

Park Glen Neighborhood Association

Agenda Board of Directors Meeting- In-person Only
Tuesday, August 15, 2023 at 7pm

APPROVED
BY BOARD
OF
DIRECTORS
ON
10-17-23

Generations Church (formerly Alliance Church)

8400 Park Vista Blvd. (near north end of Park Vista Blvd.), Room E100 in the Main Building

The closest parking to the Main Building Entrance door is the southeast parking lot along Desert Falls Dr (second drive from Park Vista).

Please enter through the south drop off entrance.

Starting at 6:00 pm (before the regular meeting), the Board will meet in closed session to hear and discuss two homeowner appeals. The first appeal will be at 6:00 pm concerning an appeal of a violation of the Leasing Policy (AirBnb) (Account # PKGN64860). The second appeal will be at 6:20 pm concerning a driveway repair violation (Account # PKGN89899).

Call to Order, Welcome and Introduction of Board Members

Susan Kenney started the meeting shortly after 7:00 pm. The quorum was met, and the meeting was called to order. The following Board members were present: Susan Kenney, Tom Kaul, Beth Rutkoski, Ralph Robb, Paul Grove, and Melissa Medici. Scott Roloff was absent.

Consideration of July 18, 2023 Board Meeting Minutes

Tom Kaul made a motion to approve the July 18, 2023 Board Meeting Minutes. Ralph Robb seconded the motion. None opposed. **Motion passed unanimously.**

Board Member Reports & Comments

Susan updated everyone on the following topics:

- Update on Sidewalk Project #4
- Update on past PID6 Meeting
- PID6 Annual Meeting is on August 24th. Next PID6 Board Meeting is on September 28, 2023, See PID6.org for details.

Community Manager's Report:

Community Manager Christina Fountain went over the Management Report and the July Financial Report

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

Treasurer's Report

None given.

Events & Activities Report:

- June Movie in the Park - was Postponed and rescheduled to September 9, 2023
- Yard of the Month Program - August Winners (Remaining dates are: September 2-5)
- 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. Meeting will be in-person only.
- National Night Out (Tuesday, Oct. 3rd) - Host a Block Party, email PGNAMelissa@gmail.com.

Business & Motions:

Consider and vote on:

- Ralph Robb made a motion to deny a homeowner appeal to a violation of the Leasing Policy (Air-Bnb). (Account # PKGN64860). Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- Susan Kenney made a motion to deny a homeowner appeal on a driveway repair violation; however, to allow up to two (2) years from today to fix the driveway (Account # PKGN89899). Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- Turkey Trot Event - still need volunteers
- Movie in the Park - was rescheduled to September 9, 2023
- Consider purchasing inflatable screen for movie nights and other items if needed - this was not discussed.

- Tom Kaul made a motion to hold the Halloween/Harvest Decorating Contest (fashioned after the Holiday Lights Decorating contest), approve the Halloween/Harvest Guidelines, and approve a budget of \$700 (\$50 gift card for one winner for each of the 13 villages), with Matt McCoy as the Coordinator. Melissa Medici seconded the motion. None opposed. **Motion passed unanimously.**

- Susan Kenney made a motion to purchase five \$75.00 gift cards and present them to the members of the Architectural Control Committee (Chad Blando, Matt McCoy, Kalyn Panizo Hahne, Levi Sweazy, Daniel Robertson) for our appreciation of their hard work and dedication this past year in making Park Glen a Great Place to Live. Ralph Robb seconded the motion. None opposed. **Motion passed unanimously.**

- Melissa Medici made a motion to appoint homeowners: Chad Blando, Matt McCoy, Kalyn Panizo Hahne, Levi Sweazy, and Daniel Robertson to the Architectural Control Committee (ACC); to serve effective from September 19, 2023 to the September 2024 Board meeting. Ralph Robb seconded the motion. None opposed. **Motion passed unanimously.**

- Landscaping expertise - consider paying for consultant for homeowners? There was discussion on this and it was decided to not move forward. Susan suggested If someone wants to research getting info on free help, such as Agricultural Extension, or on putting together an info. graphic, that would be helpful.

- Proposed Cook-off Event - Cook off idea was discussed and if the event planners was to come back with their requests, the Board would be interested.

- Ralph Robb made a motion to adopt the budget for Park Glen's fiscal year 10/1/23 - 9/30/24 and set the Annual Assessment amount at \$66.00 for each Park Glen home for 2023-2024, to be billed on or near October 1, 2023, with a due date of November 1, 2023. Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**

Member Comments

Meeting was adjourned at 8:30 pm.

Annual Meeting is on September 12, 2023

Next Board Meeting is on September 19, 2023

Park Glen Neighborhood Association

Management Report from July 12, 2023, to August 11, 2023

Administrative

Homeowner Contact:

- 12 regarding violations (this includes violations on their own properties or neighbors).
- 8 resale certificate inquiries and/or mortgage questionnaires.
- 2 requesting contact change information (or adding of email/phone numbers)
- 4 conversations regarding Property Modifications requirements/information.
- Management sent several email blasts on behalf of the board.
- Management forwarded board approved accounts to the attorney for deed restrictions.
- Management is working with the board regarding Board Election guidelines with Yes Election.
- Management is working with the collection and documentation of opt In forms for the Sidewalk Project.

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

16 Properties had ownership changes processed from July 12, 2023 to August 11, down 3 from last month's amount.

Homeowner Emails on File

Currently we have 2,820 emails on file (up 22 from 2,798 last month).

Park Glen Neighborhood Association

Management Report from July 12, 2023, to August 11, 2023

ACC Applications from 7.12.23 to 8.11.23

10 ACC applications were received from owners for the dates above.

8 applications were approved for:

- Exterior Painting
 - Install new trim & gutters
 - Install Patio Cover
 - Landscape Plan
 - Patio Installation
 - Roof Replacement
- **There are 2 applications currently pending.**

Violation Summary Report to 7.12.23 to 8.11.2023

Courtesy Notice - 225 - (181) Everything in parenthesis is from the previous month.

Animals (Chickens) - 1 (0)
Architectural Changes - 0 (3)
Basketball Goal - 2 (4)
Exterior Maintenance - 20 (15)
Landscaping - 61 (102)
Parking - 6 (7)
Signage - 2 (2)
Storage of Garbage / Recycling - 113 (34)
Tree Requirements - 4 (4)
Unsightly Items - 18 (10)

Monitor - 49 (20)

Exterior Maintenance - 3 (5)
Fence - 0 (1)
Landscaping - 37 (9)
Parking - 1 (2)
Storage/Recycle bins - 2 (1)
Storage/Inop Veh - 0 (1)
Tree Requirements - 3 (0)

Park Glen Neighborhood Association

Management Report from July 12, 2023, to August 11, 2023

Unightly items - **3**(1)

Violations continued

Warning - 44 (62)

Basketball Goal - **2** (1)
Exterior Maintenance - **6** (3)
Landscaping - **17** (49)
Parking - **3** (0)
Signage - **0**(2)
Storage of Garbage/recycling - **11** (5)
Tree Requirements - **0** (2)
Unightly Items - **5** (0)

209 Notice - 13 (25)

Basketball Goal - **1** (1)
Exterior Maintenance - **1** (1)
Fence - **0** (1)
Landscaping - **5** (18)
Parking - **1** (1)
Signage - **1** (0)
Storage of Garbage cans - **3** (2)
Tree Requirements - **1** (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 - 13 (10)

Basketball Goals - **1** (2)
Fence - **0** (1)
Landscaping - **3** (5)
Leasing - **4**
Parking - **4** (1)
Tree Requirements - **1** (1)

At Attorney - 22

Exterior Maintenance - **1**
Fence Repair - **2**
Landscape - **11**
Parking - **2**
Tree Requirements - **4**
Unightly - **2**

Violation Totals:

Open:

225 Courtesy

44 Warning

26 209 letters

49 Monitor

Closed - 182 (151 last month)

Park Glen Neighborhood Association

Management Report from July 12, 2023, to August 11, 2023

Accounting

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for July 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 7/31/2023

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$34,457.84		\$34,457.84
1001 - CIT Operating Money Mkt *9421	\$75,295.92		\$75,295.92
1020 - PPB Operating Account *1794	\$56,848.97		\$56,848.97
1102 - AAB ICS Reserve MM *4845		\$106,957.98	\$106,957.98
1103 - CIT Reserve Money Mkt *4542		\$55,599.70	\$55,599.70
1120 - PPB Reserve Money Mkt *1785		\$73,824.67	\$73,824.67
1200 - CDARS Reserve CD *7127 52 weeks 08/24/2023		\$130,886.96	\$130,886.96
1201 - CDARS Reserve CD *7151 52 weeks 08/24/2023		\$130,886.96	\$130,886.96
1600 - Accounts Receivable	\$78,579.28		\$78,579.28
1605 - Allowance for Doubtful Accts	(\$7,203.76)		(\$7,203.76)
Total Current Assets	\$237,978.25	\$498,156.27	\$736,134.52
Total Assets	\$237,978.25	\$498,156.27	\$736,134.52
Liabilities / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$1,750.00		\$1,750.00
2050 - Prepaid Owners Assessments	\$15,681.57		\$15,681.57
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$370.00		\$370.00
Total Current Liabilities	\$17,801.57		\$17,801.57
Equity			
3500 - Fund Balance Retained	\$139,607.38	\$497,601.63	\$637,209.01
3550 - Current Year Gain / Loss	\$80,859.09	\$554.64	\$81,413.73
3600 - Prior Year Adjustments	(\$289.79)		(\$289.79)
Total Equity	\$220,176.68	\$498,156.27	\$718,332.95
Total Liabilities / Equity	\$237,978.25	\$498,156.27	\$736,134.52

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 7/1/2023 - 7/31/2023

	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	20.64	-	20.64	201.48	-	201.48	-
4550 - Interest on Assessments (Delinquent)	184.18	125.00	59.18	3,301.95	1,250.00	2,051.95	1,500.00
4603 - Social Event Income	-	1,416.67	(1,416.67)	14,042.00	14,166.70	(124.70)	17,000.00
4604 - Advertising Revenue for Benevolence	-	-	-	150.00	-	150.00	-
Total Income	204.82	1,541.67	(1,336.85)	236,617.43	234,338.70	2,278.73	237,422.00
Total Income	204.82	1,541.67	(1,336.85)	236,617.43	234,338.70	2,278.73	237,422.00
Operating Expense							
General and Administrative Expenses							
5104 - Administrative	4,152.16	458.33	(3,693.83)	16,937.09	4,583.30	(12,353.79)	5,500.00
5105 - Postage	268.39	458.33	189.94	10,029.19	4,583.30	(5,445.89)	5,500.00
5107 - Social Committee/Community Events	49.32	1,600.00	1,550.68	23,935.04	27,600.00	3,664.96	27,600.00
5107-02 - Community Programs	-	-	-	2,158.96	1,850.00	(308.96)	2,000.00
5112 - Committee Expense	-	-	-	125.00	-	(125.00)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	69,420.00	69,420.00	-	83,304.00
5114 - Storage	303.00	265.00	(38.00)	2,764.00	2,650.00	(114.00)	3,233.00
5115 - Website/Portal	-	-	-	671.57	800.00	128.43	800.00
5116 - Association Meetings	-	20.00	20.00	-	200.00	200.00	240.00
5117 - Licenses, Permits & Fees	-	-	-	-	120.00	120.00	120.00
5118 - Hospitality	-	125.00	125.00	-	1,250.00	1,250.00	1,500.00
5120 - Copies	-	2,200.00	2,200.00	-	2,200.00	2,200.00	2,200.00
5176 - Legal Fees	541.37	400.00	(141.37)	5,447.11	4,000.00	(1,447.11)	4,800.00
5180 - Other Professional	-	-	-	-	8,000.00	8,000.00	8,000.00
5181 - Audit & Accounting	-	-	-	485.00	700.00	215.00	700.00
5184 - Scholarships/Charity	-	916.67	916.67	-	9,166.70	9,166.70	11,000.00
Total General and Administrative Expenses	12,256.24	13,385.33	1,129.09	131,972.96	137,123.30	5,150.34	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	-	-	-	13,824.01	11,220.00	(2,604.01)	11,220.00
5251 - Directors' & Officers' Ins.	-	-	-	6,971.00	7,825.00	854.00	7,825.00
5252 - Umbrella Policy	-	-	-	2,990.37	1,474.00	(1,516.37)	1,474.00
Total Insurance	-	-	-	23,785.38	20,519.00	(3,266.38)	20,519.00
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	-	12,500.00	12,500.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	-	12,500.00	12,500.00	15,000.00

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 7/1/2023 - 7/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	42,606.00
Total Reserves	-	-	-	-	-	-	42,606.00
Total Expense	12,256.24	14,635.33	2,379.09	155,758.34	172,442.30	16,683.96	237,422.00
Operating Net Total	(12,051.42)	(13,093.66)	1,042.24	80,859.09	61,896.40	18,962.69	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 7/1/2023 - 7/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	346.29	-	346.29	3,373.39	-	3,373.39	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	42,606.00
Total Income	346.29	-	346.29	3,373.39	-	3,373.39	42,606.00
Total Income	346.29	-	346.29	3,373.39	-	3,373.39	42,606.00
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	2,818.75	-	(2,818.75)	2,818.75	-	(2,818.75)	-
Total Infrastructure and Maintenance	2,818.75	-	(2,818.75)	2,818.75	-	(2,818.75)	-
Total Expense	2,818.75	-	(2,818.75)	2,818.75	-	(2,818.75)	-
Reserve Net Total	(2,472.46)	-	(2,472.46)	554.64	-	554.64	42,606.00
Net Total	(14,523.88)	(13,093.66)	(1,430.22)	81,413.73	61,896.40	19,517.33	42,606.00

Halloween/Harvest Decorating Contest Guidelines 2023

- This Park Glen Halloween/Harvest Decorating Contest is being held to recognize and show appreciation to residents for their outstanding efforts to decorate their homes for everyone to enjoy.
- Decorations may be related to Halloween, Harvest Season, or a combination of both.
- Entries or nominations are not required.
- Volunteer judges will tour the neighborhood looking at home decorations between 7 p.m. and 10 p.m., any day from October 19 - 24, which is approximately ONE WEEK before Halloween.
- It is recommended that spot lights be used on decorations that are only visible during the day, so that judges can view the decorations when they drive through the neighborhood in the evening.
- Judging will be based on “curb appeal” as viewed from the street only. The primary factor will be overall presentation (“wow factor”), but judges will also consider uniqueness & creativity, storyline or theme, and neatness & organization.
- Two previous year winners and properties with past due balances owed to the Association or outstanding deed restriction violations will not be eligible.
- 13 homes will be selected (one from each of Park Glen’s 13 villages), with each winner receiving a \$50 gift card and a yard sign to display for three weeks. Winners will also be announced and pictured on our website ~~and in the newsletter.~~
- Judges are volunteers that judge a different village from their own and are still eligible for the contest.
- Be creative, be festive, and have fun!

PGNA Approved Budget
October 1, 2023 - September 30, 2024

	2022-2023		2023-2024	Comments
	Budget	Actual (YTD)	Approved Budget	
Income				
4100 - Assessments	218,922.00	218,922.00	218,922.00	No change in assessment amounts
4500 - Interest Income	-	180.84		we do not budget for variable we cannot predict
4550 - Interest on Assessments (Delinquent)	1,500.00	3,301.95	1,500.00	we do not budget for variable we cannot predict
4603 - Social Event Income	17,000.00	14,042.00	15,000.00	
	237,422.00	236,446.79	235,422.00	
Expenses				
5104 - Administrative	5,500.00	16,937.09	5,500.00	overage last year was due to 2nd amendment mailing
5105 - Postage	5,500.00	10,029.19	7,000.00	adjustng for postage rate hike; This is postage for mailing statements, collection letters and violations
5107 - Social Committee/Community Events	27,600.00	23,935.04	31,800.00	\$12K for turkey trot; \$5,500 holiday in the Park; Spring Event \$8,700 (includes \$3K for coordinator); Independence Day \$1600 -National Night Out \$1100. \$600 for shredding. . \$2300 for movie(s) in the park
5107-02 - Community Programs	2,000.00	2,158.96	2,000.00	\$700 for Halloween/Harvest, \$700 for Holiday Decorating. \$150 (3 x \$50)gift cards for annual meeting; \$50 gas for YOM coordinator;\$400 discretionary and/or other contests
5112 - Committee Expense	500.00	125.00	500.00	5 - \$75 gift cards for ACC member thank yous. \$125 discretionary
5113 - Professional Management	83,304.00	69,420.00	83,304.00	no change in Management Fees
5114 - Storage	3,233.00	3,233.00	3,636.00	\$278 a month for stoarge unit; \$25 a month for lcloud storage (NMI electronic storage)
5115 - Website/Portal	800.00	671.57	800.00	
5116 - Association Meetings	240.00	-	250.00	
5117 - Licenses, Permits & Fees	120.00	-	120.00	
5118 - Hospitality	1,500.00	-	1,500.00	
5120 - Copies	2,200.00	500.00	500.00	miscellaneous printing (special events, sidewalk project, etc)
5176 - Legal Fees	4,800.00	5,447.11	5,000.00	
5180 - Other Professional	8,000.00	-	8,000.00	
5181 - Audit & Accounting	700.00	485.00	500.00	
5184 - Scholarships/Charity	11,000.00	6,000.00	8,000.00	
	156,997.00	131,972.96	158,410.00	
5202 - Corporate Income Tax	2,300.00	-	2,000.00	
	2,300.00	-	2,000.00	
5250 - Commercial Package Insurance	11,220.00	13,824.01	16,588.81	anticipating a 20% increase
5251 - Directors' & Officers' Ins.	7,825.00	6,971.00	8,365.20	antici anticipating a 20% increase
5252 - Umbrella Policy	1,474.00	2,990.37	3,588.44	anticipating a 20% increase
	20,519.00	23,785.38	28,542.45	
5470 - Community Maintenance & ~	15,000.00	-	15,000.00	
	15,000.00	-	15,000.00	
6000 - Reserve Contribution	42,606.00	-	31,469.55	
Total Expenses	237,422.00	155,758.34	235,422.00	