

Park Glen Neighborhood Association

Minutes of June 21, 2021, Board Meeting

Location

In-person: Office of Neighborhood Management, 5421 Basswood Blvd, Suite 710

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 7:06 p.m.; quorum was met and the meeting was called to order. The following Board Members were present: Susan Kenney, Tom Kaul, Paul Grove, Beth Rutkoski, and Leslie Graham. Kelly Wingo and Martin Valdez were absent.

Announcement of Board Actions since the May 17, 2021, Board Meeting - None

Consideration of May 17, 2021, Board Meeting Minutes

Beth Rutkoski made a motion to accept the May 17, 2021, board meeting minutes. Tom Kaul seconded. None opposed. **Motion passed unanimously.**

Board Member Reports & Comments

- President's Report - Susan Kenney
 - Sidewalk Project #3 Update: The Project was delayed due to the rain and is scheduled to start on July 28, 2021.
 - June/July Newsletter can be found online at parkglen.org. Thanks Leslie Graham – Editor
 - Next PID6 meeting is June 24, 2021, at 6:30 pm. Their meetings are in-person, see PID6.org. PID6 will be discussing master plan concept for Arcadia Park.
 - PID6 will have their first election in August for Districts 2, 4, and 6. Map of Districts can be found here: http://www.pid6.org/doc/PID6_Districts_2020.pdf. See PID6.org or Contact PID6 manager, Robin Willits at Robin.Willits@fsresidential.com or phone: (817) 380-7003 for more information.
- Other Board member Reports & Comments

Community Manager's Report – Christina Fountain, our community manager with NMI reported on the following:

- Neighborhood Updates/Status Report - Management Report
- Monthly Financial Reports - May 2021

Treasurer's Report – Paul Grove (Board Member, Treasurer) reported the following:

- Accounts Receivable Status
- Benevolence Fund
- Insurance Policy renewal

Events & Activities Report:

- PGNA Election candidates can file between June 24 and July 26. Annual Meeting and Election is on September 13, 2021, at 7:00 p.m.
- Yard of the Month Program. May winners. Judging will be June 23-26, July 21-24, August 18-21. Beth

Rutkoski - Coordinator

- PGNA Annual Independence Celebration Parade, July 3, 2021, at 10:00 a.m. Be in or watch the parade. Contest for kids and adults. Marching Band and more.
- PID6 Fireworks Event will be held on July 3, 2021, starting at 7:00 p.m. and will be held at Arcadia Park #2 which is located at 8301 Island Park Drive. The festivities will begin at 7:00 p.m. followed by fireworks at approximately 9:15 p.m. See PID6.org for more details. Any questions, please contact PID6 Manager at Robin.Willits@fsresidential.com.
- Pool Movie Night for July? Waiting to hear more information about the pool, which is being fixed.
- Citizens on Patrol Program needs more volunteers, please email Ralph Robb at ParkGlenCodeBlue@gmail.com
- Turkey Trot for Nov. 25, 2021. We need a minimum of 8 people to volunteer by July 15th, to help with planning, preparing, and coordinating, in order to hold the event. Susan said that she has two people so far that have volunteered.

Business & Motions:

- **Paul Grove made a motion to waive all homeowner balances less than \$2.** Tom Kaul seconded. None opposed. Motion passes unanimously. Paul explained that there are a total of 34 homeowners that have less than a \$2 balance, and the total amount that will be waived for all 34 homeowners is \$34.
- **Susan Kenney made a motion to approve an increase from \$4.23 to \$10.99 per month for website hosting services once a new PGNA website is created which will have an SSL (Secure Socket Layer) Certificate (more secure and encrypted), and to allow for up to \$125 to purchase a website template/theme.** Beth Rutkoski seconded. None opposed. Motion passes unanimously. Susan explained that homeowner Matthew Stevens has volunteered to do a new website for PGNA and that eventually we would need to create a new website when the platform that we are using now is phased out.
- **Susan Kenney made a motion to add the following motion to the agenda: Motion to allocate the \$3,708.33, awarded to the HOA by the judge in the court case concerning homeowner account PKGN4913, to the PGNA Benevolence Fund.** Tom Kaul seconded. None opposed. Motion passes unanimously.
- **Susan Kenney made a motion to allocate the \$3,708.33, awarded to the HOA by the judge in the court case concerning homeowner account PKGN4913, to the PGNA Benevolence Fund.** Paul Grove seconded. None opposed. Motion passes unanimously.
- **Other Business & Motions**

Member Comments

- A resident mentioned the topic of having a food truck, Cousin's Maine Lobster, at HOA events. Susan asked the homeowner if he would contact Cousin's Maine Lobster and see if they would give 10% towards a fund raiser if they come to our neighborhood. Leslie suggested that they could perhaps buy an ad in the newsletter as part of coming to the neighborhood. More conversation and information will be needed about exploring having food trucks at future events or a possible food truck event.
- **Adjourn**
- Meeting adjourned at 8:04 p.m.
- Next Board Meeting is July 19, 2021, at 7:00 p.m. in-person at the NMI office and online via GoTo-Meetings, see ParkGlen.org for login information.

Park Glen Neighborhood Association

Management Report through May 14, 2021 to June 17, 2021

Administrative

Homeowner Contact:

- 18 resale certificate inquiries.
- 63 regarding violations (this includes violations on their own properties or neighbors)
- 3 conversation regarding streets/street parking.
- 15 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 9 emails requesting contact change information (or adding of email/phone numbers)
- 38 conversations regarding Property Modifications requirements/information.
- 3 Questions regarding mailboxes.
- 3 questions regarding sidewalks.
- Management delivered all scholarships received to Scholarship Coordinator.

Neighborhood Management's local office is back open to the public.

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

Change of Ownership

36 Properties had ownership changes processed from May 14, 2021 to June 17, 2021.

ACC Applications from 5.14.21 to 6.17.21

27 ACC applications have been received from owners since last reported on 5/13/2021.

- **16 applications were approved for:**
 - Exterior Painting (Trim, Door and/or Garage)
 - Gutters
 - Landscaping

Park Glen Neighborhood Association

Management Report through May 14, 2021 to June 17, 2021

- Patio cover
- Roof Replacement
- Sheds
- Solar Panels
- Tree Removal/Replacement
- Window Replacements

- **2 applications were denied**
 - Landscaping
 - Fence Stain/Restain

- **9 applications are pending**

Violation Summary Report Through 6/17/2021

Courtesy Notice - 157

- Architectural - **1**
- Basketball - **2**
- Driveway and Sidewalk - **11**
- Exterior Maintenance - Paint and/or Stain - **2**
- Fence - **2**
- Garbage Cans - **40**
- Landscaping - **90**
- Signage - **2**
- Tree Requirements - **4**
- Unightly Items - **3**

Monitor – 16

- Landscaping - **10**
- Tree Requirements - **1**
- Unightly Items - **3**

Warning Notice 40 (2nd Notices)

- Architectural - **1**

Park Glen Neighborhood Association

Management Report through May 14, 2021 to June 17, 2021

Basketball Goal – **1**
Dirveway/Sidewalk - **1**
Fence - **2**
Garbage Cans -**9**
Holiday Décor - **2**
Landscaping -**23**
Unsightly Items-**1**

209 Letters (NOT Certified) 12

Boat – **1**
Fence – **1**
Garbage Cans - **6**
Landscaping -**4**

Total:

230 Open and Monitored Violations.

93 Violations were closed

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

**** 4 Complaints sent to Code Compliance**

Accounting

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

Collections

As of 6/17/2020, below is a summary of legal and non-legal collections.

SUMMARY

Application of Foreclosure Lawsuit - **1**
At Attorney - Lien Notice sent - **3**
At Attorney - Manager Review (After

Park Glen Neighborhood Association

Management Report through May 14, 2021 to June 17, 2021

Attorney Demand) - **1**
Attorney - Judicial Foreclosure - **1**
Attorney Payment Plan - **3**
Attorney Payment Plan - Notify Attorney
and Manager of Default - **2**
Balance Settled - 30
Bankruptcy Hold - **2**
Certified Collection Letter - (Jan) 2 or Less - **82**
Collection Fee Statement - (Nov) 2 or Less - **1**
Delinquent Balance Reminder - **23**
Foreclosure - **2**
Manager Review after Cert - **1**
Non Legal Pre-Referral Letter - (Jan) More
than 2 - **1**
Payment Plan Default - **1**
Payment Plan Default - Manager Review - **1**
Resale Hold - **1**
Resale Hold - Attorney – Bankruptcy - **1**
Sent to the Attorney - Collections Pre-Litigation - **7**
Total 164 (down from 204 from last month)

Legal:

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

14 accounts currently with the Attorney

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

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 5/31/2021

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking *4480	\$5,235.37		\$5,235.37
1001 - CAB Operating Money Mkt *9421	\$74,931.06		\$74,931.06
1020 - PPB Operating Account *1794	\$155,018.97		\$155,018.97
1102 - AAB ICS Reserve MM *845		\$125,756.39	\$125,756.39
1103 - CAB Reserve Money Mkt *4542		\$71,593.11	\$71,593.11
1120 - PPB Reserve Money Mkt *1785		\$76,920.53	\$76,920.53
1200 - CDARS Reserve CD 52 weeks 08/26/21*9787		\$128,570.99	\$128,570.99
1201 - CDARS Reserve CD 52 weeks 08/26/21* 0238		\$128,570.98	\$128,570.98
1600 - Accounts Receivable	\$77,820.58		\$77,820.58
1605 - Allowance for Doubtful Accts	(\$9,345.36)		(\$9,345.36)
1715 - Prepaid Taxes	\$171.00		\$171.00
Total Current Assets	\$303,831.62	\$531,412.00	\$835,243.62
Total Asset	\$303,831.62	\$531,412.00	\$835,243.62
Liability / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$360.00		\$360.00
2050 - Prepaid Owners Assessments	\$14,835.52		\$14,835.52
2070 - Homeowner Refunds	\$655.87		\$655.87
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin	\$3,175.00		\$3,175.00
Total Current Liabilities	\$19,026.39		\$19,026.39
Equity			
3500 - Fund Balance Retained	\$83,620.15	\$617,330.12	\$700,950.27
3550 - Current Year Gain / Loss	\$140,554.00	(\$85,918.12)	\$54,635.88
3600 - Prior Year Adjustments	\$60,631.08		\$60,631.08
Total Equity	\$284,805.23	\$531,412.00	\$816,217.23
Total Liability / Equity	\$303,831.62	\$531,412.00	\$835,243.62

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 5/1/2021 - 5/31/2021

	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	9.77	-	9.77	72.00	-	72.00	-
4550 - Interest on Assessments (Delinquent)	165.63	208.33	(42.70)	1,115.24	1,666.64	(551.40)	2,500.00
4603 - Social Event Income	150.00	416.67	(266.67)	4,534.91	3,333.36	1,201.55	5,000.00
4604 - Advertising Revenue for Benevolence	-	-	-	150.00	-	150.00	-
Total Income	325.40	625.00	(299.60)	224,860.15	223,922.00	938.15	226,422.00
Total Income	325.40	625.00	(299.60)	224,860.15	223,922.00	938.15	226,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	-	-	-	3,606.95	3,400.00	(206.95)	3,400.00
5105 - Postage	445.07	208.33	(236.74)	1,152.76	1,666.64	513.88	2,500.00
5107 - Social Committee/Community Events	-	666.67	666.67	203.06	5,333.36	5,130.30	8,000.00
5107-02 - Community Programs	-	166.67	166.67	1,689.70	1,333.36	(356.34)	2,000.00
5112 - Committee Expense	-	41.67	41.67	375.00	333.36	(41.64)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	55,536.00	55,536.00	-	83,304.00
5114 - Storage	180.00	183.33	3.33	1,560.00	1,466.64	(93.36)	2,200.00
5115 - Website/Portal	-	10.00	10.00	240.33	80.00	(160.33)	120.00
5116 - Association Meetings	-	20.00	20.00	133.00	160.00	27.00	240.00
5117 - Licenses, Permits & Fees	-	10.00	10.00	-	80.00	80.00	120.00
5118 - Hospitality	-	125.00	125.00	-	1,000.00	1,000.00	1,500.00
5120 - Copies	-	133.33	133.33	-	1,066.64	1,066.64	1,600.00
5176 - Legal Fees	60.00	400.00	340.00	852.50	3,200.00	2,347.50	4,800.00
5180 - Other Professional	-	-	-	5,936.85	2,500.00	(3,436.85)	6,250.00
5181 - Audit & Accounting	275.00	-	(275.00)	415.00	700.00	285.00	700.00
5184 - Scholarships/Charity	-	-	-	-	5,000.00	5,000.00	5,000.00
Total General and Administrative Expenses	7,902.07	8,907.00	1,004.93	71,701.15	82,856.00	11,154.85	122,234.00

Taxes

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

Statement of Revenues and Expenses 5/1/2021 - 5/31/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
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	10,000.00	5,860.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	4,140.00	10,000.00	5,860.00	15,000.00
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	67,688.00
Total Reserves	-	-	-	-	-	-	67,688.00
Total Expense	7,902.07	10,157.00	2,254.93	84,306.15	104,356.00	20,049.85	226,422.00
Operating Net Total	(7,576.67)	(9,532.00)	1,955.33	140,554.00	119,566.00	20,988.00	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 5/1/2021 - 5/31/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	173.10	-	173.10	1,455.71	-	1,455.71	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	67,688.00
Total Income	173.10	-	173.10	1,455.71	-	1,455.71	67,688.00
Total Income	173.10	-	173.10	1,455.71	-	1,455.71	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	173.10	-	173.10	(85,918.12)	-	(85,918.12)	67,688.00
Net Total	(7,403.57)	(9,532.00)	2,128.43	54,635.88	119,566.00	(64,930.12)	67,688.00

Accounts Receivables - Outstanding Balances

2018 Assessment				2019 Assessment				2020 Assessment			
Bill Date <i>Early Sep</i> Due Date <i>Nov 1</i>	Total # Past Due Accts	% of 3,317 Homes	Total Past Due \$ Owed	Bill Date <i>Early Oct</i> Due Date <i>Nov 1</i>	Total # Past Due Accts	% of 3,317 Homes	Total Past Due \$ Owed	Bill Date <i>Early Oct</i> Due Date <i>Nov 1</i>	Total # Past Due Accts	% of 3,317 Homes	Total Past Due \$ Owed
11/30/18	746	22.5%	176,222	11/27/19	615	18.5%	151,321	12/3/20	627	18.9%	121,673
1/21/19	385	11.6%	151,708	1/17/20	422	12.7%	139,256	1/15/21	543	16.4%	111,898
2/18/19	347	10.5%	163,364	2/14/20	380	11.5%	123,498	2/22/21	394	11.9%	99,849
3/15/19	313	9.4%	154,363	3/13/20	297	9.0%	117,861	3/15/21	292	8.8%	91,621
4/9/19	268	8.1%	142,781	4/17/20	277	8.4%	107,038	4/18/21	227	6.8%	76,116
5/17/19	244	7.4%	134,398	5/19/20	269	8.1%	108,017	5/17/21	205	6.2%	77,341
6/14/19	228	6.9%	129,371	6/12/20	251	7.6%	98,354	6/21/21	168	5.1%	68,000
7/12/19	228	6.9%	128,716	7/15/20	215	6.5%	93,713				
8/16/19	205	6.2%	135,699	NMI System Changeover							
9/13/19	193	5.8%	128,456								
10/18/19	184	5.5%	119,695	10/19/20	85	2.6%	86,337				

Comparison	Past Due	Total Owed
vs last month:	-37	\$ (9,342)
vs 1 yr ago:	-83	\$ (30,354)
vs 2 yrs ago:	-60	\$ (61,371)
vs 5 yrs ago:	-167	\$ (125,512)

Park Glen Neighborhood Association - Benevolence Fund

Dedicated Advertising Revenue 2017-2019: \$ 3,685

Dedicated Advertising Revenue since 1/1/20: (showing deposit date)

7/2/2020	North Texas Roofing	\$	100
7/17/2020	Marlexi Design LLC	\$	50
2/22/2021	Shalunda Corzine	\$	150
5/2/2021	iExplore Montessori	\$	150

Total Revenue: \$ **4,135**

Total Disbursements:

7/29/2017	Stump Removal & Mulch for a Park Glen owner in need	\$	412
2/19/2018	Park Glen homeowner with a special needs child	\$	500
4/18/2018	Park Glen homeowner with significant medical expense for child	\$	500
5/26/2019	Park Glen homeowner with significant medical expense for child	\$	200
5/26/2020	Park Glen homeowner with personal tragedy	\$	460

Total Disbursements: \$ **2,072**

Available Now (Total Revenue minus Total Disbursements): \$ **2,063**

Park Glen Neighborhood Association, Inc.

PREMIUM SUMMARY

	<u>Expiring</u>	<u>Renewal</u>
Property	\$641.00	\$685.00
General Liability	\$8,251.00	\$9,057.00
Auto	Included	Included
Cyber	\$95.00	\$95.00
Fidelity	Included	Included
Directors & Officers*	\$8,465.00	\$7,114.00
Umbrella	<u>\$974.00</u>	<u>\$1,052.00</u>
Total Cost of Insurance	<u>\$18,426.00</u>	<u>\$18,003.00</u>

***Quote is valid until proposed effective date**

Park Glen Neighborhood Association

2021 Election Guidelines

Election Timeline

- By June 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 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 1-12 and again between July 16-22.
- By June 24– Candidate filing period opens. Post candidates & candidate statements on website as they come in and candidate eligibility is verified.
- July 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 28- send candidate names and statements to YesElections, each candidate, the existing Board members, and the ParkGlen.org webmaster.
- By July 30 – YesElections prepares candidate information sheets, ballots, information letters, & voting website.
- By August 13– YesElections mails letter, mail-in ballot, & candidate information sheet to each homeowner.
- When YesElections mails voting information - Advance Voting period opens.
- September 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 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 at or after the meeting. If you will be voting or attending the meeting in person, please follow all CDC guidance for vaccinated and unvaccinated persons.

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

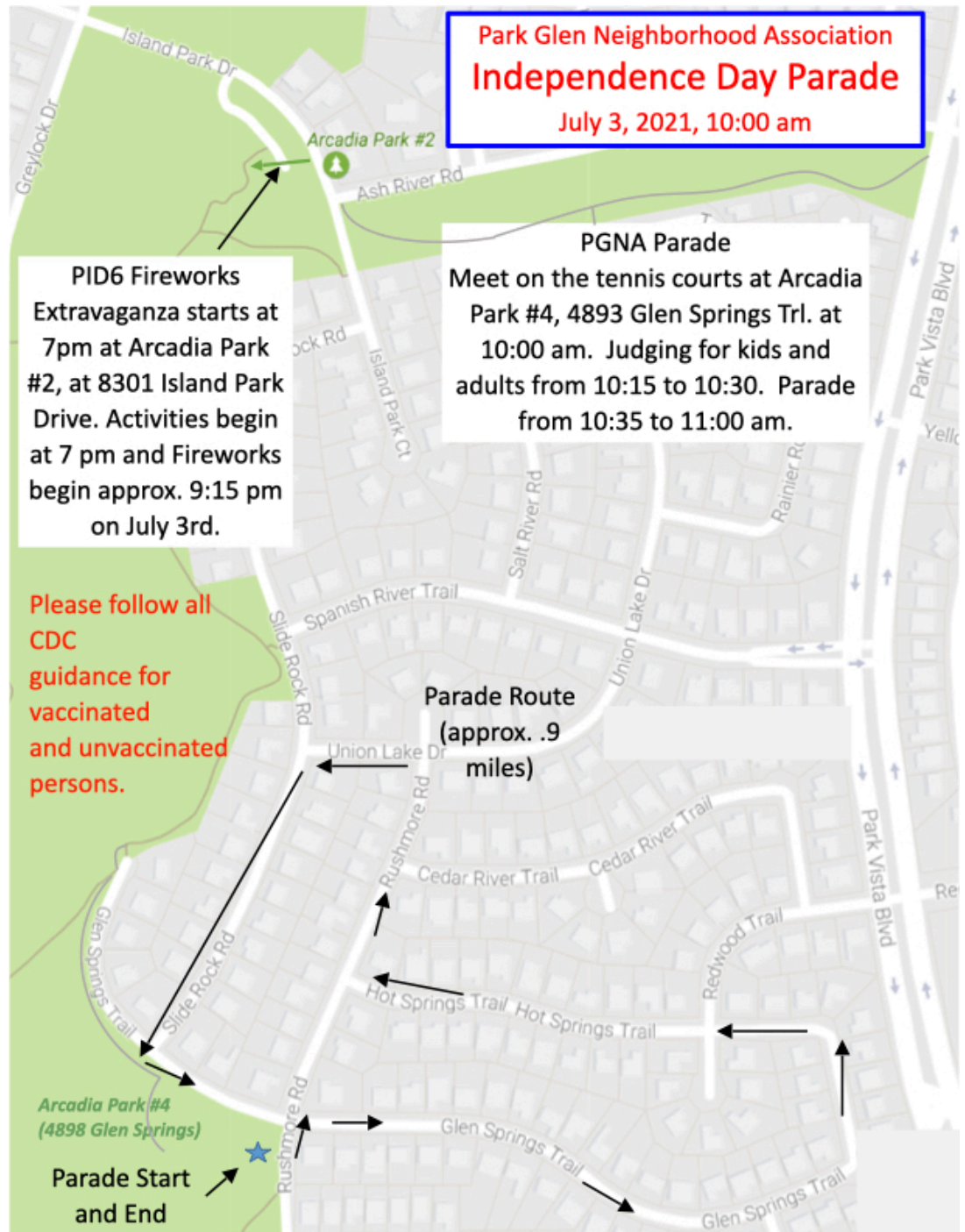


Get ready for great fun at the annual Park Glen Independence Celebration Parade on July 3rd.

Meet on the tennis courts at Arcadia Park #4, 4893 Glen Springs Trail at 10:00 am. We are changing it up a bit this year, all ages are welcome to participate in the parade. There will be a contest for kids as well as for adults.

Judging will be from 10:15-10:30. See details below. The Parade will start at 10:35 and will last approximately until 11:00 am. Pedestrians, strollers, bikes and other non-motorized vehicles are welcome. Decorate your bikes, trikes, wagons, scooters, or express your patriotic spirit! We will be judging for BEST DECORATED, MOST UNIQUE, and MOST PATRIOTIC!! You are welcome to walk the parade and even bring your leashed dog! The parade will end at the location it begins. Please see the map for the parade route. Any questions, please email PGNAKristy@gmail.com.

Parade route: leave parking lot at Arcadia Park #4 at 4893 Glen Springs Trl, turn left on Rushmore, take immediate right at Glen Springs Trl, turn left on Crazy Horse, turn left on Hot Springs Trl, turn right on Rushmore, turn left on Union Lake, turn left on Slide Rock, turn left on Glen Springs Trl, turn right on Rushmore, turn right into parking lot at Arcadia Park #4, 4893 Glen Springs Trl.



Please follow all CDC guidance for vaccinated and unvaccinated persons, link is: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>.

Later in the day on July 3rd, please join in the PID6 Fireworks & Independence Day Celebration which will be held at Arcadia Park #2, 8301 Island Park Dr. Activities start at 7 pm with a DJ, three food trucks, two dessert trucks, two balloon artists, two face painters, and a stilt walker. Fireworks will start at approximately 9:15 pm. Grab your picnic blankets, cooler and chairs (and don't forget the bug spray).



We need your help for our Citizens on Patrol (Code Blue)

Join in the camaraderie and help Park Glen by becoming a member of the Citizens on Patrol for our community.

Please email our Citizens on Patrol Captain,
Homeowner Ralph Robb, at
ParkGlenCodeBlue@gmail.com.