

Park Glen Neighborhood Association

Meeting minutes, June 20, 2023, at 7:00pm

Location:

In Person: 8400 Park Vista Blvd., Room E100 in the Main Building

Online: <https://global.gotomeeting.com/join/955310189> or by

Phone: (571) 317-3122 Meeting Access Code: 955-310-189

Call to Order, Welcome and Introduction of Board Members.

Susan Kenney started the meeting at 7:02pm. The quorum was met, and the meeting was called to order. The following Board Members were present in person: Susan Kenney, Paul Grove, Beth Rutkoski, Tom Kaul, and Melissa Medici.

Scott Roloff attended online. Ralph Robb was absent.

Announcement of Board Actions since the May 16, 2023 Board Meeting:

Susan Kenney read the following:

On May 30, 2023, Susan Kenney made a motion to increase the budget for Movie in the Park, to be held on June 10th, by \$500, for a total budget of \$2,100 for Movie in the Park, in order to pay for \$480 movie licensing fee. Tom Kaul seconded the motion. Voting yes were: Susan Kenney, Tom Kaul, Beth Rutkoski, Melissa Medici, Ralph Robb, Paul Grove, Scott Roloff. **The motion passed unanimously on May 31, 2023.**

Consideration of May 16, 2023, Board Meeting Minutes

Beth Rutkoski made a motion to accept the May 16, 2023, Regular Board Meeting minutes. Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**

Board Member Reports & Comments

- Susan reported that no volunteers came forward to oversee inflatables at PID6 Fireworks, so we won't be able to provide them.
- Susan gave an update on proposed Car Wash at 4941 N. Tarrant Pkwy - (Developer received a continuance until June 13th City Council Meeting) - City Council denied the request for the car wash.
- Susan gave an update on Letter sent to City of Fort Worth on Homeless situation. There is going to be a community-wide meeting with City staff on homelessness in the area.
- Update on past PID6 Meeting
- Next PID6 Meeting is June 29, 2023, see PID6.org for details.

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

- Neighborhood Updates/Status Report - Management Report (see attached)
- Monthly Financial Reports – May 2023 (see attached)

APPROVED
BY BOARD
OF
DIRECTORS
ON
7-18-23

Treasurer's Report – Paul Grove went over the The Eggstravaganza & Spring Festival Report (attached).

Events & Activities Report:

- Paul reported about the Scholarship Program. Applications were due one June 1st - Paul stated recipients have been selected, but they will be contacted soon. Scholarship recipients will be announced at next meeting.
- Melissa reported that the June Movie in the Park will be postponed to a later date because of forecasted weather
- Susan reported on the Yard of the Month Program - June Winners (Remaining dates are: July 1-4, August 5-8, & September 2-5)
- Susan reported on the PGNA Election - Candidates can file between June 23 and July 25, 2023. PGNA Annual Meeting and Election will be held on Tuesday, September 12, 2023, at 7:00 p.m. at Generations Church at 8400 Park Vista Blvd.
- Susan told everyone about the PGNA Independence Parade - July 1st 9 am - 10 am. (Be in or watch the parade. Kids Contest. Marching Band and more). Location: Arcadia Park #4 at 4850 Glen Springs Trail.
- Susan told about the PID6 Independence Fireworks - July 1st, 7 pm (live band at 7 pm, fireworks at 9:15 pm). Location: Arcadia Park #2 at 8301 Island Park Drive. See PID6.org for more details. Any questions, please contact PID6 Manager at Lillian.Collins@fsresidential.com.

Business & Motions:

- Motion to approve the insurance renewal for a total cost of \$23,039.37 was made by Beth Rutkoski and seconded by Melissa Medici. All were in favor. **Motion passed unanimously.**
- Motion to approve the Leasing and Short Term Rental Policy, including fines, for Adopted Amendment concerning Short Term Rentals was made by Beth Rutkoski and seconded by Melissa Medici. All were in favor. **Motion passed unanimously.**
- Motion to authorize a total expenditure up to \$250,000 from the reserve fund for a project (Sidewalk Project #4) throughout the Meadows and Parkview Sections, and any areas of the previous Sidewalk Projects #1, #2, #3 that were not completed, to repair/replace identified sidewalk height mismatches greater than ¼ inch and mitigate tree roots where needed. Costs to include contingency, cost of all work, fee of coordinator (Gerry Sauls), and up to \$200 reimbursement to replace each tree removed (expected to be minimal). Motion was made by Paul Grove. Seconded by Tom Kaul. **Motion passed unanimously.**
- Motion to approve half of down payment to Timing company for Turkey Trot was made by Paul Grove. Seconded by Beth Rutkoski All were in favor. **Motion passed unanimously.**
- Motion to approve correcting the Calendar of Events for Holiday in the Park, date should be Dec. 9th. Susan Kenney made the motion. Motion was seconded by Paul Grove. **Motion passed unanimously.**
- Motion to promote a number of neighborhood block parties, hosted by Park Glen residents on Texas' "National Night Out" date of October 3, 2023, and allocate a reimbursement of up to \$75 per block party for the first 40 registered block parties, for consumables, food, and beverages, and for Melissa Medici to coordinate PGNA's National Night Out promotion and reimburse-

ments. Susan Kenney made the motion. Motion was seconded by Paul Grove. **Motion passed unanimously.**

- Motion to approve the permanent LED Lighting Guidelines. (tabled to next meeting)

Member Comments – Comments were brought up about a cook off event. Melissa Medici and Beth Rutkoski with work with resident on the event.

Adjourn - Meeting was adjourned at 9:18pm

Next Board Meeting is on July 18, 2023

Park Glen Neighborhood Association

Management Report to May 13, 2023 to June 17, 2023

Administrative

Homeowner Contact:

- 12 regarding violations (this includes violations on their own properties or neighbors).
- 7 resale certificate inquiries and/or mortgage questionnaires.
- 7 requesting contact change information (or adding of email/phone numbers)
- 6 conversations regarding Property Modifications requirements/information.
- Management sent several email blasts on behalf of the board.
- Management forwarded waiver requests to the board.
- Management is working with the board regarding Board Election with Yes Election.
- Management is worked with the Board and the HOA attorney on the fining structure for the new lease restrictions.

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

Change of Ownership

19 Properties had ownership changes processed May 13, 2023 to June 17, 2023, up 3 from last month's 16.

Homeowner Emails on File

Currently we have 2,779 emails on file (up 4 from 2,775 last month).

Park Glen Neighborhood Association

Management Report to May 13, 2023 to June 17, 2023

ACC Applications from 5.13.23 to 6.17.23

22 ACC applications were received from owners between 5.13.23 to 6.17.23

18 applications were approved for:

- Exterior Painting
- Fence Replacement
- Flagpole Installation
- Front Door Replacement
- Generator Installation
- Landscaping
- Patio Installation
- Roof Replacement
- Solar Installations
- Window Replacement

- 4 applications are pending.

Violation Summary Report to 5.13.23 to 6.17.23

Courtesy Notice - 367 - (423) Everything in parenthesis is from previous month.

Basketball Goal - 1 (0)
Exterior Maintenance - 12 (7)
Fences - 2 (3)
Landscaping - 216 (309)
Parking - 5 (7)
Signage - 6 (8)
Storage of Garbage / Recycling - 101 (74)
Stored/Inoperable Vehicle - (0)
Tree Requirements - 6 (8)
Unsightly Items - 18 (7)

Park Glen Neighborhood Association

Management Report to May 13, 2023 to June 17, 2023

Violations continued

Warning -154 (71)

- Exterior Maintenance - 7 (0)
- Landscaping - 118 (42)
- Parking - 2 (2)
- Signage - 1 (2)
- Storage of Garbage/recycling - 14 (16)
- Storage/Inop Vehicle - 0 (1)
- Tree Requirements - 4 (6)
- Unsightly Items - 2 (2)

209 Notice - 28 (38)

- Basketball Goal - 1 (1)
- Exterior Maintenance - 1 (3)
- Landscaping - 18 (21)
- Parking - 5 (0)
- Storage of Garbage cans - 1 (7)
- Tree Requirements - 2 (2)
- Unsightly Items - 0 (1)

****209 Letter is the start of the legal process, these notices contain specific language that is mandated by Texas Property Code to send an account to the attorney, so a lawsuit may be filed to enforce deed restrictions that are not being met.**

209 Notice Certified - 23 (5)

- Basketball Goals - 2 (0)
- Exterior Maintenance - 2 (0)
- Fence - 2 (0)
- Landscaping - 10 (2)
- Parking - 2 (0)
- Tree Requirements - 3 (2)
- Unsightly Items - 2 (1)

Monitor - 75 (44)

- Exterior Maintenance - 2 (5)
- Landscaping - 68 (32)
- Parking - 1 (0)
- Storage/Recycle bins - 2 (2)
- Storage/Inop Veh - 0 (1)
- Tree Requirements - 2 (2)
- Unsightly items - 0 (2)

Violation Totals:

Open:

367 Courtesy

154 Warning

43 209

44 Monitor

Closed - 502 (560 last month)

Park Glen Neighborhood Association

Management Report to May 13, 2023 to June 17, 2023

Accounting

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for May 2023.

Legal (As of 6/11/2023)

- 4 (5) Judicial Foreclosure
- 8 (8) Collection/Pre-Litigation
- 4 (4) Active Post Judgments (3 active payment plans)
- 1 (1) Bankruptcy

17 accounts currently with the Attorney (18)

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

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 5/31/2023

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$34,454.96		\$34,454.96
1001 - CIT Operating Money Mkt *9421	\$75,258.18		\$75,258.18
1020 - PPB Operating Account *1794	\$105,555.12		\$105,555.12
1102 - AAB ICS Reserve MM *4845		\$106,913.31	\$106,913.31
1103 - CIT Reserve Money Mkt *4542		\$55,571.84	\$55,571.84
1120 - PPB Reserve Money Mkt *1785		\$76,624.50	\$76,624.50
1200 - CDARS Reserve CD *7127 52 weeks 08/24/2023		\$130,592.00	\$130,592.00
1201 - CDARS Reserve CD *7151 52 weeks 08/24/2023		\$130,592.00	\$130,592.00
1600 - Accounts Receivable	\$77,494.90		\$77,494.90
1605 - Allowance for Doubtful Accts	(\$7,243.76)		(\$7,243.76)
Total Current Assets	\$285,519.40	\$500,293.65	\$785,813.05
Total Assets	\$285,519.40	\$500,293.65	\$785,813.05
Liabilities / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$750.00		\$750.00
2050 - Prepaid Owners Assessments	\$14,873.21		\$14,873.21
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$930.00		\$930.00
Total Current Liabilities	\$16,553.21		\$16,553.21
Equity			
3500 - Fund Balance Retained	\$139,607.38	\$497,601.63	\$637,209.01
3550 - Current Year Gain / Loss	\$129,576.94	\$2,692.02	\$132,268.96
3600 - Prior Year Adjustments	(\$218.13)		(\$218.13)
Total Equity	\$268,966.19	\$500,293.65	\$769,259.84
Total Liabilities / Equity	\$285,519.40	\$500,293.65	\$785,813.05

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 5/1/2023 - 5/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	-	-	-	218,922.00	218,922.00	-	218,922.00
4500 - Interest Income	20.63	-	20.63	160.86	-	160.86	-
4550 - Interest on Assessments (Delinquent)	210.06	125.00	85.06	2,918.66	1,000.00	1,918.66	1,500.00
4603 - Social Event Income	700.00	1,416.67	(716.67)	14,042.00	11,333.36	2,708.64	17,000.00
Total Income	930.69	1,541.67	(610.98)	236,043.52	231,255.36	4,788.16	237,422.00
Total Income	930.69	1,541.67	(610.98)	236,043.52	231,255.36	4,788.16	237,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	12.00	458.33	446.33	12,759.61	3,666.64	(9,092.97)	5,500.00
5105 - Postage	182.93	458.33	275.40	7,573.23	3,666.64	(3,906.59)	5,500.00
5107 - Social Committee/Community Events	2,457.66	600.00	(1,857.66)	20,044.10	26,000.00	5,955.90	27,600.00
5107-02 - Community Programs	50.00	-	(50.00)	1,959.82	1,850.00	(109.82)	2,000.00
5112 - Committee Expense	-	-	-	125.00	-	(125.00)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	55,536.00	55,536.00	-	83,304.00
5114 - Storage	303.00	265.00	(38.00)	2,158.00	2,120.00	(38.00)	3,233.00
5115 - Website/Portal	-	-	-	671.57	800.00	128.43	800.00
5116 - Association Meetings	-	20.00	20.00	-	160.00	160.00	240.00
5117 - Licenses, Permits & Fees	-	-	-	-	120.00	120.00	120.00
5118 - Hospitality	-	125.00	125.00	-	1,000.00	1,000.00	1,500.00
5120 - Copies	-	-	-	-	-	-	2,200.00
5176 - Legal Fees	-	400.00	400.00	4,408.24	3,200.00	(1,208.24)	4,800.00
5180 - Other Professional	-	-	-	-	4,000.00	4,000.00	8,000.00
5181 - Audit & Accounting	-	-	-	485.00	700.00	215.00	700.00
5184 - Scholarships/Charity	-	916.67	916.67	-	7,333.36	7,333.36	11,000.00
Total General and Administrative Expenses	9,947.59	10,185.33	237.74	105,720.57	110,152.64	4,432.07	156,997.00

Taxes

5202 - Corporate Income Tax	-	-	-	-	2,300.00	2,300.00	2,300.00
Total Taxes	-	-	-	-	2,300.00	2,300.00	2,300.00

Insurance

5250 - Commercial Package Insurance	-	-	-	746.01	-	(746.01)	11,220.00
5251 - Directors' & Officers' Ins.	-	-	-	-	-	-	7,825.00
5252 - Umbrella Policy	-	-	-	-	-	-	1,474.00
Total Insurance	-	-	-	746.01	-	(746.01)	20,519.00

Infrastructure and Maintenance

5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	-	10,000.00	10,000.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	-	10,000.00	10,000.00	15,000.00

Reserves

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 5/1/2023 - 5/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
6000 - Reserve Contribution	-	-	-	-	-	-	42,606.00
Total Reserves	-	-	-	-	-	-	42,606.00
Total Expense	9,947.59	11,435.33	1,487.74	106,466.58	122,452.64	15,986.06	237,422.00
Operating Net Total	(9,016.90)	(9,893.66)	876.76	129,576.94	108,802.72	20,774.22	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 5/1/2023 - 5/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	345.89	-	345.89	2,692.02	-	2,692.02	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	42,606.00
Total Income	345.89	-	345.89	2,692.02	-	2,692.02	42,606.00
Total Income	345.89	-	345.89	2,692.02	-	2,692.02	42,606.00
Reserve Net Total	345.89	-	345.89	2,692.02	-	2,692.02	42,606.00
Net Total	(8,671.01)	(9,893.66)	1,222.65	132,268.96	108,802.72	23,466.24	42,606.00

Eggstravaganza & Spring Festival	2023	
	Date:	4/1/2023

Coordinator & Revenue	Brandy Jones	n/a
Kids (approx #):	<i>Plus at least x adults</i>	-
Exhibitors:	<i>Plus x non-profits</i>	29
Fee:	<i>Per exhibitor</i>	\$50
Total revenue:		\$1,450

Expenses		
Coordinator:	Brandy Jones	\$ 3,000.00
Permit:	City of Fort Worth	\$ 165.00
Bounce Houses and Generator:	Let's Jump	\$ 1,196.67
Table Rentals:	Let's Jump	\$ 300.00
Signs:		
Portable Toilets:	Let's Jump	\$ 150.00
Band:	Buttermilk Junction	\$ 600.00
Bunny Actor:	Brian Thach	\$ 100.00
Bunny Suit:		
Plastic Eggs:	Large eggs	\$ 102.61
Trinkets for Eggs:	Amazon	\$ 540.89
Candy for Eggs:	Amazon	\$ 703.36
Special Prizes & Activities:	Trackless Train	\$ 901.18
Donation to area high schools for Volunteer Help:		
Supplies:	<i>Multiple</i>	\$ 130.24
Off-Duty Police Officer:	Officer Simpson	\$ 200.00
Petting zoo:	Country Critters Farm	\$ 598.00
Totals:	Total expenses:	\$ 8,687.95
Summary		
Net Expense:	Total expenses minus exhibitors fees	\$ 7,237.95
Budget:	Approved by Board (Incl \$3000 for coordinator)	\$ 8,700.00
Under / (Over)	Budget minus net expense	\$ 1,462.05

LEASING AND SHORT-TERM RENTAL POLICY
for
PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.

STATE OF TEXAS §
 §
COUNTY OF TARRANT §

I, _____, Secretary of Park Glen Neighborhood Association, Inc., a Texas non-profit corporation (the “Association”), certify that in the open session of a properly noticed meeting of the Board of Directors (the “Board”) duly called on the ____ day of _____, 2023, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Leasing and Short-Term Rental Policy was duly approved by at least a majority vote of the members of the Board in attendance:

RECITALS:

1. The property encumbered by this Leasing and Short Term Rental Policy (“Policy”) is that property restricted by the documents described below under this Paragraph 1(a)(1-23) and 1(b)(1-23), as same has been or may be amended and/or supplemented from time to time (“**Declaration**”), and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Association.

a. Documents:

- (1) Park Glen - Phase 2 Association Declaration.
- (2) First Amendment to Park Glen - Phase 2 Association Declaration.
- (3) Declaration of Covenants, Conditions and Restrictions.
- (4) Deed Restrictions.
- (5) Revised Deed Restrictions.
- (6) Deed Restrictions.
- (7) Declaration of Covenants, Conditions and Restrictions.
- (8) Park Glen - Phase I Association Declaration.
- (9) First Amendment to Declaration of Covenants, Conditions and Restrictions.
- (10) Declaration of Covenants, Conditions and Restrictions.
- (11) First Amendment to Declaration of Covenants, Conditions and Restrictions.
- (12) Declaration of Covenants, Conditions and Restrictions.
- (13) Declaration of Covenants, Conditions and Restrictions.

- (14) Declaration of Covenants, Conditions and Restrictions.
- (15) Declaration of Covenants, Conditions and Restrictions.
- (16) Amendment of Declaration of Covenants, Conditions and Restrictions for Park Glen Phase VI.
- (17) Amendment of Declaration of Covenants, Conditions and Restrictions for Park Glen Phase VIII.
- (18) Declaration of Covenants, Conditions and Restrictions.
- (19) Declaration of Covenants, Conditions and Restrictions.
- (20) Declaration of Covenants, Conditions and Restrictions Correction Instrument.
- (21) Declaration of Covenants, Conditions and Restrictions.
- (22) Declaration of Covenants, Conditions and Restrictions.
- (23) Declaration of Covenants, Conditions and Restrictions.

b. Recording Information:

- (1) Volume 10944, Page 1718, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (2) Tarrant County Clerk's File No. D223027391.
- (3) Volume 9000, Page 2266, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (4) Volume 9350, Page 1724, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (5) Volume 9380, Page 2299, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (6) Volume 9952, Page 398, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (7) Volume 9359, Page 534, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (8) Volume 9565, Page 617, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (9) Volume 10207, Page 1944, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (10) Volume 10670, Page 1090, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (11) Volume 10741, Page 350, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (12) Volume 10744, Page 528, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (13) Volume 11101, Page 1098, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (14) Volume 11198, Page 604, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (15) Volume 11101, Page 1081, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (16) Volume 11685, Page 1632, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.

- (17) Volume 11685, Page 1635, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
 - (18) Volume 11964, Page 814, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
 - (19) Volume 12076, Page 514, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
 - (20) Tarrant County Clerk's File No. D195192374.
 - (21) Tarrant County Clerk's File No. D198175023.
 - (22) Volume 10021, Page 785, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
 - (23) Volume 10021, Page 799, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
2. Article VI, Section 6.01(A) of the "First Amendment to Park Glen - Phase 2 Association Declaration" grants the Board of Directors of the Association to promulgate rules and regulations governing leasing in compliance with the Declaration.
 3. Pursuant to the Declaration, the Board hereby adopts this Leasing and Short-Term Rental Policy ("Policy") for the purposes of establishing rules and regulations for the leasing and short-term rental of the lots under the jurisdiction of the Association.

NOW, THEREFORE, BE IT RESOLVED THAT the Association does hereby adopt this Policy, which will be binding on all owners and occupants within the Association. This Policy replaces any previously recorded or implemented policy, if any, relating to leasing and short-term rentals in the Association.

LEASING AND SHORT-TERM RENTAL POLICY

1. Definitions
 - (a) Lot. The term "lot" as used in this Policy shall mean any residential lot depicted on the plat map of any subdivision under the jurisdiction of the Association.
 - (b) Owner. The term "owner" as used in this Policy shall mean the record owner(s) of any lot under the jurisdiction of the Association.
 - (c) Lease. The term "lease" as used in this Policy shall mean any type of agreement or arrangement which provides to a person(s) or entity(s) other than the owner of a lot the right to possess and use a lot and the single-family dwelling on a lot.
2. A lease must be for a term of not less than one hundred eighty (180) consecutive days. A lease for a term of less than one hundred eighty (180) consecutive days is prohibited. Upon the end of a lease term of at least one hundred eighty (180) consecutive days, a new lease for a period of at least one hundred eighty consecutive (180) days is required, however, a "month-to-month" lease is allowed if the lessee(s) is the same person(s) who signed the original lease.
3. The lessee(s) of a lot must intend to occupy the lot and the single-family dwelling on the

lot for the entire term of the lease.

4. The Board does not have the authority to and will not approve or disapprove any lease.
5. An owner may not lease a room or any portion less than the entire lot and the entire single-family dwelling on the lot. The lessee(s) of a lot is not permitted to sublease the lot or the single-family dwelling on the lot or any portion thereof.
6. A lease must be in writing. Leasing the lot and/or the single-family dwelling on a lot does not relieve the owner of the lot from the obligation to comply with the Association's Dedicatory Instruments [as that term is defined by Texas Property Code Section 202.001(1) or its successor statute]. All lessees are subject to the Association's Dedicatory Instruments.
7. There may only be one lease for a lot (including the single-family dwelling on the lot) at a time. Upon written demand from the Association, the owner of the lot must provide a true and correct copy of the lease to the Association within fourteen (14) business days of the date such written demand is mailed. The owner may redact a lessee's social security number and/or driver's license number and/or government issued identification number prior to providing a copy of the lease to the Association. Upon written demand of the Association, the owner of the lot must provide to the Association the name, mailing address, phone number, and email address of each person who has reached the age of at least eighteen (18) years and who will reside at the lot within fourteen (14) business days of the date such written demand is mailed. Upon written demand of the Association, the owner of the lot must provide to the Association the make, model, and license plate number of all vehicles owned, operated or controlled by all lessees of a lot within fourteen (14) business days of the date such written demand is mailed (with the exception of any such vehicle is not and will not be parked on the lot or within any subdivision under the jurisdiction of the Association, including the public streets within such subdivisions).
8. Short-Term Rentals are expressly prohibited. A Short-Term Rental is: (a) any type of lease, agreement, or arrangement which provides to a person or entity other than the owner of the lot the use of and the right to possess the lot and/or the single-family dwelling on the lot for less than one hundred eighty (180) consecutive days; or (b) a use of the lot that required the owner of the lot pay the State of Texas hotel occupancy tax (whether or not the tax is actually being paid).
9. Any use of a lot or the single-family dwelling on a lot that requires that the owner pay the State of Texas hotel occupancy tax (whether or not the tax is actually being paid) shall constitute a business use of the lot in violation of this Policy and the Declaration and such use is prohibited.
10. Notwithstanding any other provision herein, a leaseback provision that is included in a bona fide contract for the sale of a lot that allows the buyer to lease the lot and the single-family dwelling on the lot back to the seller for a period of not more than one hundred eighty (180) consecutive days is allowed.
11. The Association may, after the notice required by law, if any, is given, levy a fine on the owner of the lot in the amount of five hundred and 00/100 dollars (\$500.00) per day for a

violation of any term or provision of this Policy. This fining provision supersedes any conflicting provision in any fining policy or fine schedule adopted by the Association.

- 12. It is not the intent of this Policy to exclude from a lot or the single-family dwelling on a lot any individual who is authorized to so remain by any state or federal law.
- 13. If it is found that any term or provision of this Policy is in violation of any law, then this Policy will be interpreted to be as restrictive as possible to preserve as much of the intent of this Policy as allowed by law.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Leasing and Short-Term Rental Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Tarrant County, Texas.

TO CERTIFY which witness my hand this the ____ day of _____, 2023.

PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.

By: _____

Printed: _____

Its: _____

THE STATE OF TEXAS §
 §
COUNTY OF _____ §

BEFORE ME, the undersigned notary public, on this ____ day of _____, 2023, personally appeared _____, Secretary of Park Glen Neighborhood Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity therein expressed.

Notary Public in and for the State of Texas

Project Description: Park Glen Neighborhood Association – Sidewalk Project #4, The Meadows and Parkview

TO: Ms. Susan Kenney PGNA President

Cc: PGNA Board of Directors

FROM: Gerry Sauls, Project Coordinator

Subject: PRELIMINARY REPORT – June 20, 2023

Comments:

1. Began neighborhood sidewalk survey March 23, 2023
2. Completed sidewalk survey June 13, 2023.
3. Completed quantities for project June 19, 2023.
4. Surveyed sidewalks for 176 homes in The Meadows, 307 homes in Parkview.
5. Walked over 6 miles during sidewalk survey.
6. Observed worse sidewalk difference in grade from one sidewalk edge to another – 8”.
7. Most differences in sidewalk surface to surface is 1”-2”, with some in the 3”-5” range.
8. Some sidewalks are “twisted” from tree roots. “Twisted” meaning cross slope of sidewalk is pitched to the home and not to the street, causing localized ponding during rain events.
9. Quite a few trees had been removed, leaving tree stumps and “twisted” sidewalk. Stumps to be removed to repair/replace sidewalks.
10. City forester to determine trees to be removed, roots to be shaved.
11. Several homeowners are interested in having their driveways replaced by the sidewalk contractor.

Work to be done prior to next PGNA Board Meeting in July:

- Contact and meet on site with Craig Fox, City of Fort Worth Forester to develop a tree plan.
- Review Project Quantities and unit costs
- Prepare Bid Solicitation for prospective Contractors
- Obtain approval from board to move forward with mailing of Opt-In letters.

Projected project cost:

- To develop the probable cost estimate, sidewalk quantities were rounded up to the nearest square foot and a 5% contingency was added.
- Meadows = \$172,277
- Parkview = \$245,994
- Sub-Total = \$418,271
- Using 55% participation, \$418,271 would come to \$230,049
- With Coordinator Cost of \$15,000 , Total = 245,049
- Budget is \$250,000

PGNA Si PGNA Sidewalk Rehabilitation Program #4 - The Meadows

No.	Item Description	Unit	Unit Cost	Quantity	Sub-Total
1	Remove & Dispose Existing Concrete Sidewalk	SF	\$3.00	9,292	\$27,876
2	Remove & Dispose Tree	EA	\$750.00	26	\$19,500
3	Shave Tree Roots per City Forester	EA	\$250.00	30	\$7,500
4	Grind < 1/2" Existing Concrete Sidewalk	EA	\$115.00	59	\$6,785
5	Install 4" Thick 4,000 PSI Reinforced Concrete Sidewalk	SF	\$11.00	9,292	\$102,212
6	Adjust CFW Water Meter Box	EA	\$200.00	1	\$200
7	Adjust CFW Sanitary Sewer Cleanout	EA	\$300.00	0	\$0
SUB TOTAL CONSTRUCTION COST					\$164,073.00
	5% Contingency				\$8,203.65
TOTAL CONSTRUCTION COST					\$172,277

PGNA Sidewalk Rehabilitation Program #4 - Parkview

Bid Item No.	Item Description	Unit	Unit Cost	Quantity	Sub-Total
1	Remove & Dispose Existing Concrete Sidewalk	SF	\$3.00	13,440	\$40,320
2	Remove & Dispose Tree	EA	\$750.00	40	\$30,000
3	Shave Tree Roots per City Forester	EA	\$250.00	22	\$5,500
4	Grind < 1/2" Existing Concrete Sidewalk	EA	\$115.00	88	\$10,120
5	Install 4" Thick 4,000 PSI Reinforced Concrete Sidewalk	SF	\$11.00	13,440	\$147,840
6	Adjust CFW Water Meter Box	EA	\$200.00	1	\$200
7	Adjust CFW Sanitary Sewer Cleanout	EA	\$300.00	1	\$300
SUB TOTAL CONSTRUCTION COST					\$234,280.00
	5% Contingency				\$11,714.00
TOTAL CONSTRUCTION COST					\$245,994

Meadows	\$172,277
Parkview	\$245,994
Sub Total Cost	\$418,271

Past sidewalk projects showed that approx. 55% of Homeowners actually participate in the program.

\$418,271	at 55% =	\$230,049
Coordinator Cost		\$15,000
Total Cost		\$245,049
Budget		\$250,000



Sidewalk Replacement/Repair and Tree Root Mitigation Project

Dear Park Glen Homeowner,

The Park Glen Neighborhood Association Board of Directors has authorized a **ONE-TIME** program **TO REPLACE OR REPAIR DAMAGED SIDEWALKS** in your part of Park Glen, **AT NO COST TO YOU.**

Eligible properties are Park Glen homes with problem sidewalks on the streets meeting project criteria and have been inventoried by the project coordinator in consultation with qualified paving contractors. If you are receiving this letter, your home qualifies. **WHILE YOU MAY BELIEVE YOU DON'T NEED REPAIRS, WE ARE REPAIRING ANY SIDEWALK WITH A VERTICAL MIS-MATCH OF OVER 1/2" SO WE URGE YOU TO PARTICIPATE IN THIS ONE-TIME NO-COST PROGRAM TO AVOID HAVING TO MAKE REPAIRS AT HOMEOWNER'S COST IN THE FUTURE.**

Additional areas of Park Glen may be assessed after the completion of this project.

Here is some key information:

- **According to the city of Fort Worth, sidewalk upkeep is the direct responsibility of homeowners, but the PGNA Board of Directors has authorized a ONE-TIME program to fix sidewalks in the project area on your behalf.**
- It is PGNA's intent to replace or repair sidewalks that do not meet Fort Worth city codes and/or access/disability standards, however PGNA reserves the right to decline sidewalk replacement for any reason, in which case PGNA will provide an explanation to the homeowner.
- Removal of tree/shrub roots may be required if they have caused and/or will cause sidewalk problems. In most cases, the remedy will be to remove offending roots (at PGNA's expense) without removing trees/shrubs. In extreme cases, tree/shrub removal (at PGNA's expense) may be necessary before sidewalks are replaced.
- PGNA, the Project Coordinator, and the project's contractors shall not be responsible for any problems with trees/shrubs after sidewalks are replaced.
- Damage to sprinkler systems or grass from the project will be repaired by the contractor.
- Project is targeted to begin in **September or October** with expected 90 to 120-day duration.
- **The "Opt-In" period ends August 15, 2023.** Project will include your sidewalks only if you "opt in."

IMPORTANT: The project requires your authorization to proceed on your sidewalk. By completing the "Opt-In" section of this form on the reverse, you authorize PGNA to evaluate your property, mitigate tree/shrub root problems, and replace/repair your sidewalk **AT NO COST TO YOU.**

You will be contacted by Project Coordinator Gerry Sauls, Park Glen resident. Any and all questions may be directed to **Mr. Sauls.**

Sidewalk Project Contact Information:

Gerry Sauls, Project Coordinator

E-mail: PGNAGerry@gmail.com

Phone (or text): 817-680-8922

Mail: 5421 Rocky Mountain Road, Fort Worth, TX 76137

Sidewalk Replacement/Repair and Tree Root Mitigation Project Opt-In and Easement Agreement

Neighborhood Association

By Opting-In, You are granting and conveying to Park Glen Neighborhood Association, Inc. ("PGNA") an easement over, on, and across Your Property to construct, repair and/or replace Your sidewalk and perform any necessary tree/shrub root mitigation, including the cutting of roots or complete removal of plants on Your Property FREE OF CHARGE. You agree that any future maintenance, repair or replacement of the sidewalk and landscaping will be Your responsibility and You, unless otherwise provided herein, agree to hold PGNA harmless from any and all damages arising out of or related to the construction, repair and/or replacement of Your sidewalk and the tree/shrub root mitigation, including the cutting of roots or complete removal of plants. You agree that any of Your successors and assigns will be equally bound by this easement. This easement will terminate after the sidewalk has been constructed, repaired and/or replaced and the tree/shrub root mitigation, including the cutting of roots or complete removal of plants has been completed on Your Property.

To opt in, complete the opt-in section below and mail or e-mail the form to the Project Coordinator at the address shown on the reverse. We encourage you to make a copy of both pages for your records and information. Once received, the Project Coordinator will contact you to confirm his receipt of your form. Advance questions about the project can be directed to the Project Coordinator using the contact information shown on the reverse.

Remember, the Opt-In period is time-limited to allow the contractor to begin scheduling repairs.

Property Address ("Property") _____

Homeowner name(s) ("I", "You" or "Your") _____

Mailing Address _____

E-mail Address(es) _____

Phone # _____

I request that PGNA replace or repair my sidewalks and perform any necessary tree/shrub root mitigation, including the cutting of roots or complete removal of plants between sidewalk and the street. I understand and agree with the information on this document, including:

- Sidewalk repair and/or replacement and tree/shrub root mitigation will be paid for by PGNA.
- Warranty on the sidewalk work will be as provided by the contractor only.
- **Damage from the project to sprinkler systems or grass will be repaired by the contractor. Contractor to verify working condition of sprinkler systems with the homeowner prior to commencing sidewalk work. Homeowner must notify PGNA of any damage caused by the contractor within 30 days of work being completed.**
- PGNA's initial evaluation indicates that cutting and removal of tree/shrub roots will be necessary throughout the project area, but it may become apparent only after removing problem sidewalks that some entire trees/shrubs will need to be removed, and you are granting us an easement and permission to perform such work. Trees/shrubs to be removed as part of this project (expected to be very rare) will be removed at PGNA's expense and must be replaced by homeowner within six months of completion of the project (with a reimbursement of up to \$200 available from PGNA). Trees/shrubs that die after sidewalks are replaced will need to be removed and replaced within three (3) months by homeowner at homeowner's expense.
- Neither PGNA nor the contractor is warranting the trees/shrubs in the affected area and will not be responsible for any problems, death, or impairment of trees/shrubs.
- PGNA is not taking ownership of the sidewalks nor responsibility for any future work or problems.

Homeowner Signature _____ Date _____

Park Glen Calendar of Events for 2023

Date	Day	Event / Activity
Jan 17	Mon	Board Meeting
Feb 21	Tue	Board Meeting
Mar 10-17	Fri-Fri	Spring Break Week starts (KISD)
Mar 13-20	Mon-Mon	Spring Break Week starts (BISD)
Mar 21	Tue	Board Meeting
Apr 01	Sat	Eggstravaganza & Spring Festival
Apr 09	Sun	Easter
Apr 18	Tue	Board Meeting
Apr 14-16	Fri-Sun	PID6 Garage Sales
Apr 22	Sat	Free Shredding Event
May 01	Mon	Start Accepting Scholarship Applications
May 16	Tue	Board Meeting
Jun 01	Thu	PGNA Scholarship Application Deadline
Jun 3-6	Sat - Tues	Yard of the Month Judging
Jun 10	Sat	Movie Night in the Park
Jun 20	Tue	Board Meeting
Jul 01	Sat	PGNA Independence Parade
Jul 01	Sat	PID6 Independence Celebration
Jul 1-4	Sat-Tues	Yard of the Month Judging
Jul 18	Tue	Board Meeting
Aug 5-8	Sat - Tues	Yard of the Month Judging
Aug 15	Tue	Board Meeting
Sep 2-5	Sat - Tues	Yard of the Month Judging
Sep 12	Tue	Annual Meeting & Board Election 7:00-8:30pm
Sep 19	Tue	Board Meeting
Oct 03	Tue	National Night Out Block Parties
Oct 17	Tue	Board Meeting
Oct 19-24	Thur.-Tues.	Halloween/Harvest Decorating Contest
Oct 13-15	Fri-Sun	PID6 Garage Sales
Nov 23	Thu	Turkey Trot
Dec-02	Sat	Holiday in the Park
Dec 05	Tue	November / December Board Meeting
Dec 09	Sat	Holiday in the Park
Dec 7-12	Thur.-Tues.	Holiday Decorating Contest Judging

Key: Black = Community events Blue = PGNA Board mtgs and annual mtg

* All events are subject to change and cancellation.

CERTIFICATE OF PRESIDENT
of
PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.
regarding
BOARD RESOLUTION
adopting
PERMANENT LED LIGHTING GUIDELINES

THE STATE OF TEXAS §
 §
COUNTY OF TARRANT §

The undersigned, being the duly elected, qualified and acting President of Park Glen Neighborhood Association, Inc., a Texas non-profit corporation (“Association”) does hereby certify that the following is a true and correct copy of a resolution of this corporation as adopted by the Board of Directors of the Association (“Board”) at a duly called meeting held on the _____ day of _____, 2023:

The various declarations governing the property grant the Association the power to adopt resolutions regarding reasonable, uniform, and fair architectural standards for the community.

The “Permanent LED Lighting Guidelines” were approved as set forth below:

Permanent LED Lighting Guidelines:

All exterior lighting must be approved by the Architectural Control Committee (the “ACC”) for type, location and illumination. The type, color, and quality of all exterior lighting on a Lot must be compatible with the exterior lighting generally used throughout the community, as determined by the ACC. Outdoor lighting shall be installed in such a way to shield or minimize the amount of spill light on adjacent properties, homes or streets. All exterior lighting must be kept in a clean and working manner, lighting should not be a nuisance to neighboring Lots. No strobe lighting is permitted.

All permanent LED strip lighting (such as JellyFish Lighting) must be approved by the Architectural Control Committee (the “ACC”) prior to installation and, except as provided below as to holiday lights, must be white or soft white in color. Applications submitted to the ACC for installation of permanent LED strip lighting must include, in addition to the standard ACC application requirements, a diagram of the home with markings showing the proposed location of the lighting.

