

Park Glen Neighborhood Association

Minutes of April 19, 2021 Board Meeting

Location - Online Meeting

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

Close Session Appeal Meeting (held before regular board meeting)

- At 6:15 pm, the Board met in closed session to hear and discuss one homeowner appeal to an ACC decision regarding a request for a pergola on a portion of the front of the house (Account# PKGN58750).

APPROVED
BY BOARD
OF
DIRECTORS
ON 5/17/21

Call to Order

- Susan Kenney started the meeting at 7:00 p.m. Quorum was met at 7:06 p.m. and the meeting was called to order.
- The following Board members were present: Susan Kenney, Tom Kaul, Paul Grove, Beth Rutkoski, Kelly Wingo, Martin Valdez, and Leslie Graham.

Announcement of Board Actions since the March 15, 2021 Board Meeting

- On Tuesday, April 6, 2021, **Kelly Wingo made a motion to allot \$500 to be drawn from the benevolence fund and given to the family designated as being in need.** Tom Kaul seconded. None opposed. Motion passed unanimously. After the motion, Susan contacted the family, and they did not want to receive any money. Kelly Wingo withdrew the motion.

Consideration of February 22, 2021 Board Meeting Minutes

- **Beth made a motion to accept the February 22, 2021 board meeting minutes.** Tom Kaul seconded. Kelly abstained due to not being at the meeting. None opposed. Motion passed unanimously.

Consideration of March 15, 2021 Board Meeting Minutes

- Minutes were not available yet and will be put on the agenda for the May 17, 2021 board meeting.

Board Member Reports & Comments

- President's Report - Susan Kenney
 - Sidewalk Project #3 Update – Includes neighborhoods Windridge, a portion of the Knoll, and any areas from our last two Sidewalk Projects can also be addressed during this project. Daniel is working on mailing out all the letters to homeowners to inform them about the project. It is projected that the project will start on June 1, 2021. Contractors have agreed to the contracts, but they have not been submitted yet.
 - PID6 update from March 25, 2021 meeting and on PGNA Board's motions:
 - 1) **motion asking the PID6 to do a master plan for Arcadia Park which would include the full input from the homeowners and residents from the community** - PID6 Manager Robin Willits said they will discuss the idea of doing a master plan at the April 29th PID6 meeting.
 - 2) **motion asking the PID6 to notify PGNA with advance notice when new improvements are planned for Arcadia Park** - Robin said that the PID6 will not notify PGNA or any HOA in advance and any items they are going to discuss will be on their agenda.
 - 3) **motion asking the PID6 to provide shade trees and shade sails, or something similar, to the Arcadia Park #3 playground that will be under construction in 2021** - Robin said that

PID6 Board will wait until a later time to decide on shade for the playgrounds.

- Next PID6 Meeting is April 29, 2021 at 6:30 p.m. online (see PID6.org for login information) and they will discuss the idea of doing a Master Plan for Arcadia Park.
- PID6 will be redoing the gazebo at Arcadia Park #1, which was hit by a truck, within the next few months.
- City of Fort Worth has given our Design Option #3 with natural colors to the consultant who will be redoing the Playground at Arcadia Park #3.
- Other Board member Reports & Comments

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

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

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

- Scholarship Program coming up. Information and application are on the home page of the ParkGlen.org website. Applications are accepted between May 1-June 1st.
- Yard of the Month Program. Judging will be May 26-29, June 23-26, July 21-24, August 18-21. Beth Rutkoski stated that she is going to inform the judges to be lenient on dead bushes due to the snow/freeze storm for the month of May but back to normal after that.

Business & Motions

- **Beth made a motion to approve a homeowner appeal to an ACC decision regarding a request for a pergola on a portion of the front of the house (Account# PKGN58750).** Kelly Wingo seconded. None opposed. [Motion passed unanimously.](#)
- **Susan Kenney made a motion to appoint Sian Vrana, Jaimee Perea, Dezranique Stansberry, and Allison Vatzlavick to 2021 Scholarship Selection Committee.** Beth Rutkoski seconded. None opposed. [Motion passed unanimously.](#)
- **Susan Kenney made a motion to approve the Yard of the Month program for 2021 (May, June, July, August), and appoint Beth Rutkoski to coordinate the program.** Kelly Wingo seconded. None opposed. [Motion passed unanimously.](#)
- Discussion on Turkey Trot for Nov. 25, 2021. We need 10-12 volunteers to help with planning, preparing, and coordinating for the event. Kelly Wingo suggested that if we do not have the volunteers then we need to use that as a deciding factor to have the Turkey Trot. Sophie suggested to write up a list of job responsibilities to help obtain more volunteers.
- **Other Business & Motions**
 - Topic brought up by Sophie - Address that the Park Glen Neighborhood Neighbors Facebook page is not the official Park Glen Neighborhood Association Facebook page. Address these on the PGNA Facebook page, in an email blast, and in the PGNA newsletter.

Member Comments – None

Adjourn

- Meeting adjourned at 7:38 p.m.
- Next Board Meeting is scheduled for May 17, 2021 at 7:00 p.m. online via GoToMeetings, see ParkGlen.org for login information.

Park Glen Neighborhood Association

Management Report through March 13, 2021 to April 15, 2021

Administrative

Homeowner Contact:

- 3 resale certificate inquiries.
- 18 regarding violations (this includes violations on their own properties or neighbors)
- 4 conversation regarding streets/street parking.
- 12 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 15 emails requesting contact change information (or adding of email/phone numbers)
- 62 conversations regarding Property Modifications requirements/information.

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

15 Properties had ownership changes processed from through March 13, 2021 to April 15, 2021.

ACC Applications from 3.13.21 through 4.15.21

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

- **28 applications were approved for:**
 - Exterior Painting (Trim, Door and/or Garage)
 - Landscaping
 - Patio cover
 - Playscape
 - Roof Replacement
 - Sheds
 - Solar Panels
 - Window Replacements
- **4 applications were denied**

Park Glen Neighborhood Association

Management Report through March 13, 2021 to April 15, 2021

- Exterior Paining
- Fence replacements
- **10 applications are pending**

Violation Summary Report Through 4/15/2021

Courtesy Notice - 220

- Architectural -**3**
- Boat -**3**
- Driveway and Sidewalk - **2**
- Exterior Maintenance - Paint and/or Stain -**2**
- Fence -**10**
- Flags -**3**
- Garbage Cans -**40**
- Holiday Décor - **5**
- Landscaping -**126**
- Recreational/Commercial Vehicle -**3**
- Signage -**1**
- Stored/Inoperable Vehicle(s) -**4**
- Tree Requirements - **10**
- Unsightly Items -**15**

Monitor - 6

- Fence - **1**
- Holiday Décor - **1**
- Landscaping -**1**

Warning Notice 44 (2nd Notices)

- Architectural -**2**
- Basketball Goal - **2**
- Exterior Maintenance - Paint and/or Stain -**2**
- Fence -**2**
- Garbage Cans -**17**
- Holiday Décor - **2**

Park Glen Neighborhood Association

Management Report through March 13, 2021 to April 15, 2021

Landscaping -**12**

Unsightly Items-**1**

209 Letters (NOT Certified) 2

Basketball Goal -**1**

Burning -**1**

Total: 272 Open and Monitored Violations.

94 Violations were closed

Accounting

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

Collections

As of 4/15/2020, below is a summary of legal and non-legal collections.

SUMMARY of all Collection Items

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 **5**

Attorney Payment Plan Follow up **1**

Balance Settled **111**

Bankruptcy Hold **3**

Collection Fee Statement (2 or less) **1**

Collection Letter – (Dec 2 or Less) - **123**

Delinquent Balance Reminder - **20**

Park Glen Neighborhood Association

Management Report through March 13, 2021 to April 15, 2021

Foreclosure **1**

Manager Review after Cert - **2**

Payment Plan **2**

Resale Hold - **2**

Sent to the Attorney – Collections Pre Litigation- **6**

Total 286

Legal:

3 Combo – Collections/Deed Restrictions/Pre-Litigation

5 Judicial Foreclosures

1 Collection Pre-Litigation

6 Active Post Judgments

1 Bankruptcy

1 Active Payment Plans

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 3/31/2021

Asset	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking *4480	\$5,084.94		\$5,084.94
1001 - CAB Operating Money Mkt *9421	\$74,912.27		\$74,912.27
1020 - PPB Operating Account	\$171,641.73		\$171,641.73
1102 - AAB ICS Reserve MM *845		\$125,724.19	\$125,724.19
1103 - CAB Reserve Money Mkt *4542		\$71,575.16	\$71,575.16
1120 - Pacific Premier Reserve Money Mkt		\$76,907.63	\$76,907.63
1200 - CDARS Reserve CD 52 weeks 08/26/21*9787		\$128,431.88	\$128,431.88
1201 - CDARS Reserve CD 52 weeks 08/26/21* 0238		\$128,431.88	\$128,431.88
1600 - Accounts Receivable	\$78,199.79		\$78,199.79
1605 - Allowance for Doubtful Accts	(\$10,044.50)		(\$10,044.50)
1715 - Prepaid Taxes	\$171.00		\$171.00
Total Current Assets	\$319,965.23	\$531,070.74	\$851,035.97
Total Asset	\$319,965.23	\$531,070.74	\$851,035.97
Liability / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$360.00		\$360.00
2050 - Prepaid Owners Assessments	\$14,275.93		\$14,275.93
2003-99 - Due to NMI--Collect Ltr/Pmt Plans/Admin	\$6,483.32		\$6,483.32
Total Current Liabilities	\$21,119.25		\$21,119.25
Equity			
3500 - Fund Balance Retained	\$83,620.15	\$617,330.12	\$700,950.27
3550 - Current Year Gain / Loss	\$154,594.75	(\$86,259.38)	\$68,335.37
3600 - Prior Year Adjustments	\$60,631.08		\$60,631.08
Total Equity	\$298,845.98	\$531,070.74	\$829,916.72
Total Liability / Equity	\$319,965.23	\$531,070.74	\$851,035.97

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 3/1/2021 - 3/31/2021

	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	9.75	-	9.75	52.78	-	52.78	-
4550 - Interest on Assessments (Delinquent)	309.85	208.33	101.52	763.81	1,249.98	(486.17)	2,500.00
4603 - Social Event Income	-	416.67	(416.67)	4,384.91	2,500.02	1,884.89	5,000.00
4604 - Advertising Revenue for Benevolence	150.00	-	150.00	150.00	-	150.00	-
Total Income	469.60	625.00	(155.40)	224,339.50	222,672.00	1,667.50	226,422.00
Total Income	469.60	625.00	(155.40)	224,339.50	222,672.00	1,667.50	226,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	-	-	-	3,606.95	3,400.00	(206.95)	3,400.00
5105 - Postage	436.54	208.33	(228.21)	707.69	1,249.98	542.29	2,500.00
5107 - Social Committee/Community Events	-	666.67	666.67	203.06	4,000.02	3,796.96	8,000.00
5107-02 - Community Programs	-	166.67	166.67	1,543.56	1,000.02	(543.54)	2,000.00
5112 - Committee Expense	-	41.67	41.67	375.00	250.02	(124.98)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	41,652.00	41,652.00	-	83,304.00
5114 - Storage	180.00	183.33	3.33	1,200.00	1,099.98	(100.02)	2,200.00
5115 - Website/Portal	-	10.00	10.00	-	60.00	60.00	120.00
5116 - Association Meetings	-	20.00	20.00	133.00	120.00	(13.00)	240.00
5117 - Licenses, Permits & Fees	-	10.00	10.00	-	60.00	60.00	120.00
5118 - Hospitality	-	125.00	125.00	-	750.00	750.00	1,500.00
5120 - Copies	-	133.33	133.33	-	799.98	799.98	1,600.00
5176 - Legal Fees	1,002.50	400.00	(602.50)	1,002.50	2,400.00	1,397.50	4,800.00
5180 - Other Professional	-	-	-	5,936.85	2,500.00	(3,436.85)	6,250.00
5181 - Audit & Accounting	140.00	-	(140.00)	140.00	700.00	560.00	700.00
5184 - Scholarships/Charity	-	-	-	-	-	-	5,000.00
Total General and Administrative Expenses	8,701.04	8,907.00	205.96	56,500.61	60,042.00	3,541.39	122,234.00

Other Expense

5190 - Bad Debt Expense	66.66	-	(66.66)	639.14	-	(639.14)	-
Total Other Expense	66.66	-	(66.66)	639.14	-	(639.14)	-

Taxes

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

Statement of Revenues and Expenses 3/1/2021 - 3/31/2021

	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	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	7,500.00	3,360.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	4,140.00	7,500.00	3,360.00	15,000.00
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	67,688.00
Total Reserves	-	-	-	-	-	-	67,688.00
Total Expense	8,767.70	12,657.00	3,889.30	69,744.75	79,042.00	9,297.25	226,422.00
Operating Net Total	(8,298.10)	(12,032.00)	3,733.90	154,594.75	143,630.00	10,964.75	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 3/1/2021 - 3/31/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	182.74	-	182.74	1,114.45	-	1,114.45	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	67,688.00
Total Income	182.74	-	182.74	1,114.45	-	1,114.45	67,688.00
Total Income	182.74	-	182.74	1,114.45	-	1,114.45	67,688.00
Reserve Expense							
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	(5,769.00)	-	5,769.00	2,530.00	-	(2,530.00)	-
5478 - Sidewalk Repair & Root Mitigation	8,744.83	-	(8,744.83)	84,843.83	-	(84,843.83)	-
Total Infrastructure and Maintenance	2,975.83	-	(2,975.83)	87,373.83	-	(87,373.83)	-
Total Expense	2,975.83	-	(2,975.83)	87,373.83	-	(87,373.83)	-
Reserve Net Total	(2,793.09)	-	(2,793.09)	(86,259.38)	-	(86,259.38)	67,688.00
Net Total	(11,091.19)	(12,032.00)	940.81	68,335.37	143,630.00	(75,294.63)	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

