

Park Glen Neighborhood Association

Minutes of July 19, 2021, Board Meeting

APPROVED
BY BOARD
OF
DIRECTORS
ON 9/20/21

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 7:03 p.m.; quorum was met, and the meeting was called to order. The following Board Members were present: Susan Kenney, Kelly Wingo, Leslie Graham, and Tom Kaul, Beth Rutkoski. Paul Grove were absent. Martin Valdez resigned June 25 and was absent.

Announcement of Board Actions since the June 21, 2021, Board Meeting:

On June 27, 2021, because the iExplore Montessori pool (formerly the Longhorn Activity Center) is not open and most likely will not be open until after August, they're waiting on parts, **Susan Kenney made a motion to not hold the pool movie nights for summer 2021 because of the pool not being open and no potential scheduled date for opening.** Kelly Wingo seconded the motion. Those who voted yes were Susan Kenney, Kelly Wingo, Tom Kaul, Beth Rutkoski, Leslie Graham, and Paul Grove. Martin Valdez did not vote. None opposed. **Motion passes unanimously.**

Consideration of June 21, 2021, Board Meeting Minutes

Tom Kaul made a motion to accept the June 21, 2021, board meeting minutes. Leslie Graham seconded. Kelly Wingo removed herself from the vote due to not attending the last board meeting. None opposed. **Motion passes unanimously.**

Board Member Reports & Comments

- Susan Kenney- President
 - Resignation of PGNA Board Member Martin Valdez June 25, 2021, due to new work schedule. The PGNA board in attendance was in agreement to continue without assigning a replacement because we are so close to the Election.
 - Sidewalk Project #3 Update, construction started at end of June.
 - Councilman Cary Moon's office helped with City staff asking PID6 management company to keep on off-duty police officers, and both City and PID6 management company are working out liability issues now. The city's intent is to have the PID6 keep the off-duty officers within the PID6.
 - The City of Fort Worth is Replacing the Arcadia Park Playground #7. The Department of Parks and Recreation has asked the PGNA to do a survey for Arcadia Park Playground #7, behind Bluebonnet Elementary. They are looking to get more input from the residents on the replacement options.
 - PID6 update:
 - Next PID6 meeting is July 29th, their meetings are in-person at FirstService Residential, Suite 210, 9800 Hillwood Parkway, Fort Worth, TX, 76177, see PID6.org for more information.
 - PID6 will have their first election in August for Districts 2, 4, and 6. Map of Districts here: http://www.pid6.org/doc/PID6_Districts_2020.pdf. See PID6.org or contact the PID6 manager, Robin Willits at Robin.Willits@fsresidential.com or 817-380-7003 for more info.

PID6 Candidate filing application is due on or before July 27th and is here:

http://www.pid6.org/doc/Call_for_Candidates_2021_246.pdf.

- PID6 Annual Meeting is scheduled for August 12th at 6:30 p.m. at the Fort Worth Police Department, North Patrol Division Offices at 8755 North Riverside Dr., Fort Worth, TX, 76244.
- PID6 is planning to install additional athletic equipment at various points along the trail south of Glen Springs Trail, with a cost of \$100,000. Similar to how they installed them north of Glen Springs Trail along the path.
- Other Board member Reports & Comments

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

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

Treasurer's Report - Christina Fountain from NMI reported on the following:

- Accounts Receivable Status
- Benevolence Fund

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

- Scholarship Program Update - Recipients of Scholarship Program were reported
- 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. Annual Meeting to be held both in-person and online. YesElections will run the PGNA election and will be sending out the ballots. Votes will be taken mail-in, online, drop-off at NMI, and in-person at the Annual Meeting.
- Yard of the Month Program. June winners reported. Judging will be July 21-24 and August 18-21.
- PGNA Annual Independence Celebration Parade, was postponed to July 10 due to weather. About 50 members of the Keller High band attended. 25 children and 4 adults participated in the decoration contest. About 122 people participated in the parade. Kristy Shallcross did a fantastic job as the Parade Coordinator. The financial report for the event will be given at the August board meeting.
- Citizens on Patrol Program needs more volunteers, email Ralph Robb at ParkGlenCodeBlue@gmail.com
- National Night Out – October 5, 2021
 - Block parties held to promote neighbors getting to know one another, which decreases crime because neighbors look out for one another.
 - Gerry Sauls has volunteered to be the coordinator.
 - At our next meeting we will discuss the \$1,000 budget for this event with about \$75 to cover expenses for each event.
- Movie Night in the Park - If we are to hold a Movie Night in the Park on October 16th, a coordinator and volunteers are needed. Contact Susan Kenney if you are interested.

Business & Motions:

- **Susan Kenney made a motion to conduct the annual Turkey Trot Run on November 25, 2021, with costs before revenue of \$12,500 or less and the expectation that it will make a profit, and Susan Kenney as Coordinator.** Beth Rutkoski seconded. None opposed. **Motion passes unanimously.**
- **Susan Kenney made a motion asking PID6 and the City of FW Parks and Recreation Department to hold a public meeting or gathering to walk the park and gather public input on the locations of the athletic equipment that the PID6 is planning to install in the park along the path south of Glen Springs Trail to Arcadia Park #1 (where the**

large soccer field is just north of Basswood Blvd.) Kelly Wingo seconded. None opposed. **Motion passes unanimously.**

- Other Business & Motions

- Leslie Graham started a discussion about shade sails over existing playgrounds to help increase use of the playgrounds. An email was sent previously to the PID6, the response from the PID6 was that they would table the discussion for a later time.
- Leslie Graham also mentioned addressing park walking/bike path issues that have been brought up in past board meetings. Such as more signage on the trails about bike etiquette, direction of walking/biking, etc.
- Kelly Wingo suggested that we make a motion during our next board meeting to ask PID6 to hold their meetings online also, especially during the COVID-19 issues.

Member Comments

- A resident mentioned the increase in the decimal level of the 4th of July fireworks this year. The resident recorded the decimals of 106 at the 2019 event and this year, 2021 it was 116 to 117 decimals. He had items fall off his shelf. A discussion on quieter fireworks and including more music in coordination with the fireworks was held. Kelley Wingo mentioned the fact that the increase in decimals could affect the structure of their house. Susan Kenney asked the resident to contact the PID6 about the fireworks event and see if the location was different than last year; it appeared it was more to the south near the homeowner's home. The homeowner said that he would contact other Cities as well, such as Grapevine, to learn about their fireworks and noise level

Adjourned

- Meeting adjourned at 8:32 p.m.
- Next Board Meeting is August 16, 2021, at 7:00 p.m. in-person at the NMI office and online via GoToMeetings, see ParkGlen.org for login information.



Arcadia Park #2

Arcadia Park #3

North Tarrant Pkwy

The Preserve

N. Beach St.

The Glen

The Hills

The Bluffs

Wind Ridge

Arcadia Park #5
(Windridge Park)

Arcadia Park #4

The Knoll

Park Vista Blvd

Phase III

Denton Hwy

Park View

Arcadia Park #1

Basswood Blvd

The Crossing

The Meadows

The Villages of
Park Glen

Mesa Verde Park

Arcadia Park #7

The Vistas at
Park Glen

The Vistas of
Park Glen

Park Glen Neighborhood Association

Management Report through June 10, 2021 to July 15, 2021

Administrative

Homeowner Contact:

- 23 resale certificate inquiries.
- 27 regarding violations (this includes violations on their own properties or neighbors)
- 7 conversation regarding streets/street parking.
- 13 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 33 emails requesting contact change information (or adding of email/phone numbers)
- conversations regarding Property Modifications requirements/information.
- 12 questions regarding sidewalks.
- Management is receiving Candidacy Forms and working with Board President and YesElections on the September 13, 2021 Election.
- Management working on draft Budget proposal.

Neighborhood Management's local office is back open to the public, we request that you follow CDC guidelines for vaccinated and unvaccinated persons.

Our 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

30 Properties had ownership changes processed from June 10, 2021 to July 15, 2021.

ACC Applications from 6.10.17 to 7.15.21

18 ACC applications have been received from owners since last reported on 6/10/2021.

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

Park Glen Neighborhood Association

Management Report through June 10, 2021 to July 15, 2021

- Patio cover
- Patio Slab/Foundation
- Pergola
- Pool Installation
- Roof Replacement
- Sheds
- Siding Replacement
- Solar Panels
- Sun Room
- Window Replacements

- **1 applications was denied**
 - Exterior Painting (Bricks)

- **3 applications are pending**

Violation Summary Report Through 7/15/2021

Courtesy Notice - 137

- Architectural -2
- Basketball - 2
- Driveway and Sidewalk - 8
- Fence -7
- Garbage Cans -31
- Holiday Décor - 1
- Landscaping -75
- Parking - 1
- Tree Requirements - 6
- Unsightly Items -4

Monitor – 10

- Landscaping -8
- Unsightly Items - 2

Park Glen Neighborhood Association

Management Report through June 10, 2021 to July 15, 2021

Warning Notice 53 (2nd Notices)

Dirveway/Sidewalk - **2**

Fence - **1**

Garbage Cans -**12**

Landscaping -**34**

Tree Requirements - **3**

Unsightly Items-**1**

209 Letters (NOT Certified) 18

Boat – **1**

Fence – **1**

Garbage Cans - **6**

Landscaping -**4**

Total:

208 Open and Monitored Violations.

87 Violations were closed

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

**** 5 Complaints sent to Code Compliance**

Accounting

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

Collections

As of 7/15/2021, below is a summary of legal and non-legal collections.

SUMMARY

At Attorney - Lien Notice sent - **1**

At Attorney - Manager Review (After

Park Glen Neighborhood Association

Management Report through June 10, 2021 to July 15, 2021

Attorney Demand) - **1**
Attorney - Judicial Foreclosure - **1**
Attorney Payment Plan - **4**
Attorney Payment Plan - Notify Attorney
and Manager of Default - **2**
Balance Settled - 17
Bankruptcy Hold - **2**
Certified Collection Letter - (Jan) 2 or Less – **77**
Closed - **1**
Collection Fee Statement - (Nov) 2 or Less - **3**
Delinquent Balance Reminder - **20**
Foreclosure - **1**
Manager Review after Cert - **1**
Non Legal Pre-Referral Letter - (Jan) More
than 2 - **1**
Payment Plan - **2**
Payment Plan Default - Manager Review - **1**
Resale Hold - **1**
Resale Hold - Attorney – Bankruptcy - **1**
Sent to the Attorney - Collections Pre-Litigation - **6**
Total 142

Legal:

2 Combo – Collections/Deed Restrictions/Pre-Litigation
2 Judicial Foreclosures (1 is in a payment plan)
2 Collection Pre-Litigation
8 Active Post Judgments (3 active payment plans)
1 Bankruptcy

15 accounts currently with the Attorney

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

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 6/30/2021

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$5,235.59		\$5,235.59
1001 - CAB Operating Money Mkt *9421	\$74,940.30		\$74,940.30
1020 - PPB Operating Account *1794	\$134,458.40		\$134,458.40
1102 - AAB ICS Reserve MM *845		\$125,771.89	\$125,771.89
1103 - CAB Reserve Money Mkt *4542		\$71,601.94	\$71,601.94
1120 - PPB Reserve Money Mkt *1785		\$76,926.85	\$76,926.85
1200 - CDARS Reserve CD 52 weeks 08/26/21*9787		\$128,639.45	\$128,639.45
1201 - CDARS Reserve CD 52 weeks 08/26/21* 0238		\$128,639.45	\$128,639.45
1600 - Accounts Receivable	\$68,358.39		\$68,358.39
1605 - Allowance for Doubtful Accts	(\$9,285.36)		(\$9,285.36)
1715 - Prepaid Taxes	\$171.00		\$171.00
Total Current Assets	\$273,878.32	\$531,579.58	\$805,457.90
Total Asset	\$273,878.32	\$531,579.58	\$805,457.90
Liability / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$480.00		\$480.00
2050 - Prepaid Owners Assessments	\$12,456.14		\$12,456.14
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin	\$3,250.00		\$3,250.00
Total Current Liabilities	\$16,186.14		\$16,186.14
Equity			
3500 - Fund Balance Retained	\$83,620.15	\$617,330.12	\$700,950.27
3550 - Current Year Gain / Loss	\$113,323.45	(\$85,750.54)	\$27,572.91
3600 - Prior Year Adjustments	\$60,748.58		\$60,748.58
Total Equity	\$257,692.18	\$531,579.58	\$789,271.76
Total Liability / Equity	\$273,878.32	\$531,579.58	\$805,457.90

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 6/1/2021 - 6/30/2021

	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	9.46	-	9.46	81.46	-	81.46	-
4550 - Interest on Assessments (Delinquent)	144.33	208.33	(64.00)	1,259.57	1,874.97	(615.40)	2,500.00
4603 - Social Event Income	-	416.67	(416.67)	4,534.91	3,750.03	784.88	5,000.00
4604 - Advertising Revenue for Benevolence	3,708.33	-	3,708.33	3,858.33	-	3,858.33	-
Total Income	3,862.12	625.00	3,237.12	228,722.27	224,547.00	4,175.27	226,422.00
Total Income	3,862.12	625.00	3,237.12	228,722.27	224,547.00	4,175.27	226,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	3,259.93	-	(3,259.93)	6,866.88	3,400.00	(3,466.88)	3,400.00
5105 - Postage	771.86	208.33	(563.53)	1,924.62	1,874.97	(49.65)	2,500.00
5107 - Social Committee/Community Events	670.00	666.67	(3.33)	873.06	6,000.03	5,126.97	8,000.00
5107-02 - Community Programs	-	166.67	166.67	1,689.70	1,500.03	(189.67)	2,000.00
5112 - Committee Expense	-	41.67	41.67	375.00	375.03	.03	500.00
5113 - Professional Management	6,942.00	6,942.00	-	62,478.00	62,478.00	-	83,304.00
5114 - Storage	180.00	183.33	3.33	1,740.00	1,649.97	(90.03)	2,200.00
5115 - Website/Portal	-	10.00	10.00	240.33	90.00	(150.33)	120.00
5116 - Association Meetings	-	20.00	20.00	133.00	180.00	47.00	240.00
5117 - Licenses, Permits & Fees	-	10.00	10.00	-	90.00	90.00	120.00
5118 - Hospitality	-	125.00	125.00	-	1,125.00	1,125.00	1,500.00
5120 - Copies	-	133.33	133.33	-	1,199.97	1,199.97	1,600.00
5176 - Legal Fees	135.00	400.00	265.00	987.50	3,600.00	2,612.50	4,800.00
5180 - Other Professional	-	3,750.00	3,750.00	5,936.85	6,250.00	313.15	6,250.00
5181 - Audit & Accounting	-	-	-	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	11,958.79	12,657.00	698.21	83,659.94	95,513.00	11,853.06	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	9,837.00	9,000.00	(837.00)	18,302.00	18,000.00	(302.00)	18,000.00
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Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 6/1/2021 - 6/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
5251 - Directors' & Officers' Ins.	7,114.00	-	(7,114.00)	7,114.00	-	(7,114.00)	-
5252 - Umbrella Policy	1,052.00	1,000.00	(52.00)	1,052.00	1,000.00	(52.00)	1,000.00
Total Insurance	18,003.00	10,000.00	(8,003.00)	26,468.00	19,000.00	(7,468.00)	19,000.00
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	1,130.88	1,250.00	119.12	5,270.88	11,250.00	5,979.12	15,000.00
Total Infrastructure and Maintenance	1,130.88	1,250.00	119.12	5,270.88	11,250.00	5,979.12	15,000.00
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	67,688.00
Total Reserves	-	-	-	-	-	-	67,688.00
Total Expense	31,092.67	23,907.00	(7,185.67)	115,398.82	128,263.00	12,864.18	226,422.00
Operating Net Total	(27,230.55)	(23,282.00)	(3,948.55)	113,323.45	96,284.00	17,039.45	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 6/1/2021 - 6/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	167.58	-	167.58	1,623.29	-	1,623.29	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	67,688.00
Total Income	167.58	-	167.58	1,623.29	-	1,623.29	67,688.00
Total Income	167.58	-	167.58	1,623.29	-	1,623.29	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	167.58	-	167.58	(85,750.54)	-	(85,750.54)	67,688.00
Net Total	(27,062.97)	(23,282.00)	(3,780.97)	27,572.91	96,284.00	(68,711.09)	67,688.00



2021 PGNA Scholarship Recipients



Out of 27 applications, the volunteers on the Scholarship Selection Committee selected the following 11 applicants to receive scholarship awards of \$425 each*

Bailey Hoke
Brent LeBlanc
Dylan Dierking
Hannah Martin
Hannah West
Hunter Villavicencio
Madison Dinh
Matthew Dinh
Sierra Gallegos
Stephanie Tran
Tony Yang

*All funding of the Scholarship Awards came from the profit from the Turkey Challenge Event held in November 2020.

A big thank you goes out to the Scholarship Program Coordinator Julie Grove and the volunteer Selection Committee: Sian Vrana, Jaimee Perea, Dezranique Stansber, Allison Vatzlavick.

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.



June 2021 Yard of the Month Winners

The Meadows: 5528 Cedar Breaks Drive

Hills: 7972 Paloverde

Knoll: 5101 Arcadia Ct

Phase 1: 5250 Fort Concho

Bluffs: 8116 Union Lake

Preserve: 8450 Ram Ridge Ct

Vistas AT PG: 6920 Amber Dale

Crossing: 5312 Big Bend

Parkview: 4908 Navajo way

The Glen: 8048 Gila Bend

Phase 3: 7425 Mesa Verde Trail

Vistas OF PG: 5204 Warm Springs

Windridge: 5300 Mt. Mckinley

Additional Yard of the Month judging will be:

July 21-24, August 18-21

Volunteer judges will drive the neighborhood and select the winners for each month. 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 online community newsletter and on our Park-Glen.org website, plus a “Yard of the Month” sign for their yards. Any questions, please email PGNABeth@gmail.com.

A big thanks goes to Beth Rutkoski, YOM Coordinator and all the volunteer judges.



