Board of Directors Meeting Minutes- In-person Only Tuesday, December 5, 2023 at 7pm

Generations 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.



Call to Order, Welcome, and Introduction of Board Members:

Susan Kenney started the meeting at 7:01 PM. The quorum was met, and the meeting was called to order. The following Board Members were present in person: Susan Kenney, Ralph Robb, Beth Rutkoski, Tom Kaul, Paul Grove, and Alvin Donohue. Mark Stingley was absent.

Announcement of Board Actions since the October 17, 2023 Board Meeting:

On October 26, 2023, Susan Kenney made a motion to increase the maximum budget for the Holiday in the Park Event from \$6,500 to \$7,500, in order to allow for the increase in prices from last year and to maintain the quality of the activities that we have held in past years. The budget includes a \$1,000 Coordinator fee, as approved in the original motion on 9-19-23. Mark Stingley seconded the motion. Those voting yes to the motion were: Susan Kenney, Mark Stingley, Tom Kaul, Alvin Donohue, Ralph Robb, Beth Rutkoski, and Paul Grove. None opposed. **The motion passed unanimously on October 27, 2023**

On November 2, 2023, Susan Kenney made a motion to approve the contract, dated November 2, 2023, between Park Glen Neighborhood Association and the Concrete Construction Company for Sidewalk Project #4. Tom Kaul seconded the motion. Those voting yes to the motion were: Susan Kenney, Tom Kaul, Ralph Robb, Alvin Donohue, Mark Stingley, Paul Grove, Beth Rutkoski. None opposed. **The motion passed unanimously on November 3, 2023.**

On November 14, 2023, Susan Kenney made the following motion: Because NMI's online payment system was not working properly until October 22nd, this motion is to defer the due date for annual assessments from November 1st to November 22nd. Beth Rutkoski seconded the motion. Those voting yes to the motion were: Susan Kenney, Beth Rutkoski, Mark Stingley, Tom Kaul, Ralph Robb, Alvin Donohue, and Paul Grove. None opposed. **The motion passed unanimously on November 14, 2023.**

On November 16, 2023, Susan Kenney made a motion to approve a new contract with Concrete Construction Company, to replace the one approved dated November 2, 2023. This new contract is dated November 14, 2023, and is for the construction of Sidewalk Project #4. Tom Kaul seconded the motion. Those voting yes to the motion were: Susan Kenney, Tom Kaul, Mark Stingley, Ralph Robb, Alvin Donohue, Beth Rutkoski, and Paul Grove. None opposed. **The motion passed unanimously on November 16, 2023. Consideration of October 17, 2023 Board Meeting Minutes:**

Beth Rutkoski made a motion to accept the October 17, 2023, Regular Board Meeting minutes. **Alvin Donohue** seconded the motion. None opposed. The Motion passed unanimously.

Board Member Reports & Comments

- Gerry Sauls (project coordinator) gave an update on Sidewalk Project #4. This past month, a contract with Gregg Gilbert (owner of The Concrete Construction Company) was completed. The contractor believes they will be able to begin sometime in January. Residents are still able to opt in until construction is complete.
- Update on ZC-23-147: The Conditional Use Permit for the Tattoo Parlor in Habanero's Shopping Center was approved by the City Council on 11-14-23. The PGNA Board sent a letter requesting denial but it was still approved.
- Update on the last PID6 meeting: they are still working on solidifying a solution for having more shade on the playgrounds. The next PID6 Meeting is on Wednesday, January 31, 2024, 6:30 pm - 8:00 pm. (see <u>PID6.org</u>)

Community Manager's Report: Since Christina Fountain from NMI was absent, Brian Thach summarized and reported on the following:

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

Treasurer's Report

• Movie in the Park Financial Report - This will be reported on during the January 16, 2024 meeting.

Events & Activities Report:

- Susan Kenney reported that the Halloween/Harvest Decorating Contest took place on Oct. 19-24. Winners are listed on <u>PID6.org</u>.
- Susan Kenney reported that the Turkey Trot took place on Nov. 23rd, Thanksgiving Morning. A \$8077 profit was made and there were 452 participants. The event was coordinated very well and both profit and participants increased from last year.
- Susan Kenney reported that Holiday in the Park will take place on December 9th, Arcadia Park #4 at 4850 Glen Springs Trl.
- Susan Kenney reported that the Holiday Decorating Contest will take place December 7-12. Please contact <u>PGNAMatt@gmail.com</u> to be a volunteer judge.
- Susan Kenney reported that the Master Gardener Workshop is tentatively scheduled for January 20, 2024, 10 am 11:30 am at Generations Church, 8400 Park Vista Blvd., Room E100. (check <u>www.parkglen.org</u> for confirmation, when closer to the event).

Business & Motions:

- Susan Kenney made a motion to authorize the Sidewalk Project #4 Coordinator to expend up to \$6,000 for the tree removal fund. The Coordinator will seek three bids. Beth Rutkoski seconded the motion. None opposed. The motion passed unanimously.
- Beth Rutkoski made a motion to approve changes to the landscape guidelines as presented. Ralph Robb seconded the motion. None opposed. The motion passed unanimously.
- The Board decided to table the agenda item concerning changes to the roofing guidelines, Section B1.15 Roofing.

- Beth Rutkoski made a motion to approve the Tentative Events Calendar 2024. Alvin Donohue seconded the motion. None opposed. The motion passed unanimously.
- Ralph Robb made a motion to approve a budget not to exceed \$9,500 for the Eggstravaganza & Spring
 Festival Event to be held on March 23, 2024, and to appoint NMI's Brandy Jones to be the Coordinator. The budget includes \$3,000 as a Coordinator fee. Beth Rutkoski seconded the motion. Those
 voting in favor were: Ralph Robb, Beth Rutkoski, Alvin Donohue, Tom Kaul, and Susan Kenney. Voting against was Paul Grove. Motion passed 5 to 1.
- Susan Kenney made a motion to approve the PGNA Free Shredding Event to be held on April 27th, 2024 with a budget not to exceed \$600, and with Susan Kenney as Coordinator. Tom Kaul seconded the motion. None opposed. The motion passed unanimously.
- Lifestyle Coordinator. A committee was appointed to look into and establish a job description, requirements, necessary funding, and process for hiring a Lifestyle Coordinator. Committee members who volunteered at the meeting were Beth Rutkoski, Beverly Feirtag, and Melissa Medici.

Member Comments - There were no additional Member Comments.

Adjourn - The meeting was adjourned at 8:35 PM

Next Board Meeting is on January 16, 2024

Administrative

Homeowner Contact:

- 18 regarding violations (this includes violations on their own properties or neighbors).
- 9 resale certificate inquiries and/or mortgage questionnaires.
- 12 requesting contact change information (or adding of email/phone numbers).
- 14 conversations regarding Property Modifications requirements information.
- Management sent several email blasts on behalf of the board.
- 28 conversations regarding the invoices/statements for the 2023/2024 assessment billing, assisting homeowners with payments, portal logins.
- Management assisted the Turkey trot coordinator with vendor payments.
- Management assisted the Holiday in the Park Coordinator with Vendor Payments.

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).

Christina Fountain, Senior Community Association Manager – <u>cfountain@nmitx.com</u>, 972-359-1548 Ashlee Weeks, Administrative Assistant, <u>aweeks@nmitx.com</u>, 972-359-1548 ext. 207 <u>customercare@nmitx.com</u> for all customer care information and assistance.

Change of Ownership

There have been 28 Properties ownership changes since October 14th, (up 16).

Homeowner Emails on File

As of December 1st, we currently we have 2894 emails on file (up 51 from 2,843 in October).

ACC Applications from to 10.15.23 to 12.1.23

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

25 applications were approved for:

- o Driveway Replacement
- Exterior Painting
- o Foundation Repair
- Front Door Replacement
- o Garage Door Replacement
- Generator Installation
- Gutter Installation
- House Addition
- Landscape Installation
- Patio Installation
- Pergola Installation
- Pool Installation
- o Roof Replacement
- Solar Panel Installation
- o Tree Replacement
- Window Replacements

• 2 Applications were denied for:

- o patio enclosure
- o exterior painting.

• 7 applications are currently pending for:

- o Pergola Installation
- Shed Installation
- Slab Replacement/Drainage
- o Exterior Painting
- o Patio Enclosure
- Roof Replacement
- o Solar Panel Installation

Violation Summary Report 10.15.23 to 12.1.23

<u>Courtesy Notice - 302 – (646) Everything in parenthesis is from the previous month.</u>

Architectural – 4 (1) Basketball Goal – 3 (1) Exterior Maintenance – 11 (9) Landscaping –170 (413) Parking – 3 (7) Signage – 4 (2) Storage of Garbage / Recycling – 88 (176) Tree Requirements – 10 (22) Unsightly Items – 9 (15)

Warning - 123 (228)

Basketball Goal - 1 (1) Exterior Maintenance - 2 (10) Landscaping - 83 (139) Parking - 1 (4) Storage of Garbage/recycling - 31 (59) Tree Requirements - 4 (9) Unsightly Items - 2 (6)

209 Notice - 30 (27)

Basketball Goal – 1 (1) Exterior Maintenance – 3 (1) Landscaping – 14 (16) Parking – 1 (0) Garbage cans – 8 (9) Tree Requirements – 2 (0) Unsightly Items – 1 (0)

**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 - 19 (13)

Exterior Maintenance – 2 (0) Landscaping – 6 (8) Garbage Cans – 4 (0) Parking – 3 (3) Tree Requirements –3 (0) Unsightly Items – 1 (0)

<u>Monitor – 195 (33)</u>

Architectural Changes – 1 (0) Exterior Maintenance – 2 (3) Landscaping – 182 (24) Storage/Recycle bins –2 (3) Tree Requirements – 7 (1) Unsightly items – 1 (2) Violation Totals:

Open Violations: Courtesy – 302 Warning - 123 209 Regular – 30 209 Certified – 19 Monitored - 195 Total = 669

Closed = 320 (302 last month)

<u>Accounting</u>

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for September and October finalized financial statements.

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

- 1 Collection/Pre-Litigation
- 1 Active Judicial Foreclosure
- 6 Active Post Judgments
- 1 Active Payment Plan
- 1 Bankruptcy

10 accounts currently with the Attorney

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





AAMC®- ACCREDITED ASSOCIATION MANAGEMENT COMPANY®

Park Glen Neighborhood Association, Inc.

10/31/2023

1024 S. Greenville Ave, Suite 230, Allen, TX 75002NeighborhoodManagement.com972.359.1548

350 Interlocken Blvd, Suite 350, Broomfield, CO 80021 303.530.0700 www.havencm.com

Balance Sheet as of 10/31/2023

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$38,923.41		\$38,923.41
1001 - CIT Operating Money Mkt *9421	\$75,352.88		\$75,352.88
1020 - PPB Operating Account *1794	\$119,509.85		\$119,509.85
1102 - AAB ICS Reserve MM *4845		\$107,025.39	\$107,025.39
1103 - CIT Reserve Money Mkt *4542		\$75,641.76	\$75,641.76
1120 - PPB Reserve Money Mkt *1785		\$114,203.77	\$114,203.77
1200 - CDARS Reserve CD *1072 weeks 08/22/24		\$132,829.23	\$132,829.23
1201 - CDARS Reserve CD *1102 52 weeks 08/22/24		\$132,829.25	\$132,829.25
1600 - Accounts Receivable	\$140,788.01		\$140,788.01
1605 - Allowance for Doubtful Accts	(\$7,193.76)		(\$7,193.76)
Total Current Assets	\$367,380.39	\$562,529.40	\$929,909.79
Total Assets	\$367,380.39	\$562,529.40	\$929,909.79
Liabilities / Equity	Operating	Reserve	Total
Current Liablities			
2003 - Due to Mgmt. CoTrf Fees	\$4,500.00		\$4,500.00
2050 - Prepaid Owners Assessments	\$13,093.69		\$13,093.69
2003-99 - Due to Mgmt CoCollect Ltr/Pmt Plans/Admin/Lien	\$810.00		\$810.00
Total Current Liablities	\$18,403.69		\$18,403.69
Equity			
3500 - Fund Balance Retained	\$137,892.64	\$560,109.95	\$698,002.59
3550 - Current Year Gain / Loss	\$211,084.06	\$2,419.45	\$213,503.51
Total Equity	\$348,976.70	\$562,529.40	\$911,506.10
Total Liabilities / Equity	\$367,380.39	\$562,529.40	\$929,909.79

Statement of Revenues and Expenses 10/1/2023 - 10/31/2023

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Income							
Income							
4100 - Assessments	218,922.00	218,922.00	-	218,922.00	218,922.00	-	218,922.00
4500 - Interest Income	20.83	-	20.83	20.83	-	20.83	-
4550 - Interest on Assessments (Delinquent)	181.68	125.00	56.68	181.68	125.00	56.68	1,500.00
4603 - Social Event Income	2,065.00	1,250.00	815.00	2,065.00	1,250.00	815.00	15,000.00
Total Operating Income	221,189.51	220,297.00	892.51	221,189.51	220,297.00	892.51	235,422.00
Operating Expense							
General and Administrative Expenses							
5104 – Administrative	2,360.45	5,500.00	3,139.55	2,360.45	5,500.00	3,139.55	5,500.00
5105 - Postage	-	7,000.00	7,000.00	-	7,000.00	7,000.00	7,000.00
5107 - Social Committee/Community Events	-	2,700.00	2,700.00	-	2,700.00	2,700.00	31,800.00
5107-02 - Community Programs	-	1,150.00	1,150.00	-	1,150.00	1,150.00	2,000.00
5112 - Committee Expense	-	-	-	-	-	-	500.00
5113 - Professional Management	6,942.00	6,942.00	-	6,942.00	6,942.00	-	83,304.00
5114 - Storage	303.00	303.00	-	303.00	303.00	-	3,636.00
5115 - Website/Portal	-	800.00	800.00	-	800.00	800.00	800.00
5116 - Association Meetings	-	250.00	250.00	-	250.00	250.00	250.00
5117 - Licenses, Permits & Fees	-	-	-	-	-	-	120.00
5118 - Hospitality	-	125.00	125.00	-	125.00	125.00	1,500.00
5120 - Copies	-	500.00	500.00	-	500.00	500.00	500.00
5176 - Legal Fees	-	5,000.00	5,000.00	-	5,000.00	5,000.00	5,000.00
5180 - Other Professional	-	-	-	-	-	-	8,000.00
5181 - Audit & Accounting	-	-	-	-	-	-	500.00
5184 - Scholarships/Charity	500.00	-	(500.00)	500.00	-	(500.00)	8,000.00
Total General and Administrative Expenses	10,105.45	30,270.00	20,164.55	10,105.45	30,270.00	20,164.55	158,410.00
Taxes							
5202 - Corporate Income Tax	-	-	-	-	-	-	2,000.00
Total Taxes	-	-	-	-	-	-	2,000.00
Insurance							
5250 - Commercial Package Insurance	-	-	-	-	-	-	16,588.81
5251 - Directors' & Officers' Ins.	-	-	-	-	-	-	8,365.20
5252 - Umbrella Policy	-	-	-	-	-	-	3,588.44
Total Insurance	-	-	-	-	-	-	28,542.45
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	-	15,000.00	15,000.00	-	15,000.00	15,000.00	15,000.00
Total Infrastructure and Maintenance	-	15,000.00	15,000.00	-	15,000.00	15,000.00	15,000.00
Reserves							

Statement of Revenues and Expenses 10/1/2023 - 10/31/2023

		Current Period			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Operating Expense							
6000 - Reserve Contribution	-	-	-	-	-	-	31,469.55
Total Reserves	-	-	-	-	-	- -	31,469.55
Total Operating Expense	10,105.45	45,270.00	35,164.55	10,105.45	45,270.00	35,164.55	235,422.00
Net Operating Income (Loss)	211,084.06	175,027.00	36,057.06	211,084.06	175,027.00	36,057.06	-

Statement of Revenues and Expenses 10/1/2023 - 10/31/2023

	Current Period				Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Reserve Income							
Income							
4500 - Interest Income	2,419.45	_	2,419.45	2,419.45	-	2,419.45	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	31,469.55
Total Reserve Income	2,419.45	-	2,419.45	2,419.45	-	2,419.45	31,469.55
Net Reserve Income (Loss)	2,419.45	-	2,419.45	2,419.45	-	2,419.45	31,469.55
Net Tota	213,503.51	175,027.00	38,476.51	213,503.51	175,027.00	38,476.51	31,469.55

Approved by Board on 12-5-23 B1.07 Community-wide Bulletins

B1.07 Landscaping Requirements for the front and side yard areas (includes the parkway area between the curb and sidewalk) visible from the street: Trees, shrubs, living plant ground covers, flowerbed plantings, and any other material used must be kept neat, tidy, and well maintained (free of weeds, trimmed appropriately, and in good condition). A minimum of ten (10) percent of the yard area must be shrubs/ flower beds within 6 feet of the foundation of the house. The remaining 90 percent of the yard area may be lawn grass, plants and shrubs, and/or living plant ground covers; and a limited amount of hardscape (see below).

A recommended plant list and guidelines for the spacing of trees, shrubs, and living plant ground covers can be found at ParkGlen.org. Properties should feature plants with light requirements that match the environment and be planted according to their mature size and with appropriate spacing (i.e. spaced 8-12 inches for most ground covers). Ground cover zones need to be planted so as to be filled in by the end of the second growing season (growing season is March 15-November 15). Artificial turf is prohibited.

No more than 30 percent of the yard area may be of hardscape materials. Hardscape is defined as flagstone, brick, concrete, pavers, large cobblestones, boulders, and cut stone; decorative aggregate rocks/stone (i.e. river rock) if they are 1 inch in diameter or greater in size (less likely to move with heavy rains); and decomposed granite, provided it is compacted. Lava rock or shells are not permitted. Poured concrete is permitted for walkways and seating areas, as well as curbs and edging if approved by the Architectural Control Committee. Any addition of hardscape material shall not be used for the purpose of parking or driving vehicles, widening a driveway, or adding driveway unless specifically approved by the Architectural Control Committee. Earth tone colors are required for hardscape materials. The standard of this bulletin is to have more plants and/or living ground cover than hardscape material.

Changes involving the addition of hardscape material for the front and side yard areas (includes the parkway area between the curb and sidewalk) visible from the street require written authorization from the Architectural Control Committee prior to making changes. See also Bulletins B1.08 Lawn Decorations and B1.21 Trees, Stumps, and Tree Rings. [Aug 2020] Proposed revisions to Community-wide Bulletin B1.15 Roofing, are in red below:

B1.15 Roofing. Unless otherwise approved in writing by the Architectural Control Committee, no roof on any structure or any house shall have less than a 5"/12-" roof slope. All roofs must be

covered with lightweight 20- year composition shingles (<u>synonymous with asphalt</u> <u>shingle and</u> meaning having a manufacturer's warranty of at least 20 years) or architectural style shingles all in a color of charcoal gray (not black) or the approximate color of weather cedar shingles. [Aug 2002]

DRAFT NOT YET APPROVED BY BOARD OF DIRECTORS

Date	Day	Event / Activity			
Jan 16	Mon	Board Meeting			
Feb 20	Tue	Board Meeting			
Mar 8-15	Fri-Fri	Spring Break Week starts (KISD)	APPROVED		
Mar 11-15	Mon-Fri	Spring Break Week starts (BISD)	BY BOARD		
Mar 19	Tue	Board Meeting	OF		
Mar 23	Sat	Eggstravaganza & Spring Festival	DIRECTORS		
Mar 31	Sun	Easter	ON		
Apr 16	Tue	Board Meeting	12-5-23		
Apr 12-14	Fri-Sun	PID6 Garage Sales			
Apr 27	Sat	Free Shredding Event			
May 01	Wed.	Start Accepting Scholarship Applications			
May 21	Tue	Board Meeting			
Jun 01	Sat	PGNA Scholarship Application Deadline			
Jun 1-4	Sat - Tues	Yard of the Month Judging			
Jun 1	Sat	Movie Night in the Park			
Jun 18	Tue	Board Meeting			
Jun 29	Sat	PGNA Independence Parade			
Jun 29	Sat	PID6 Independence Celebration			
Jul 6-9	Sat-Tues	Yard of the Month Judging			
Jul 16	Tue	Board Meeting			
Aug 3-6	Sat - Tues	Yard of the Month Judging			
Aug 20	Tue	Board Meeting			
Sep 10	Tue	Annual Meeting & Board Election 7:00-8:3	0pm		
Sep 17	Tue	Board Meeting			
Oct 01	Tue	National Night Out Block Parties			
Oct 15	Tue	Board Meeting			
Oct 17-22	ThurTues.	Halloween/Harvest Decorating Contest			
Oct 18-20	Fri-Sun	PID6 Garage Sales (dates are tentative)			
Nov 28	Thu	Turkey Trot			
Dec 03	Tue	November / December Board Meeting			
Dec 14	Sat	Holiday in the Park			
Dec 5-10	ThurTues.	Holiday Decorating Contest Judging			