

Park Glen Neighborhood Association

Meeting minutes, September 19, 2023, at 7:00pm

Location:

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

Call to Order, Welcome, and Introduction of elected Board Members.

Christina Fountain, Senior Association Community Manager of Neighborhood Management Inc. started the meeting at 7:03 PM. The quorum was met, and the meeting was called to order. The following Board Members were present in person: Paul Grove, Beth Rutkoski, Tom Kaul, Mark Stingley, and Alvin Donohue. Susan Kenney and Ralph Robb were absent.

APPROVED
BY BOARD
OF
DIRECTORS
ON
10-17-23

Consideration of August 15, 2023, Board Meeting Minutes.

At this date, the Board Meeting Minutes for August 15, 2023 have not been submitted and will be considered during the October 17, 2023 Board Meeting.

Presentation by Rebecca Everitt, President of Bellaire Development Company, on a proposed multi-family development (100 units) with approximately 5,000 square feet of commercial space, on the vacant property located immediately north of Habanero's Restaurant Shopping Center at 5601 Basswood Blvd (Basswood Blvd. & Parkwood Hill Blvd).

Ms. Everitt recently started Bellaire Development Company. Previously, she worked for a mixed-use developer by the name of Realty Capital Management for the past 9 years. She is local, living in Grapevine. There is no affordable housing component to her project. It is presently zoned as commercial ("E"). Her concept plan consists of three stories with a maximum of 100 "market rate" residential units. There will be approximately 5,000 sq. ft. of commercial space on the ground floor. The commercial space will be vertically integrated so that they will be an amenity to the people living in the building and to surrounding homeowners. All of the parking will be located on the back side of the property with only a small portion of "teaser" parking in front of the commercial. A small green space to the south of the building (dog park, rec. park) is also included in the project. Rents will approximate \$2.20 per ft. plus. A one-bedroom apartment will be approximately \$2000+. A mix of units with approximately 50% being one bedroom, 40% two bedrooms, and 10% three bedrooms. The two main target markets are young professionals and "empty nesters". She took questions from several audience members in attendance. They were as follows:

- Would you consider a residence for "55 and older"? Her response was no, there are already a significant number of those in the area. They are all enclosed units with elevator access between floors.
- Are townhomes an option? Her response was that they are not because of the cost viability.
- Will sound proofing be installed to help with the noise from trains and traffic directly behind the property? Her response was yes, she has a lot of extensive experience with that in the Lakeside Development she worked on.
- What is the timeframe? Response: She has not sent in an application, at this date, to the city of FW. It is still in the exploration phase. She has a team ready to proceed with the project and all of the investors are local. She is hoping to get an application to the city in the next 30 days.

- Many people voiced their concern with parking and the possibility of a greater influx of traffic, particularly during rush hour. There is also going to be a significant amount of road construction on Basswood in the near future.
- How will renters be vetted? She responded that vetting would be the property manager's responsibility. Background checks, etc. will be done.
- Several people also expressed concern that other apartment complexes in the area, such as the new one on Beach St. across from the Y seem to be having difficulty renting the apartments. She responded that it is still much easier to qualify for renting an apartment vs. purchasing a home in the area.
- Is the property zoned multi-family? She responded by stating that it is currently zoned "E" commercial and that is why it has not been developed for the last 20 years in her opinion. She will speak with a councilman to discuss the zoning change that needs to take place in order for her project to proceed.

Board Member Reports & Comments

- Christina Fountain from NMI updated everyone on the PGNA election. There was a 14% turnout of residents that voted fulfilling the quorum of 10%. Returning board members and new members Mark Stingley and Alvin Donahue were thanked for running and committing themselves to the board.
- Gerry Sauls, our coordinator for Sidewalk Project #4, gave an update on the project. Construction of the sidewalks will start after Nov. 1st. The "drop-dead" date is any time before construction is completed to submit a request for sidewalk restoration or replacement. The sidewalks within the driveway will not be included in the Project. The Meadows and Parkview areas will be done at this time and emails were sent to all prospective homeowners that are candidates for the Project. Quality contractors will be used that are vetted and with 4-5 star reviews. Also, a discount will possibly be given by the contractor to those wishing for a driveway replacement.
- Beth Rutkoski updated everyone on the PID6 election. The board is staying the same with the addition of Ralph Robb as a new board member. There are now two HOA members on the PID board.

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

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

Treasurer's Report – This will be reported at a later date.

Events & Activities Report:

- Christina reported that there was a Movie in the Park. The turnout was a bit low due to the fact it was rescheduled because of inclement weather. There are two movies planned for next year.
- Christina reported that the Yard of the Month Program winners are listed on the website.
- Christina reported on National Night Out which is to be on Tuesday, October 3rd. Christina and the Board encouraged everyone to attend or host.

- Christina gave details about the Halloween/Harvest Decorating Contest (Oct. 19-24). The coordinator is Matt McCoy. Please email him at PGNAMatt@gmail.com, if you'd like to be a volunteer judge. Beth Rutkoski reported further details.
- Christina updated everyone on the PID6 Garage Sale. It happens twice a year. The Fall Garage Sale is October 20-22. For more information go to www.pid6.org for all the requirements, etc.
- Christina reported that the Turkey Trot will be on Thursday, November 23rd (Thanksgiving morning). Additional volunteers are needed.
- Beth Rutkoski mentioned a Holiday Decorating Coordinator is also needed to replace Beth.

Business & Motions:

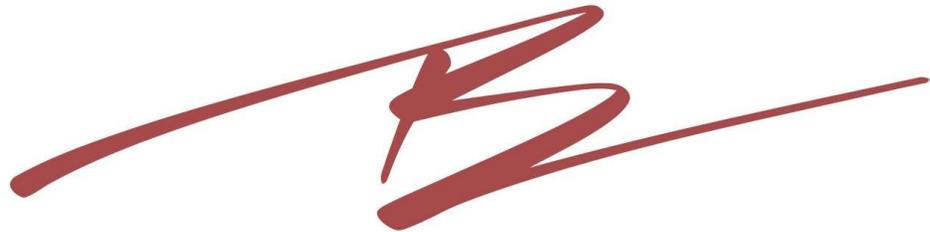
- Beth made a motion to appoint Susan Kenney and Lisa Wust as Co-Coordinators for the PGNA Turkey Trot to be held on the morning of November 23rd with a cost before revenue of \$12,000 or less and with the expectation that it will make a profit. Paul Grove seconded the motion. All were in favor. **The Motion passed unanimously.**
- Paul Grove made a motion to appoint Kristy Shallcross as Holiday in the Park Coordinator and approve the Budget, that is not to exceed \$6,500. It is to be held on December 9th. Tom Kaul seconded the motion. All were in favor. **The Motion passed unanimously.**
- Beth Rutkoski made a motion to appoint Paul Grove as PGNA Treasurer. Paul Grove accepted the nomination. Alvin Donohue seconded the motion. All were in favor. **The Motion passed unanimously.**
- Mark Stingley made a motion to approve the revised Policy and Procedures for the Collection of Assessments and Other Charges of the Association, to reduce the annual interest rate on late assessments from 15% to 10%. Beth Rutkoski seconded the motion. All were in favor. **The Motion passed unanimously.**

Member Comments – One of the audience members expressed her gratitude for having our HOA. She also graciously thanked the board for their comments and leadership. We as a board also express our appreciation for their very intelligent comments and opinion

Adjourn - The meeting was adjourned at 8:55 PM

Next Board Meeting is on October 17, 2023

Parkwood Hill
Development



BELLAIRE DEVELOPMENT

Developer Introduction

- Rebecca Everitt created Bellaire Development after 8 years working for a large mixed-use developer. Bellaire Development was created to focus on quality, boutique housing opportunities that integrate with the surrounding uses.



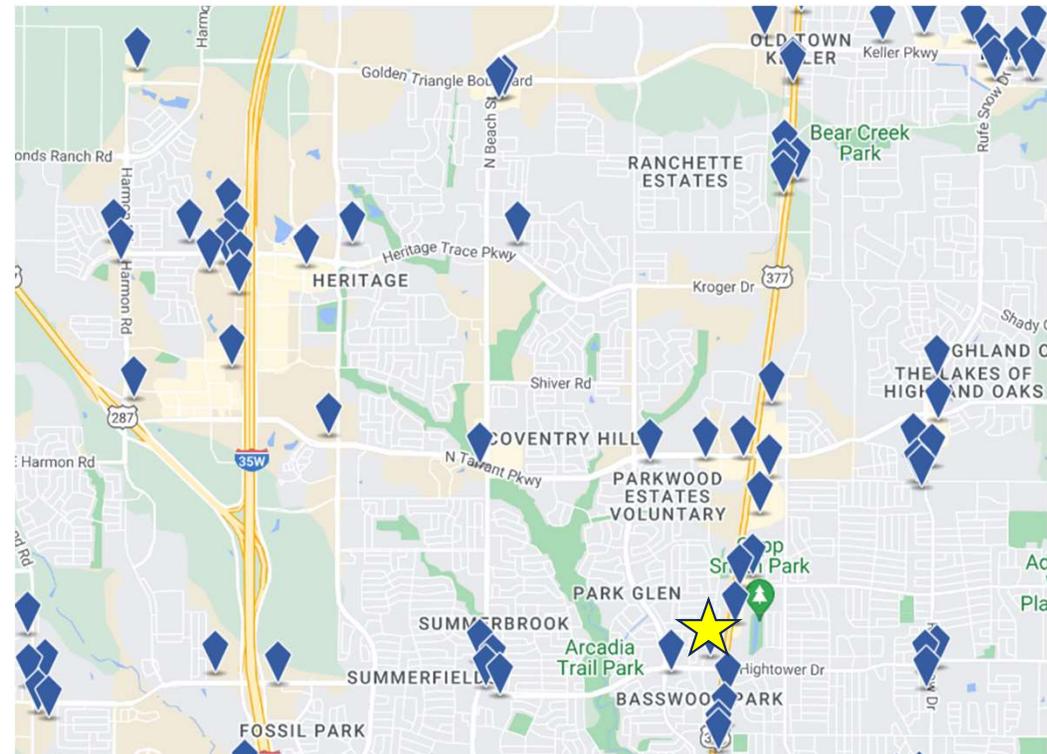
Lakeside
160 Acre Mixed-Use Development in Flower Mound



The Dylan
10 Acre Development with multi-family, commercial, and townhomes in South Fort Worth

Current Zoning

- Commercial E (Neighborhood Commercial)
 - Due to location, a commercial project cannot achieve rents needed to develop the site.
 - Parkwood Hill is a neighborhood arterial and does not contain the traffic counts needed to support a commercial development.
 - Commercial use would generate a larger amount of traffic at all times of the day, which would be disruptive to the neighborhoods.



This map that outlines all commercial spaces for lease at this time – the pattern shows that commercial is to be located on larger arterials.

★ Project Location

Other Uses

- Residential – Single Family
 - The property is approximately 260' of depth which makes it very difficult to design for single-family.
 - For comparison, Parkwood Trail has around 320' of depth, allowing for a fire lane double loaded with homes on either side.



Concept Plan



Retail

Residential

Public Park

● ● ● Landscape Buffer

Parking

Project Description

- Residential
 - 100 market-rate multi-family units (3-story); no affordable/low-income units
 - Average SF ~900 SF
 - Mix of unit types (proposed)
 - 55% 1 bedroom, 30% 2 bedroom, 10% 3 bedroom, 5% studio
- Retail
 - Approximately 5,000 SF of ground floor retail
 - Neighborhood services – coffee, ice cream, pizza, etc.
- Open Space
 - 8,000-10,000 SF park
 - Proposed dog park for residents and adjacent communities
- All parking will be located on the east side of the buildings, hidden from the view on Parkwood Hill Blvd.
 - There will be some some commercial parking on the south side

Target Market

- DFW is increasing in size over 100,000 people per year; however, the metroplex faces a large housing supply shortage causing rapid appreciation of home prices.
 - [https://dallasexpress.com/realestate/dfw-faced-with-long-term-housing-shortage/#:~:text=North%20Texas%20is%20one%20of,America%20Institute%20\(BAI\)%20suggestions.](https://dallasexpress.com/realestate/dfw-faced-with-long-term-housing-shortage/#:~:text=North%20Texas%20is%20one%20of,America%20Institute%20(BAI)%20suggestions.)
- Young Professionals
 - Many young professionals/first time homebuyers are being pushed out of the market due to the increasing home construction costs and interest rates.
- Retirees
 - More often aging demographics would like to transition to a maintenance-free, lock and leave lifestyle.
- Both groups value more boutique, quiet, neighborhood-type housing rather than larger-scaled developments. They are willing to pay slightly higher rents to justify quieter environments with higher end amenities.

Inspiration Images



The project will be 3 stories, with residential on the upper levels and retail on the ground floor. A landscape/tree buffer with pedestrian sidewalk will be located between the street and the building. The surrounding communities will be able to enjoy a beautiful walk from their neighborhoods to the retail and open space.



Example of landscape buffer between the street and building.



Example of 3 story building with residential units and retail on the ground floor.



BELLAIRE DEVELOPMENT

Rebecca@BellaireDevelopment.com

713-492-7332

Park Glen Neighborhood Association

Management Report from August 12, 2023, to September 18, 2023

Administrative

Homeowner Contact:

- 18 regarding violations (this includes violations on their own properties or neighbors).
- 5 resale certificate inquiries and/or mortgage questionnaires.
- 6 requesting contact change information (or adding of email/phone numbers)
- 8 conversations regarding Property Modifications requirements/information.
- Management sent several email blasts on behalf of the board.
- Management worked with yes Elections and the Board regarding the Annual Meeting/Election.
- Management continues to work with the Sidewalk Project Manager in the collection and documentation of opt In forms for the Sidewalk Project.
- Community Manager is working with Accounts Receivable regarding the annual assessment invoices/statements.

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

14 Properties had ownership changes processed from August 12th to September 18th, down 2 from last month.

Homeowner Emails on File

Currently we have 2,827 emails on file (up 7 from 2,820 last month).

Park Glen Neighborhood Association

Management Report from August 12, 2023, to September 18, 2023

ACC Applications from 8.12.23 to 9.18.23

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

18 applications were approved for:

- Exterior Painting
 - Flagpole Installation
 - Gutter Installation
 - Landscape Plan
 - Replace Pool Deck
 - Roof Replacement
 - Shed Installation
 - Solar Panel Installation
 - Window Replacements
- One application was denied for shed installation.
 - There is 1 application currently pending.

Violation Summary Report 8.12.2023 to 9.18.23

Courtesy Notice - 404 - (225) Everything in parenthesis is from the previous month.

Animals (Chickens) - 0 (1)
Basketball Goal - 0 (2)
Exterior Maintenance - 14 (20)
Landscaping -268 (61) - restarted all categories that were put on hold due to excessive heat.
Parking - 6 (6)
Signage - 1 (2)
Storage of Garbage / Recycling - 89 (113)
Stored/Inoperable Vehicles - 3 (0)
Tree Requirements - 2 (4)
Unsightly Items - 21 (18)

Park Glen Neighborhood Association

Management Report from August 12, 2023, to September 18, 2023

Violations continued

Monitor – 23 (49)

- Exterior Maintenance – 2 (3)
- Landscaping – 17 (37)
- Parking – 1 (1)
- Storage/Recycle bins – 1 (2)
- Storage/Inop Veh – 1 (0)
- Tree Requirements – 0 (3)
- Unightly items – 1 (3)

Warning - 83 (44)

- Architectural Changes - 2 (0)
- Basketball Goal – 0 (2)
- Exterior Maintenance – 2 (6)
- Landscaping – 46 (17)
- Parking – 0 (3)
- Signage – 1-(0)
- Storage of Garbage/recycling – 27 (11)
- Tree Requirements – 3 (0)
- Unightly Items – 2 (5)

209 Notice - 27 (13)

- Basketball Goal – 1 (1)
- Exterior Maintenance – 1 (1)
- Fence – 0 (0)
- Landscaping – 16 (5)
- Parking – 0 (1)
- Signage - 0(1)
- Storage of Garbage cans – 9 (3)
- Tree Requirements – 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 - 13 (13)

- Basketball Goals – 0 (1)
- Landscaping – 8 (3)
- Leasing – 0 (4)
- Parking – 3 (4)
- Tree Requirements – 0 (1)

Violation Totals:

Open:

402 Courtesy

83 Warning

41 209 letters

23 Monitor

Closed – 141 (182 last month)

Park Glen Neighborhood Association

Management Report from August 12, 2023, to September 18, 2023

At Attorney – 1 (22)

Exterior Maintenance - 1

Fence Repair – 2

Landscape – 11

Parking – 1 (2) was voted by the board previous, we had to redo the letter and wait the 30 days to send.

Tree Requirements – 4

Unsightly - 2

Accounting

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

Legal (As of 9/11/2023) Collections Only

2 Collection/Pre-Litigation

2 Active Judicial Foreclosure

6 Active Post Judgments (3 active payment plans)

1 Bankruptcy

11 accounts currently with the Attorney

Respectfully Submitted,

Christina M. Fountain, FL CAM

Senior Community Association Manager

Neighborhood Management, Inc.

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 8/31/2023

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$34,488.30		\$34,488.30
1001 - CIT Operating Money Mkt *9421	\$75,315.11		\$75,315.11
1020 - PPB Operating Account *1794	\$44,689.55		\$44,689.55
1102 - AAB ICS Reserve MM *4845		\$106,980.69	\$106,980.69
1103 - CIT Reserve Money Mkt *4542		\$55,613.87	\$55,613.87
1120 - PPB Reserve Money Mkt *1785		\$73,834.99	\$73,834.99
1200 - CDARS Reserve CD *1072 52 weeks 08/22/24		\$131,023.39	\$131,023.39
1201 - CDARS Reserve CD *1102 52 weeks 08/22/24		\$131,023.40	\$131,023.40
1600 - Accounts Receivable	\$78,805.81		\$78,805.81
1605 - Allowance for Doubtful Accts	(\$7,198.76)		(\$7,198.76)
Total Current Assets	\$226,100.01	\$498,476.34	\$724,576.35
Total Assets	\$226,100.01	\$498,476.34	\$724,576.35
Liabilities / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$3,000.00		\$3,000.00
2050 - Prepaid Owners Assessments	\$16,017.40		\$16,017.40
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$470.00		\$470.00
Total Current Liabilities	\$19,487.40		\$19,487.40
Equity			
3500 - Fund Balance Retained	\$139,607.38	\$497,601.63	\$637,209.01
3550 - Current Year Gain / Loss	\$67,317.51	\$874.71	\$68,192.22
3600 - Prior Year Adjustments	(\$312.28)		(\$312.28)
Total Equity	\$206,612.61	\$498,476.34	\$705,088.95
Total Liabilities / Equity	\$226,100.01	\$498,476.34	\$724,576.35

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 8/1/2023 - 8/31/2023

	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	20.65	-	20.65	222.13	-	222.13	-
4550 - Interest on Assessments (Delinquent)	187.50	125.00	62.50	3,489.45	1,375.00	2,114.45	1,500.00
4603 - Social Event Income	29.00	1,416.67	(1,387.67)	14,071.00	15,583.37	(1,512.37)	17,000.00
4604 - Advertising Revenue for Benevolence	(150.00)	-	(150.00)	-	-	-	-
Total Income	87.15	1,541.67	(1,454.52)	236,704.58	235,880.37	824.21	237,422.00
Total Income	87.15	1,541.67	(1,454.52)	236,704.58	235,880.37	824.21	237,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	48.62	458.33	409.71	16,985.71	5,041.63	(11,944.08)	5,500.00
5105 - Postage	505.11	458.33	(46.78)	10,534.30	5,041.63	(5,492.67)	5,500.00
5107 - Social Committee/Community Events	-	-	-	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	-	76,362.00	76,362.00	-	83,304.00
5114 - Storage	303.00	291.50	(11.50)	3,067.00	2,941.50	(125.50)	3,233.00
5115 - Website/Portal	-	-	-	671.57	800.00	128.43	800.00
5116 - Association Meetings	-	20.00	20.00	-	220.00	220.00	240.00
5117 - Licenses, Permits & Fees	-	-	-	-	120.00	120.00	120.00
5118 - Hospitality	-	125.00	125.00	-	1,375.00	1,375.00	1,500.00
5120 - Copies	-	-	-	-	2,200.00	2,200.00	2,200.00
5176 - Legal Fees	330.00	400.00	70.00	5,777.11	4,400.00	(1,377.11)	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	5,500.00	916.67	(4,583.33)	5,500.00	10,083.37	4,583.37	11,000.00
Total General and Administrative Expenses	13,628.73	9,611.83	(4,016.90)	145,601.69	146,735.13	1,133.44	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	-	13,750.00	13,750.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	-	13,750.00	13,750.00	15,000.00

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 8/1/2023 - 8/31/2023

	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	13,628.73	10,861.83	(2,766.90)	169,387.07	183,304.13	13,917.06	237,422.00
Operating Net Total	(13,541.58)	(9,320.16)	(4,221.42)	67,317.51	52,576.24	14,741.27	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 8/1/2023 - 8/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	320.07	-	320.07	3,693.46	-	3,693.46	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	42,606.00
Total Income	320.07	-	320.07	3,693.46	-	3,693.46	42,606.00
Total Income	320.07	-	320.07	3,693.46	-	3,693.46	42,606.00
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	-	-	-	2,818.75	-	(2,818.75)	-
Total Infrastructure and Maintenance	-	-	-	2,818.75	-	(2,818.75)	-
Total Expense	-	-	-	2,818.75	-	(2,818.75)	-
Reserve Net Total	320.07	-	320.07	874.71	-	874.71	42,606.00
Net Total	(13,221.51)	(9,320.16)	(3,901.35)	68,192.22	52,576.24	15,615.98	42,606.00

Policy and Procedures for the Collection of Assessments and Other Charges of the Association

The Board of Directors of Park Glen Neighborhood Association, Inc. ("the Association") has adopted the following policy and procedures for the collection of assessments and other charges of the Association, effective June 1, 2018. The policy and procedures detailed herein will be implemented on behalf of the Board of Directors by the management company contracted by the Association ("Management Company") as agent for the Association.

Obligation to Pay Assessments

Membership in the Association is mandatory pursuant to the terms and conditions of the Declarations for the neighborhood. A property owner is legally obligated to pay the Assessments to the Association even if the Association's facilities or amenities are not used by the property owner. The property owner may not withhold assessment payments even if the Association is not providing maintenance or other services mandated by the Association's governing documents.

Billing and Due Dates

Assessments (dues) will be added to member accounts on October 1 of each year and will be due on November 1. An assessment shall be past due on November 2 and subject to collection action and collection fees. The billing and due date of any special assessments will be as set by the Association.

Invoices

The Association will invoice a property owner for assessments and other charges by way of a mailed statement. Non-receipt of an invoice shall in no way relieve the property owner of the obligation to pay the amount due by the due date. Property owners who do not receive their invoice are responsible for contacting the Management Company prior to the due date to request a replacement. Property owners are responsible for notifying the Management Company of their mailing address at the time of acquiring property ownership and any subsequent mailing address change.

Interest

An assessment shall be past due on November 2 and subject to the billing of interest (finance charge) at a rate of 1.83% per month (10.00% annual rate) using simple compounding.

Collection Action and Charges

Any account with two or fewer unpaid annual assessments shall be subject to the following schedule of collection action and collection fees:

- On or near November 10: Late Notice Statement mailed to owner, with a \$5.00 collection fee assessed by Management Company added to owner's account and payable by owner to the Association.

- On or near December 1: Collection Letter and Statement mailed to owner, with a \$15.00 collection fee assessed by Management Company added to owner's account and payable by owner to the Association.
- On or near January 1: Collection Letter and Statement sent by certified mail to owner, with a \$30.00 collection fee assessed by Management Company added to owner's account and payable by owner to the Association.
- On or near April 1: Late Notice Statement mailed to owner, with a \$5.00 collection fee added to owner's account and payable by owner to the Association.
- On or near July 1: Late Notice Statement mailed to owner, with a \$5.00 collection fee added to owner's account and payable by owner to the Association.

Any account with more than two unpaid annual assessments shall be subject to the following schedule of collection action and collection fees:

- On or near November 10: Late Notice Statement mailed to owner, with a \$5.00 collection fee assessed by Management Company added to owner's account and payable by owner to the Association.
- On or near December 1: Collection Letter and Statement mailed to owner, with a \$15.00 collection fee assessed by Management Company added to owner's account and payable by owner to the Association.
- In December – Board considers account and decides whether to authorize for referral to an attorney or other third party for collection and filing of a lawsuit and/or initiation of foreclosure action.
- On or near January 1 – As a courtesy, the Board may, but is not required to, notify owner of the pending escalation prior to the official pre-referral letter.
- On or near February 1 – Official pre-referral letter sent by certified mail, with a \$30.00 collection fee assessed by Management Company added to owner's account and payable by owner to the Association.
- In March – account turned over to an attorney or other third party for collection action as authorized by the Board, with a \$25 collection fee assessed by Management Company added to owner's account and payable by owner to the Association. Subsequent charges assessed by the attorney or other third party will be added to owner's account and payable by owner to the Association.

Any account with more than two unpaid annual assessments that is not turned over to an attorney or other third party for collection action as stated above will continue to receive statements and letters with collection fees assessed until referred to an attorney or other third party for collection action, which may occur at any time after appropriate pre-referral notice is given to owner.

Alternate Delivery

All notices, statements, and letters sent by mail may also be sent by e-mail. All notices, statements, and letters sent by certified mail may also be sent by regular mail and/or e-mail.

Payment Plans (Alternative Payment Schedule)

Upon request, an owner may enter into a payment plan with the Association allowing an account balance to be paid over a period of three or more months. The establishment of a payment plan will incur a \$35 administration fee assessed by Management Company and payable by the owner to the Association. While a payment plan is in effect without default, collection action will be deferred and collection fees and interest will not be assessed. The minimum monthly payment amount is \$100 or one-third of the amount to be paid, whichever is less. The maximum payment plan duration is 18 months. If the Association bills an Assessment, Special Assessment, or other applicable fee of the Association, it must be paid in full within thirty days and is not to be included in the payment plan schedule. The Association is not required to enter into a payment plan with an owner who entered into a payment plan in the past 12 months or defaulted on a previous payment plan in the past 24 months. The Association is not required to make a payment plan available to an owner after the expiration of the period for cure described by Texas Property Code Section 209.0064(b)(3).

Application of Payments (Priority of Payments)

Unless the owner is in default under a payment plan entered into with the Association, a payment received from an owner shall be applied to the owner's debt in the following order of priority:

1. any delinquent assessment
2. any current assessment
3. any attorney's fees or third party collection costs incurred by the Association associated solely with assessments or any other charge that could provide the basis for foreclosure
4. any other attorney's fees or third party collection costs incurred by the Association
5. any fines assessed by the Association
6. any other amount owed to the Association.

If an owner is in default under a payment plan entered into with the Association when the Association receives a payment from the owner, the Association is not required to apply the payment in the order of priority specified above except that a fine may not be given a higher priority than is stated above.

Return Payment Charges

A fee of \$25.00 will be assessed to the property owner for any payment processed that is not honored by a bank or financial institution for any reason including but not limited to insufficient funds. Such return payment charge shall be due and payable immediately upon demand. Any applicable interest amount or collection fee that would have been assessed if the payment had not been made may also be applied to the property owner's account. The Association may require payment of the outstanding account balance to be required to be paid with a money order or cashier's check.

Referral of Delinquent Accounts to Attorneys

The Association may, but shall not be required to, refer delinquent accounts to its attorney(s) for further collection action. The Association's attorney, at the direction of the Board of Directors and on behalf of the Association, may elect to pursue any available method of collection allowable under state law, which may include, but not be limited to, the filing of a lawsuit for foreclosure against the property owner.

Referral of Delinquent Accounts to Lien Services or Collection Agencies

The Association may, but shall not be required to, refer delinquent accounts to lien services providers or collection agencies for further collection action. These service providers, at the direction of the Board of Directors and on behalf of the Association, may elect to pursue any available method of collection allowable under state law.

Bankruptcy

Property owners owing balances to the Association must notify the Association of a bankruptcy filing. Legal fees assessed by attorneys or other third parties relating to the bankruptcy will be added to the owner's account and payable by the owner to the Association. Assessments dated after the bankruptcy filing will be payable by the owner to the Association and subject to the Association's collection procedures and fees to the extent allowed by law.

Waivers of Enforcement

The Association may grant a waiver of any provision herein upon petition in writing by a property owner showing a personal hardship. Such relief granted a property owner shall be appropriately documented in the files with the person representing the Association granting the relief and the conditions of the relief. In addition, the Association is hereby authorized to extend the time for the filing of lawsuits and liens, or to otherwise modify the procedures contained herein, as the Association shall determine appropriate under the circumstances.

Nothing specified in this document or the resolution to adopt the policy and procedures contained herein shall require the Association to take specific actions. The Board of the Association may at any time revise the foregoing collection procedure and may at any time direct the Management Company to proceed differently with collection of an individual account based on circumstances applicable to that account and advice and guidance from the Management Company or the Association's attorney. Failure by the Management Company or the Board of the Association to follow the foregoing collection procedure shall not in any way affect the property owner's obligation to pay all Assessments when due, along with all applicable late payment charges and costs of collection. To obtain any information regarding this collection procedure or to obtain the most up-to-date collection procedure, a property owner should contact the Management Company.

Attestation

The Board of Directors of the Park Glen Neighborhood Association, Inc. met on the _____ day of _____, 2018 and adopted the preceding Policy and Procedures for the Collection of Assessments and Other Charges of the Association.

Signature _____ Date _____

Printed Name _____ Title _____