

Park Glen Neighborhood Association

Minutes of May 17, 2021 Board Meeting

APPROVED
BY BOARD
OF
DIRECTORS
ON 6/21/21

Location - Online Meeting

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

Call to Order

- Susan Kenney started the meeting at 7:03 p.m.; quorum was met and the meeting was called to order.
- The following Board members were present: Susan Kenney, Tom Kaul, Paul Grove, Martin Valdez, and Leslie Graham. Kelly Wingo and Beth Rutkoski were absent.

Announcement of Board Actions since the March 15, 2021 Board Meeting - None

Consideration of March 15, 2021 Board Meeting Minutes

- Tom Kaul made a motion to accept the March 15, 2021 board meeting minutes. Martin Valdez seconded. None opposed. Motion passed unanimously.

Consideration of April 19, 2021 Board Meeting Minutes

- Leslie Graham made a motion to accept the April 19, 2021 board meeting minutes. Martin Valdez seconded. None opposed. Motion passed unanimously.

Board Member Reports & Comments

- President's Report - Susan Kenney
 - Sidewalk Project #3 Update – letters were sent out to all residents in the Windridge and a portion of the Knoll that was not completed before. Emails were sent to all affected residents about the Sidewalk Project #3 with information about contacting Daniel Guido if they lived in the past sidewalk projects. Ninety residents have responded already. The project is on track to start on June 1, 2021.
 - Update on PID6 April 29th meeting – discussed a master plan for Arcadia Park. Next PID6 Meeting is June 24, 2021, at 6:30 p.m. – 8:30 p.m. in the Manager's Office (FirstService Residential Suite 210, 9800 Hillwood Parkway, Fort Worth, TX 76177).
- Other Board Member Reports & Comments

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

- Neighborhood Updates/Status Report - Management Report
- Monthly Financial Reports – April 2021

Events & Activities Report:

- Scholarship Program coming up. Information and application are on the home page of the ParkGlen.org website. Applications are due on or before June 1st.
- Yard of the Month Program. Judging will be May 26-29, June 23-26, July 21-24, August 18-21.
- PID6 Fireworks Event will be held on July 3rd starting at 7 p.m. and will be held at Arcadia Park #2 which is located at 8301 Island Park Drive. The festivities will begin at 7 p.m. followed by fireworks at approximately 9:15 p.m. they will also have face painting, food trucks, and a DJ. See PID6.org for more details. Any questions, please contact PID6 Manager at Robin.Willits@fsresidential.com.

Business & Motions:

- We will move forward on having online and in-person meeting and events.
- **Susan Kenney made a motion to approve PGNA 2021 Board Elections Schedule and Guidelines with a maximum cost of up to \$4,700 to YesElections.** (candidate names can be rotated on the online ballot without an additional charge.) Paul Grove seconded. None opposed. [Motion passes unanimously.](#)
- **Susan Kenney made a motion to approve the color postcard mail-out announcing the opportunity and instructions for candidates about the election.** Tom Kaul seconded. None opposed. [Motion passes unani-](#)
[mously.](#)
- **Susan Kenney made a motion to approve up to \$2,000 for a 5.5" x 8.5" color postcard mail-out announcing the opportunity and instructions for candidates about the election.** Paul Grove seconded. None opposed. [Motion passes unanimously.](#)
- Discussion on PGNA Attorney recommendation concerning liability risk to the Association to hold social events and in-person meetings.
- **Susan Kenney made a motion to allocate up to \$1,000 for the Independence Day Parade to be held on July 3rd, and to appoint Kristy Shallcross as the Coordinator of the Event.** Martin Valdez seconded. None opposed. [Motion passes unanimously.](#)
- **Susan Kenney made a motion to allocate up to \$500 each for a Pool Movie night to be held in July and August , if the iExplore Montessori 's (formerly the Longhorn Activity Center) pool is open, and to appoint Martin Valdez as the Coordinator.** Pool may be ready by middle of June. Paul Grove seconded. None opposed. [Motion passes unanimously.](#)
- **Susan made a motion to approve the Independence Day Decorating Contest, appoint a Coordinator, and the award to be a notice in the Newsletter, website, and Facebook.** Board members decided not to have the Independence Day Decorating Contest.
- Citizens on Patrol Program needs more volunteers-Ralph Robb and Derrick Simpson. Class for new members on June 5, 2021.
- Discussion on Turkey Trot for Nov. 25, 2021. We need 10-12 volunteers to help with planning, preparing, and coordinating for the event.

- **Other Business & Motions**

Member Comments - None

Adjourn

- Meeting adjourned at 9:15 p.m.
- Next Board Meeting is scheduled for June 21, 2021 at 7:00 p.m. in-person at the NMI office and online via GoToMeetings, see ParkGlen.org for login information.

Park Glen Neighborhood Association

Management Report through April 16, 2021 to May 13, 2021

Administrative

Homeowner Contact:

- 10 resale certificate inquiries.
- 41 regarding violations (this includes violations on their own properties or neighbors)
- 7 conversation regarding streets/street parking.
- 6 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 10 emails requesting contact change information (or adding of email/phone numbers)
- 43 conversations regarding Property Modifications requirements/information.
- Management worked on Sidewalk project letters and fielded various questions, forwarded opt-in letters to Sidealk Coordinator.
- Management Received 1 Scholarship application, forwarded to Scholarship Coordinator.

Neighborhood Management's local office continues to be closed to outside traffic due to the ongoing COVID pandemic. All personnel continue to work normal duties.

There is a drop box outside the office located at 5421 Basswood Blvd, Fort Worth, TX 76137.

Change of Ownership

39 Properties had ownership changes processed from April 16, 2021 through May 13, 2021.

Park Glen Neighborhood Association

Management Report through April 16, 2021 to May 13, 2021

ACC Applications from 4.16.21 through 5.13.21

26 ACC applications have been received from owners since 3/13/2021.

- **14 applications were approved for:**
 - Exterior Painting (Trim, Door and/or Garage)
 - Fence Replacement
 - Gutters
 - Landscaping
 - Patio cover
 - Pool
 - Roof Replacement
 - Sheds
 - Tree Removal/Replacement
 - Window Replacements

- **1 application was denied**
 - Deck

- **11 applications are pending**

Violation Summary Report Through 5/13/2021

Courtesy Notice - 238

Architectural - **1**
Driveway and Sidewalk - **7**
Exterior Maintenance - Paint and/or Stain - **1**
Fence - **8**
Garbage Cans - **64**
Holiday Décor - **4**
Landscaping - **129**
Parking - **1**
Signage - **1**
Tree Requirements - **9**

Park Glen Neighborhood Association

Management Report through April 16, 2021 to May 13, 2021

Unsightly Items -**13**

Monitor – 14

Basketball Goal - **1**

Boat – **1**

Holiday Décor – **1**

Landscaping -**10**

Signage – **1**

Warning Notice 36 (2nd Notices)

Architectural -**1**

Exterior Maintenance - Paint and/or Stain -**5**

Fence -**6**

Garbage Cans -**13**

Landscaping -**7**

Tree Requirements - **1**

Unsightly Items-**3**

209 Letters (NOT Certified) 1

Landscaping -**1**

Total:

288 Open and Monitored Violations.

94 Violations were closed

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

**** 8 Complaints sent to Code Compliance**

Accounting

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for April 2021.

- There are currently 33 accounts with balances under \$2.00, these balances reflect late interest not paid. Management recommends waiving these fees.

Park Glen Neighborhood Association

Management Report through April 16, 2021 to May 13, 2021

Collections

As of 5/14/2020, below is a summary of legal and non-legal collections.

Application of Foreclosure Lawsuit - **1**
At Attorney - Lien Notice sent - **4**
At Attorney - Manager Review (After Attorney Demand) - **1**
Attorney - Judicial Foreclosure - **1**
Attorney Payment Plan - **4**
Attorney Payment Plan - Notify Attorney and Manager of Default - **1**
Attorney Payment Plan Default - Send to Board - **1**
Balance Settled -35
Bankruptcy Hold - **2**
Collection Letter - (Dec) 2 or Less - **120**
Delinquent Balance Reminder - **19**
Foreclosure - **1**
Manager Review after Cert - **2**
Non Legal Pre-Referral Letter - (Jan) More than 2 - **1**
Payment Plan - **2**
Resale Hold - **2**
Resale Hold - Attorney – Bankruptcy - **1**
Sent to the Attorney - Collections Pre-Litigation - **6**
Total – 204

Legal:

3 Combo – Collections/Deed Restrictions/Pre-Litigation
5 Judicial Foreclosures
1 Collection Pre-Litigation
7 Active Post Judgments (4 active payment plans)
1 Bankruptcy

17 accounts currently with the Attorney

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

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 4/30/2021

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking *4480	\$5,085.15		\$5,085.15
1001 - CAB Operating Money Mkt *9421	\$74,921.51		\$74,921.51
1020 - PPB Operating Account	\$168,350.60		\$168,350.60
1102 - AAB ICS Reserve MM *845		\$125,740.38	\$125,740.38
1103 - CAB Reserve Money Mkt *4542		\$71,583.99	\$71,583.99
1120 - Pacific Premier Reserve Money Mkt		\$76,914.00	\$76,914.00
1200 - CDARS Reserve CD 52 weeks 08/26/21*9787		\$128,500.27	\$128,500.27
1201 - CDARS Reserve CD 52 weeks 08/26/21* 0238		\$128,500.26	\$128,500.26
1600 - Accounts Receivable	\$74,990.37		\$74,990.37
1605 - Allowance for Doubtful Accts	(\$9,375.36)		(\$9,375.36)
1715 - Prepaid Taxes	\$171.00		\$171.00
Total Current Assets	\$314,143.27	\$531,238.90	\$845,382.17
Total Asset	\$314,143.27	\$531,238.90	\$845,382.17
Liability / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$720.00		\$720.00
2050 - Prepaid Owners Assessments	\$14,413.05		\$14,413.05
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin	\$6,628.32		\$6,628.32
Total Current Liabilities	\$21,761.37		\$21,761.37
Equity			
3500 - Fund Balance Retained	\$83,620.15	\$617,330.12	\$700,950.27
3550 - Current Year Gain / Loss	\$148,130.67	(\$86,091.22)	\$62,039.45
3600 - Prior Year Adjustments	\$60,631.08		\$60,631.08
Total Equity	\$292,381.90	\$531,238.90	\$823,620.80
Total Liability / Equity	\$314,143.27	\$531,238.90	\$845,382.17

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 4/1/2021 - 4/30/2021

	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
4400 - Closing Fee (Initiation/Transfer/Working Capital)	-	-	-	66.00	-	66.00	-
4500 - Interest Income	9.45	-	9.45	62.23	-	62.23	-
4550 - Interest on Assessments (Delinquent)	185.80	208.33	(22.53)	949.61	1,458.31	(508.70)	2,500.00
4603 - Social Event Income	-	416.67	(416.67)	4,384.91	2,916.69	1,468.22	5,000.00
4604 - Advertising Revenue for Benevolence	-	-	-	150.00	-	150.00	-
Total Income	195.25	625.00	(429.75)	224,534.75	223,297.00	1,237.75	226,422.00
Total Income	195.25	625.00	(429.75)	224,534.75	223,297.00	1,237.75	226,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	-	-	-	3,606.95	3,400.00	(206.95)	3,400.00
5105 - Postage	-	208.33	208.33	707.69	1,458.31	750.62	2,500.00
5107 - Social Committee/Community Events	-	666.67	666.67	203.06	4,666.69	4,463.63	8,000.00
5107-02 - Community Programs	146.14	166.67	20.53	1,689.70	1,166.69	(523.01)	2,000.00
5112 - Committee Expense	-	41.67	41.67	375.00	291.69	(83.31)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	48,594.00	48,594.00	-	83,304.00
5114 - Storage	180.00	183.33	3.33	1,380.00	1,283.31	(96.69)	2,200.00
5115 - Website/Portal	240.33	10.00	(230.33)	240.33	70.00	(170.33)	120.00
5116 - Association Meetings	-	20.00	20.00	133.00	140.00	7.00	240.00
5117 - Licenses, Permits & Fees	-	10.00	10.00	-	70.00	70.00	120.00
5118 - Hospitality	-	125.00	125.00	-	875.00	875.00	1,500.00
5120 - Copies	-	133.33	133.33	-	933.31	933.31	1,600.00
5176 - Legal Fees	(210.00)	400.00	610.00	792.50	2,800.00	2,007.50	4,800.00
5180 - Other Professional	-	-	-	5,936.85	2,500.00	(3,436.85)	6,250.00
5181 - Audit & Accounting	-	-	-	140.00	700.00	560.00	700.00
5184 - Scholarships/Charity	-	5,000.00	5,000.00	-	5,000.00	5,000.00	5,000.00
Total General and Administrative Expenses	7,298.47	13,907.00	6,608.53	63,799.08	73,949.00	10,149.92	122,234.00
Other Expense							
5190 - Bad Debt Expense	(639.14)	-	639.14	-	-	-	-
Total Other Expense	(639.14)	-	639.14	-	-	-	-

Taxes

5202 - Corporate Income Tax	-	-	-	-	2,500.00	2,500.00	2,500.00
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Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 4/1/2021 - 4/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Total Taxes	-	-	-	-	2,500.00	2,500.00	2,500.00
Insurance							
5250 - Commercial Package Insurance	-	-	-	8,465.00	9,000.00	535.00	18,000.00
5252 - Umbrella Policy	-	-	-	-	-	-	1,000.00
Total Insurance	-	-	-	8,465.00	9,000.00	535.00	19,000.00
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	4,140.00	8,750.00	4,610.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	4,140.00	8,750.00	4,610.00	15,000.00
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	67,688.00
Total Reserves	-	-	-	-	-	-	67,688.00
Total Expense	6,659.33	15,157.00	8,497.67	76,404.08	94,199.00	17,794.92	226,422.00
Operating Net Total	(6,464.08)	(14,532.00)	8,067.92	148,130.67	129,098.00	19,032.67	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 4/1/2021 - 4/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	168.16	-	168.16	1,282.61	-	1,282.61	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	67,688.00
Total Income	168.16	-	168.16	1,282.61	-	1,282.61	67,688.00
Total Income	168.16	-	168.16	1,282.61	-	1,282.61	67,688.00
Reserve Expense							
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	-	-	-	2,530.00	-	(2,530.00)	-
5478 - Sidewalk Repair & Root Mitigation	-	-	-	84,843.83	-	(84,843.83)	-
Total Infrastructure and Maintenance	-	-	-	87,373.83	-	(87,373.83)	-
Total Expense	-	-	-	87,373.83	-	(87,373.83)	-
Reserve Net Total	168.16	-	168.16	(86,091.22)	-	(86,091.22)	67,688.00
Net Total	(6,295.92)	(14,532.00)	8,236.08	62,039.45	129,098.00	(67,058.55)	67,688.00

PGNA Yard of the Month Contest

Judging this summer's Yard of the Month contest will be:

**May 26th-29th, June 23rd-26th,
July 21st-24th & August 18th-21st**

Judging will be based on overall attractiveness and adherence to deed restrictions & community standards.

To be considered, properties must not have any open violations or have any past due balance on their accounts.

Winners will receive recognition in the newsletter and on our website, plus a "Yard of the Month" sign for their yards.

Any questions email PGNABeth@gmail.com



Draft Park Glen Neighborhood Association

2021 Election Guidelines

Election Timeline

- By June 25 ~~24~~– Mailing to all homeowners notifying of the annual meeting, the opportunity and procedures for homeowners to file as candidates, and an overview of the voting process. The mailing may also contain other topics, as the Board desires.
- By June 25 ~~24~~– Communicate the election, candidate filing opportunity, and guidelines via the ParkGlen.org website, e-mail messages sent to our e-blast list, and Facebook posts. Repeat between July 2–13 ~~1-12~~ and again between July 17–23 ~~16-22~~.
- By June 25 ~~24~~– Candidate filing period opens. Post candidates & candidate statements on website as they come in and candidate eligibility is verified.
- July 27 ~~26~~– Candidate filing period closes. All filings must be received by the end of the day on this date, regardless of the sending method.
- By July 29 ~~28~~– send candidate names and statements to [Election-America YesElections](#), each candidate, the existing Board members, and the ParkGlen.org webmaster.
- By August ~~8-July 30~~ – YesElections prepares candidate information sheets, ballots, information letters, & voting website.
- By August ~~11- 13~~– YesElections mails letter, mail-in ballot, & candidate information sheet to each homeowner.
- When YesElections mails voting information - Advance Voting period opens.
- September 14- ~~13 (Monday)~~ at noon - Advance voting period ends [for mail in ballot](#).
- [September 13 \(Monday\) - Online voting will be available until 7:15 pm.](#)
- September 14–~~13~~(Monday) - [The Annual Meeting will be held in-person and online.](#) In-person voting will be available at the in-person meeting [or via a ballot drop-off station for those attending online.](#) [Voting will be available from 6:30 pm - 7:15 pm.](#) Assuming quorum is met, results [will be made known in the meeting.](#)

Election Coordinator

The Association's contracted community manager will serve as the "Election Coordinator" for 2020 and will:

- ensure that the process is kept free from reliance on or inappropriate involvement by biased parties,
- ensure homeowner confidence in the process,
- maintain competence and completeness of the process,
- provide direction on all matters that do not rise to the level of requiring Board action.

The Election Coordinator may utilize other trusted parties in coordinating the election. Any expenditures or financial commitments must be authorized by the Board in advance.

Candidate Filing Process

The Election Coordinator will collect candidate filings, verify homeowner status, communicate receipt of filings to filers, and provide candidate information to the community's webmaster and to YesElections.

The candidate filing form and relevant filing guidelines will appear on the Park Glen website by June 25 ~~24~~. The form will contain these questions:

1. Name
2. Position Being Sought

3. Candidate Statement – this statement (up to 75 words) will be provided to Park Glen Neighborhood Association homeowners, so feel free to include anything that you want voting members to know. If your statement includes more than 75 words, only the first 75 will be used. The statement will not be edited or proofed in any way, other than to eliminate any off-color or non-family-friendly content.
4. Address of Park Glen Home of which you are an owner
5. E-mail address
6. Phone number

The information from questions 4, 5, and 6 will be used only by the Election Coordinator. The information from 1, 2, and 3 will be published on the website and provided to all members before advance voting.

Ideally, candidates will be able to file by as many of these methods as the Election Coordinator can support: mail, in-person, fax, or e-mail. All filings (even mailed filings) must be received by the Election Coordinator by the end of the last day of the filing period.

The guiding principle will be to have an open, inclusive, fair election, so the Election Coordinator will have the responsibility of working with potential candidates to ensure their inclusion if they desire to run and are Park Glen homeowners.

Upon receipt of a candidate filing, the Election Coordinator will:

- verify that the applicant is personally listed as a Park Glen homeowner on Tarrant Appraisal District records or has otherwise proven ownership of a Park Glen home to the satisfaction of the Election Coordinator,
- confirm acceptance of the filing to the candidate by e-mail within 48 hours of receipt or by July ~~28~~, ~~27~~ whichever is earlier, including the actual typed "candidate statement" that the Election Coordinator intends to submit for publication and use in the election (to give the candidate an opportunity to correct anything).
- Relay the candidate's name, position being sought, and candidate statement to the ParkGlen.org webmaster within 48 hours of receipt or by July ~~28-27~~, whichever is earlier, so that the candidate's information can be promptly added to the website.

After the close of the candidate filing period, no changes may be made to the filed information or candidate statement, and all filed candidates must remain on the ballot, even if a candidate wishes to withdraw from the race, chooses to not serve if elected, is no longer able to take office, or is no longer eligible to take office. The scenario of a candidate being elected and unwilling, unable, or ineligible to serve will be resolved according to the vacancy provisions of the bylaws.

The Coordinator will create a single document that lists all of the candidates, positions being sought, and filing statements. Candidates will be listed on all documents, ballots, and forms by the position being sought, then in the order that filings were received. Within four days after the filing period ends, the Coordinator will submit the complete document to YesElections, each candidate, the existing Board members, and the ParkGlen.org webmaster. YesElections will use the information to prepare the candidate information sheet to be sent to all homeowners. The ParkGlen.org webmaster will use the information to verify and add to the candidate information already posted on the website.

Before Advance Voting Starts

Before the start of the advance voting period, YesElections is to send voting information to exactly 3,317 homeowners of record, using an owner address list from the Association's management company and provided to YesElections by the date that they have specified to need that file.

The mailing from YesElections to each homeowner will be in a white envelope with the words "PARK GLEN NEIGHBORHOOD ASSOCIATION" and the words "Ballot Enclosed" across the front in red. The envelope will contain:

- An explanation of the election and the voting process, including
 - Instructions and individual access code for online voting via YesElection's website.
 - An explanation of the option and procedure for each homeowner to request from YesElections a personalized proxy form that a homeowner may fill out and send to YesElections to designate another homeowner to vote on the homeowner's behalf in person at the September 14 annual meeting.
- A candidate information sheet that shows the name, office being sought, and candidate statement of each candidate who filed.
- Instructions and individual access code for online voting via YesElection's website.
- A personalized paper "absentee" ballot that a homeowner may fill out and send to YesElections.
- A preprinted return envelope (but not postage-paid).
- An explanation of the option and procedure for each homeowner to request from YesElections a personalized proxy form that a homeowner may fill out and send to YesElections to designate another homeowner to vote on the homeowner's behalf in person **on September 14-13.**

At the time that the envelopes are mailed, the YesElections website should be ready to accommodate online voting, including the display of candidate names and filing statements submitted by the candidates.

Content of Ballots and Forms

Online ballots, paper ballots, and proxy forms will all have the opportunity to vote "for quorum on the Board election only," without voting for particular candidates (as allowed by Texas Property Code 209.00592-b-1).

Online ballots, paper ballots, and proxy forms will have a write-in blank for each of the seven positions.

Paper ballots or proxy forms submitted by members must be signed (per Texas Property Code 209.0058).

Online and absentee ballots will have this notice (required by Texas Property Code 209.00592-c-3): "By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail."

Since common sense and Texas law (Property Code 209.00592-b-1 and -3) clearly indicate that advance votes may be counted on matters only if the exact text of the measure appeared on the advance ballot, the following notice is to be added to online and absentee ballots: "Even if the required quorum of members is met for the Board election (represented by advance voting before the September 14 annual meeting and in-person voting **on September 14-13**), it is highly possible that a quorum will not be represented for any other issue that might come before the membership at the annual meeting."

Proxy forms will not be preprinted with the name or title of any specific person or officer as a default, possible, or suggested proxyholder. Homeowners filling out a proxy form must write in the name of the desired proxyholder.

Proxy forms will allow a homeowner to:

- direct the specific candidates to be voted for by the proxyholder,
- write in the names of specific people to be voted for by the proxyholder, or
- designate that the proxyholder may select the candidates to be voted for.

Advance Voting / Proxies

In advance of the September 14 ~~13~~ Annual Meeting, a homeowner may:

- Vote in advance online using the access code provided by YesElections, by 7:15 pm on September 13.
- Vote in advance by returning to YesElections the absentee ballot provided by YesElections, for receipt in YesElection's office by 12 noon September 13.
- Designate another Park Glen homeowner as his or her proxy (to cast a vote on his or her behalf in person on September 14 ~~13~~) by requesting a personalized proxy form from YesElections, filling out the paper "proxy form" and returning it to YesElections. Just before the annual meeting, YesElections will provide this proxy information to the Election Coordinator. **The proxyholder must cast an in-person vote on behalf of the original voter in the same manner as any other in-person voter (see "In-Person Voting" below).**

Any homeowner who has a question about the voting process or needs help in voting should call YesElections at 866-384-9978. Inquiries to YesElections must allow sufficient time for the appropriate information, forms, access, or resolution to be provided. If insufficient time remains to meet a request or supply information, the only remedy to the homeowner will be to vote in person on September 14 13.

On a regular basis throughout advance voting, YesElections will communicate to the Election Coordinator the number of votes cast and proxies submitted so far. This information will be posted on the Park Glen website and relayed by the Election Coordinator to candidates, existing members of the Board, and the ParkGlen.org webmaster.

In-Person Voting

In-person voting on September ~~14~~13 will be conducted under the direction of the Election Coordinator, who may recruit and utilize other trusted volunteers.

If attending the in-person annual meeting: Computers and/or tablets with Internet access will be available for homeowners to cast votes in person from 6:30 pm to 7:15 pm. Paper ballots, as similar as possible to the "absentee ballot" sent out by YesElections, will be available as a backup to online voting. Copies of candidate filing statements will also be available. Submitted paper ballots must be signed (per Texas Property Code 209.0058).

If attending the online annual meeting: A ballot drop-off station will take the place of in-person voting at the meeting. This station will be set up from ~~6:15~~ 6:30 pm to ~~7:05~~ 7:15 pm outside of the offices of NMI (Neighborhood Management, Inc.) at 5421 Basswood Blvd Suite 710 (next to Premier Eye Care). Paper ballots, as similar as possible to the "absentee ballot" sent out by YesElections, will be used. Copies of candidate filing statements will also be available. Submitted paper ballots must be signed (per Texas Property Code 209.0058).

If a homeowner voted in advance and wishes to vote in person, YesElections and the Election Coordinator must ensure that only the in-person vote counts (per Texas Property Code 209.00592-b-2, "any

vote cast at a meeting by a property owner supersedes any vote submitted by absentee or electronic ballot previously submitted”).

In-person voters will be given personalized voting credentials or a paper ballot from the Election Coordinator, who may require identification from any person wishing to vote. If a person who is not on YesElection’s list of eligible voters wishes to vote in person, the Election Coordinator must be sufficiently satisfied that the person is a Park Glen homeowner before allowing the person to vote.

Assuming quorum is met, the Election Coordinator and YesElections will work together to ensure that complete vote results are provided in the annual meeting very quickly after voting is over.

If Quorum is not Met

Quorum is 10% of Association members voting by any authorized method. If quorum is not met at the initial annual meeting or any reconvened meeting:

- No voting results are to be made known.
- The meeting will be recessed and voting will be extended.
- The meeting is to be reconvened at a convenient location set by the Association President and a convenient time and date between 5 and 14 days later set by the Election Coordinator. The time and place of the reconvened meeting is to be announced before the meeting is recessed.
- The list of candidates will not change.
- Votes already cast will count (unless a voter replaces his or her vote in an allowable way).
- A non-personalized proxy form (as similar as possible to the proxy form sent out by YesElections) will be quickly made available on the Park Glen website and may be mass-produced for solicitation and collection by any Park Glen homeowner, to be voted in person by proxyholders at subsequent reconvened meetings until quorum is met.

Other Guidelines

If a home has a different owner after the owner address file is prepared for YesElections, the new owner may vote by:

- obtaining the voting information from the previous owner
- voting in person **on September 14-13.**

At the in-person annual meeting, three \$50 gift cards will be purchased by the Association and given away as door prizes at the annual meeting. Only homeowners present at the **in-person** meeting who have voted either in advance or at the meeting will be eligible for the random drawing. One entry per Park Glen property. **Door prizes will not be able to be given away to those attending online.**

The elected President, Vice President, and Secretary will be the candidate in each of those races receiving the greatest number of votes. The elected Directors will be the four candidates receiving the greatest number of votes among all candidates running for Director. This is according to Section 7.6 of the Association Bylaws.

If a Board is not elected on September **14-13** (e.g. lack of quorum or meeting postponed), the existing Board will continue, but action between September **14 13** and the date a Board has been appropriately elected is to be limited to that necessary to perpetuate the Association and to resolve emergency situations, with all action taken subject to review and/or reversal by the Board that is eventually elected.

GET ON BOARD

We encourage you to run for the Park Glen Neighborhood Association Board of Directors. Any Park Glen homeowner can be a candidate in the 2020 Board election by filing between now and July 26. Filing instructions and complete 2021 election guidelines are at www.ParkGlen.org. You can also contact Park Glen's Community Manager at 972-359-1548 ext 169 or ParkGlenManager@nmitx.com. Do you think you might want to serve on the PGNA Board but would like to know a little about it to help you decide? The current Board members would love to answer your questions. Feel free to contact the Association President (PGNASusan@gmail.com) or any Board member.

Annual Meeting & Election

All Park Glen homeowners are welcome and encouraged to attend the Association's Annual Meeting at 7pm on Monday, September 13, which will be held **in-person and online**. Please vote in the 2021 Park Glen Board election to help reach the quorum requirement. Ballots and instructions are expected to be mailed on August 13 through USPS. Homeowners may vote: 1) over the Internet from around August 13 through September 13 at 7:15 pm, 2) by mailing a paper ballot to be received at the offices of Yes Elections by noon on September 13, or 3) in person on September 13 from 6:30 pm-7:15 pm. See complete election guidelines at ParkGlen.org.

Park Glen Neighborhood Association

A great place to live!

KNOW WHAT'S GOING ON IN PARK GLEN

- Visit www.ParkGlen.org regularly
- E-mail ParkGlenManager@nmitx.com to sign up for e-mail alerts
- "Like" [Facebook.com/ParkGlenHOA](https://www.facebook.com/ParkGlenHOA)

www.ParkGlen.org
[Facebook.com/ParkGlenHOA](https://www.facebook.com/ParkGlenHOA)

What you can do at www.ParkGlen.org:

- Read about upcoming events and things of interest to the community.
- Learn how to receive e-mail alerts of community events and news.
- Find the deed restrictions for your part of Park Glen and the bulletins of the entire neighborhood.
- Find the guidelines and forms for submitting a Property Modification Request prior to making improvements and changes to your property.
- Find the contact information for our community management company (Neighborhood Management, Inc.), police, city departments, and more.
- Ask the Board a question or give a suggestion or comment.
- Learn about opportunities to serve and volunteer to help make Park Glen a better place to live.
- Read current and past issues of Park Glen's monthly online newsletter.
- Find the links to the community's various Facebook pages.
- Sign up your business to be an exhibitor, vendor, or sponsor at a Park Glen event.
- Look at maps of the neighborhood and Arcadia Park, and more!

A property modification request is required from homeowners who want to make improvements or modifications to their property. Find the forms on the "Documents" tab of parkglen.org.

Get the MyFW app to report problems/issues to City

- Put bulk trash out only on the second Monday of each month!

- Store trash carts only in the backyard or garage Tuesday through Sunday!

We Want U for Code Blue!

Email:

ParkGlenCodeBlue@gmail.com



PGNA Board Meetings

3rd Monday of every month except for combined Nov/Dec meeting on 1st Monday of December. 7 pm either online or at 5421

Basswood Blvd Ste 710 (left of Premier Eye Care), check which at ParkGlen.org.