fridays. There is a drop box outside the office for after hours. Office address is 5421 Basswood Blvd, Fort Worth 76137 (2 doors down from Premier Eye).

Change of Ownership

18 Properties had ownership changes processed from February 12, 2022 through March 10, 2022

Homeowner Emails on File

Currently we have 2,320 emails on file for homeowners.

ACC Applications from 2.12.2022 through 3.10.2022

Park Glen Neighborhood Association

Management Report February 12, 2022 through March 10, 2022

14 ACC applications have been received from owners since 2-11-2022

12 applications were approved for:

- Exterior Painting
- Window Replacement
- Patio Installation
- Repaint Painting Patio
- Roof Replacement
- Solar Panel Installation
- Tree Removal
- **2 applications were withdrawn (and resubmitted and subsequently approved).**
 - Exterior Painting
 - Solar Panels
- **1 applications is pending**

Violation Summary Report 2.12.2022 through 3/10/2022

Courtesy Notice - 100

Air Condition (window) - **1**
Architectural - **1**
Basketball Goal - **5**
Burning - **1**
Driveway/Sidewalk - **1**
Exterior Maintenance - **7**
Fence - **8**
Garbage Cans - **39**
Holiday Décor - **12**
Landscaping - **5**
Parking - **1**

Park Glen Neighborhood Association

Management Report February 12, 2022 through March 10, 2022

Courtesy Notices Continued

Signage - **3**

Unsightly Items - **11**

Monitor – 11

Exterior Maintenance Paint/Stain - **1**

Landscaping - **9**

Tree Requirements - **1**

Warning Notice 20

Basketball Goal - **2**

Boat - **3**

Exterior Paint and/or Stain - **1**

Fence - **3**

Garbage Cans - **5**

Holiday Décor - **2**

Landscaping - **4**

Parking - **1**

Total:

134 Open and Monitored Violations.

300 Violations were closed

**** 1 Different issues sent to Neighborhood Police Officer Simpson**

**** 3 Complaints sent to Code Compliance**

Park Glen Neighborhood Association

Management Report February 12, 2022 through March 10, 2022

Accounting

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for February 2022.

Legal (As of 2/16/2022)

1 Combo – Collections/Deed Restrictions/Pre-Litigation
1 Judicial Foreclosure
3 Collection Pre-Litigation
6 Active Post Judgments (2 active payment plans)
2 Bankruptcy

12 accounts currently with the Attorney

Respectfully Submitted,
Christina M. Fountain, FL CAM
Senior Community Association Manager
Neighborhood Management, Inc.

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 2/28/2022

| Asset | Operating | Reserve | Total |
|-----------------------------------------------------------|---------------------|---------------------|---------------------|
| Current Assets | | | |
| 1000 - CAB Operating Checking | \$17,965.87 | | \$17,965.87 |
| 1001 - CIT Operating Money Mkt *9421 | \$75,015.18 | | \$75,015.18 |
| 1020 - PPB Operating Account *1794 | \$183,534.82 | | \$183,534.82 |
| 1102 - AAB ICS Reserve MM *4845 | | \$125,897.42 | \$125,897.42 |
| 1103 - CIT Reserve Money Mkt *4542 | | \$71,673.48 | \$71,673.48 |
| 1120 - PPB Reserve Money Mkt *1785 | | \$14,917.15 | \$14,917.15 |
| 1200 - CDARS Reserve CD *4684 52 weeks 08/25/22 | | \$128,996.61 | \$128,996.61 |
| 1201 - CDARS Reserve CD *4471 52 weeks 08/25/22 | | \$128,996.60 | \$128,996.60 |
| 1600 - Accounts Receivable | \$70,626.34 | | \$70,626.34 |
| 1605 - Allowance for Doubtful Accts | (\$8,764.82) | | (\$8,764.82) |
| 1715 - Prepaid Taxes | \$171.00 | | \$171.00 |
| Total Current Assets | \$338,548.39 | \$470,481.26 | \$809,029.65 |
| Total Asset | \$338,548.39 | \$470,481.26 | \$809,029.65 |
| | | | |
| Liability / Equity | Operating | Reserve | Total |
| Current Liabilities | | | |
| 2001 - Due to Vendors | \$1,016.66 | | \$1,016.66 |
| 2003 - Due to Mgmt. Co.--Trf Fees | \$500.00 | | \$500.00 |
| 2050 - Prepaid Owners Assessments | \$12,153.18 | | \$12,153.18 |
| 2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin | \$6,090.00 | | \$6,090.00 |
| Total Current Liabilities | \$19,759.84 | | \$19,759.84 |
| Equity | | | |
| 3500 - Fund Balance Retained | \$144,368.73 | \$590,806.29 | \$735,175.02 |
| 3550 - Current Year Gain / Loss | \$174,962.91 | (\$120,273.26) | \$54,689.65 |
| 3600 - Prior Year Adjustments | (\$543.09) | (\$51.77) | (\$594.86) |
| Total Equity | \$318,788.55 | \$470,481.26 | \$789,269.81 |
| Total Liability / Equity | \$338,548.39 | \$470,481.26 | \$809,029.65 |

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 2/1/2022 - 2/28/2022

| | Current Period | | | Year To Date | | | Annual Budget |
|---------------------------------------------|----------------|----------|------------|--------------|------------|----------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Operating Income | | | | | | | |
| Income | | | | | | | |
| 4100 - Assessments | - | - | - | 218,922.00 | 218,922.00 | - | 218,922.00 |
| 4500 - Interest Income | 9.32 | - | 9.32 | 49.36 | - | 49.36 | - |
| 4550 - Interest on Assessments (Delinquent) | 196.03 | 125.00 | 71.03 | 1,759.62 | 625.00 | 1,134.62 | 1,500.00 |
| 4603 - Social Event Income | - | 1,250.00 | (1,250.00) | 14,693.80 | 6,250.00 | 8,443.80 | 15,000.00 |
| Total Income | 205.35 | 1,375.00 | (1,169.65) | 235,424.78 | 225,797.00 | 9,627.78 | 235,422.00 |
| Total Income | 205.35 | 1,375.00 | (1,169.65) | 235,424.78 | 225,797.00 | 9,627.78 | 235,422.00 |

Operating Expense

| | | | | | | | |
|--------------------------------------------------|------------------|-----------------|-------------------|------------------|------------------|-----------------|-------------------|
| General and Administrative Expenses | | | | | | | |
| 5104 - Administrative | 1,872.94 | 316.67 | (1,556.27) | 5,177.95 | 1,583.35 | (3,594.60) | 3,800.00 |
| 5105 - Postage | - | 250.00 | 250.00 | 2,893.42 | 1,250.00 | (1,643.42) | 3,000.00 |
| 5107 - Social Committee/Community Events | 1,838.95 | - | (1,838.95) | 11,440.46 | 19,000.00 | 7,559.54 | 24,500.00 |
| 5107-02 - Community Programs | 100.00 | - | (100.00) | 1,021.13 | 1,300.00 | 278.87 | 1,800.00 |
| 5112 - Committee Expense | - | - | - | 300.00 | - | (300.00) | 500.00 |
| 5113 - Professional Management | 6,942.00 | 6,942.00 | - | 34,710.00 | 34,710.00 | - | 83,304.00 |
| 5114 - Storage | 235.00 | 210.00 | (25.00) | 1,220.00 | 1,050.00 | (170.00) | 2,550.00 |
| 5115 - Website/Portal | - | 20.00 | 20.00 | - | 100.00 | 100.00 | 240.00 |
| 5116 - Association Meetings | - | 20.00 | 20.00 | 216.49 | 100.00 | (116.49) | 240.00 |
| 5117 - Licenses, Permits & Fees | - | - | - | - | 200.00 | 200.00 | 320.00 |
| 5118 - Hospitality | - | 125.00 | 125.00 | - | 625.00 | 625.00 | 1,500.00 |
| 5120 - Copies | - | - | - | - | - | - | 2,200.00 |
| 5176 - Legal Fees | - | 400.00 | 400.00 | 267.00 | 2,000.00 | 1,733.00 | 4,800.00 |
| 5180 - Other Professional | - | - | - | - | 3,400.00 | 3,400.00 | 6,800.00 |
| 5181 - Audit & Accounting | - | - | - | 425.00 | 700.00 | 275.00 | 700.00 |
| 5184 - Scholarships/Charity | - | - | - | - | - | - | 16,000.00 |
| Total General and Administrative Expenses | 10,988.89 | 8,283.67 | (2,705.22) | 57,671.45 | 66,018.35 | 8,346.90 | 152,254.00 |

Other Expense

| | | | | | | | |
|----------------------------|----------------|----------|--------------|----------|----------|----------|----------|
| 5190 - Bad Debt Expense | (95.17) | - | 95.17 | - | - | - | - |
| Total Other Expense | (95.17) | - | 95.17 | - | - | - | - |

Taxes

| | | | | | | | |
|-----------------------------|----------|----------|----------|-----------------|----------|-------------------|-----------------|
| 5202 - Corporate Income Tax | - | - | - | 2,201.00 | - | (2,201.00) | 3,000.00 |
| Total Taxes | - | - | - | 2,201.00 | - | (2,201.00) | 3,000.00 |

Insurance

| | | | | | | | |
|-------------------------------------|----------|----------|----------|----------|----------|----------|------------------|
| 5250 - Commercial Package Insurance | - | - | - | - | - | - | 10,000.00 |
| 5251 - Directors' & Officers' Ins. | - | - | - | - | - | - | 7,300.00 |
| 5252 - Umbrella Policy | - | - | - | - | - | - | 1,250.00 |
| Total Insurance | - | - | - | - | - | - | 18,550.00 |

Infrastructure and Maintenance

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 2/1/2022 - 2/28/2022

| | Current Period | | | Year To Date | | | Annual Budget |
|----------------------------------------|----------------|-------------|----------|--------------|------------|-----------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Operating Expense | | | | | | | |
| 5470 - Community Maintenance & Repairs | - | 1,250.00 | 1,250.00 | 39.42 | 6,250.00 | 6,210.58 | 15,000.00 |
| Total Infrastructure and Maintenance | - | 1,250.00 | 1,250.00 | 39.42 | 6,250.00 | 6,210.58 | 15,000.00 |
| Landscape | | | | | | | |
| 5603 - Landscape Improvements | 550.00 | - | (550.00) | 550.00 | - | (550.00) | - |
| Total Landscape | 550.00 | - | (550.00) | 550.00 | - | (550.00) | - |
| Reserves | | | | | | | |
| 6000 - Reserve Contribution | - | 3,884.83 | 3,884.83 | - | 19,424.15 | 19,424.15 | 46,618.00 |
| Total Reserves | - | 3,884.83 | 3,884.83 | - | 19,424.15 | 19,424.15 | 46,618.00 |
| Total Expense | 11,443.72 | 13,418.50 | 1,974.78 | 60,461.87 | 91,692.50 | 31,230.63 | 235,422.00 |
| Operating Net Total | (11,238.37) | (12,043.50) | 805.13 | 174,962.91 | 134,104.50 | 40,858.41 | - |

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 2/1/2022 - 2/28/2022

| | Current Period | | | Year To Date | | | Annual Budget |
|------------------------------------------|----------------|-------------|-------------|--------------|------------|--------------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Reserve Income | | | | | | | |
| Income | | | | | | | |
| 4500 - Interest Income | 102.52 | - | 102.52 | 558.74 | - | 558.74 | - |
| Total Income | 102.52 | - | 102.52 | 558.74 | - | 558.74 | - |
| Total Income | 102.52 | - | 102.52 | 558.74 | - | 558.74 | - |
| | | | | | | | |
| Reserve Expense | | | | | | | |
| Infrastructure and Maintenance | | | | | | | |
| 5478 - Sidewalk Repair & Root Mitigation | 38,044.00 | - | (38,044.00) | 120,832.00 | - | (120,832.00) | - |
| Total Infrastructure and Maintenance | 38,044.00 | - | (38,044.00) | 120,832.00 | - | (120,832.00) | - |
| Total Expense | 38,044.00 | - | (38,044.00) | 120,832.00 | - | (120,832.00) | - |
| | | | | | | | |
| Reserve Net Total | (37,941.48) | - | (37,941.48) | (120,273.26) | - | (120,273.26) | - |
| Net Total | (49,179.85) | (12,043.50) | (37,136.35) | 54,689.65 | 134,104.50 | (79,414.85) | - |