

Park Glen Neighborhood Association

*Agenda Board of Directors Meeting- **In-person Only**
Tuesday, September 17, 2024 at 7pm*

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.

**APPROVED
BY BOARD
OF
DIRECTORS
ON
10/15/2024**

Call to Order, Welcome, Introduction of Board Members, and Victoria Rosario, our new Community Manager:

Alvin Donohue 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: Alvin Donohue, Mark Stingley, Tom Kaul, Paul Grove, Ralph Robb, Melissa Medici, and Thiruvilla Mahadevan. Victoria Rosario, the HOA's Community Manager, introduced herself.

Announcement of Board Actions since the August 20, 2024 Board Meeting:

- Alvin Donohue reported that on August 28, 2024, Alvin Donohue made a motion to appoint Susan Kenney and Jon Horner as Co-Coordinator for the PGNA Turkey Trot to be held on the morning of November 28th with a cost before revenue of \$12,000 or less and with the expectation that it will make a profit. Tom Kaul seconded the motion. Those voting in favor of the motion were Alvin Donohue, Tom Kaul, Mark Stingley, Ralph Robb, Susan Kenney, Beth Rutkoski, and Paul Grove. The motion passed unanimously on 8-28-24.
- On August 20, 2024, during an Executive Session, Susan Kenney motioned to refer the following account(s) to the attorney: PKGN64652. Those voting in favor of the motion were: Alvin Donohue, Tom Kaul, Mark Stingley, Ralph Robb, Susan Kenney, and Paul Grove. The motion passed unanimously on 8-20-24.
- Alvin Donohue motioned to ratify and accept action(s) taken by the board as listed above. Tom Kaul seconded the motion. None opposed. **The motion passed unanimously.**

Consideration of August 20, 2024 Board Meeting Minutes:

Alvin Donohue motioned to accept the August 20, 2024, Regular Board Meeting minutes. Ralph Robb seconded the motion. None opposed. **The Motion passed unanimously.**

Board Member Reports & Comments

- Matt McCoy (volunteer Mailbox Coordinator) gave an update on the Mailbox Project. The contractor says that phases one and two are completed. Thirty of those were made level and four were completely rebuilt. There are just a couple that need to be touched up and should be

done tomorrow. The original budget was \$40,000 and the project has used approximately \$22,000, coming in significantly under budget to this date. The project should be finished before the fiscal calendar. Matt has also begun an additional inspection of the area, which should be finished by tomorrow (9/18/2024). He has submitted the invoice and the contract for the next two years, so we can lock in those agreed-upon prices. Also, the contractor has agreed to extend the pricing from two to three years.

- Ralph Robb gave an update and reported that the PID's arborist is cutting down dead trees, and several have already been taken down. They have agreed to remove the stumps, and several PID6 Board members are hoping that new trees will be planted in their place. Also, they've swapped out a number of the dead bushes for nice new living ones. The PID is continuing work on the toe beds on Beach Street. Victoria asked Ralph to describe what the PID6 does for the HOA residents. Ralph explained that PID6 is the public improvement district that the developer ops in early on in the process. We, the homeowners, pay a little bit extra in taxes, but we get a lot of benefits, such as added police patrols, fencing, toe beds located at the entrances and their maintenance, extra mowing, and we, along with the Parks and Recreation Department of Fort Worth, take care of Arcadia Trail Park. Alvin Donohue reported that the PID6 garage sales will take place on October 18-20, and the city has already taken care of permits for any homeowners wanting to have a garage sale. The next PID6 meeting is on Wednesday, September 25, 2024. This meeting has a specific agenda, but the public is still invited to attend. There is also a general meeting on Wednesday, October 30, 2024, from 6:30 pm - 8:00 pm. (see PID6.org)

Community Manager's Report: Victoria Rosario, the HOA's new Manager, summarized and reported on the following highlights:

- 9 compliance inspections
- 27 invoices processed on behalf of the HOA
- 24 inquiries or actions on specific violations
- Sent Statements to Homeowners
- 10 Property ownership changes
- 24 ACC applications were received from owners
- Violation Total: 476 (1099 previously) | Violation Closed: 297 (643 previously)
- Visit www.parkglen.org or the Neighborhood's homeowner portal for the full report.
- Monthly Financial Reports – August 2024

Treasurer's Report:

- Paul Grove (PGNA Treasurer) reported on the Independence Celebration Parade. Kristy Shallcross was the coordinator and there were approximately 300 participants. 29 children and several dogs were involved in the contests. The budget for the event was \$1500. Expenses totaled \$579, resulting in the Parade being \$921 under budget. Paul thanked Mark Stingley (PGNA Secretary) for his donation of ice, popsicles, drinks, etc.
- Victoria Rosario reported on the HOA Assessment Billing Reminder.
 - **Oct 1 - Assessments Due (\$66.00) due Oct. 1st**
Nov 1 – Assessments Late

Nov 1 – Late Fees Apply

- **How to Pay:** Mail check:

Park Glen Neighborhood Association, Inc.
c/o Neighborhood Management
P.O. Box 653081 6500 International Pkwy #1100
Plano, TX 75093

**Please include your account number on your check. Make check payable to your association.

**Please allow 10 to 15 business days for processing

- **How to Pay:** eCheck/Debit/Credit:

Pay online through your owner's portal for instant processing at

<https://neighborhoodmanagement.com>

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Pay online through your owner's portal for instant processing at

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Events & Activities Report:

- Alvin Donohue reported on the Yard of the Month Program and thanked Matt McCoy and volunteer judges. The winners for September 13th -15th have not yet been announced and will be listed on the PGNA website ASAP. If you have any questions or if you want to be a volunteer judge, email Matt McCoy at PGNAMatt@gmail.com.
- Melissa Medici (Coordinator) reported on the National Night Out (October 1, 2024). 25 residents have already signed up to host a block party. If you'd like to hold a block party, email Melissa at PGNAMellisa@gmail.com. The purpose of the National Night Out (NNO) block parties is for neighbors to get to know one another better and encourage neighbors to look out for one another to reduce crime. The HOA will pay up to \$75 for the first 40 registered block parties for block party expenses, such as for food, non-alcoholic beverages, supplies (paper products, signage, decorations, and other similar items), and rentals if you register your block party with PGNA by September 23rd by 5:00 pm.
- Alvin Donohue reported on the Halloween/Harvest Decorating Contest (Lindsey Carlegis – Coordinator). Email PGNALindsey@gmail.com to volunteer as a judge. The contest takes place on October 17th – 22nd.
- Alvin Donohue reported that the PID6 garage sales will occur on October 18th -20th. The city has already taken care of permits for homeowners wanting a garage sale. There is more info at PID6.org.
- Alvin Donohue reported on the Park Glen Turkey Trot 2024 (Susan Kenney – Coordinator). The event takes place on Thanksgiving morning/November 28th. Proceeds fund the Park Glen Scholarship Program. Email PGNASusan@gmail.com to volunteer. Everyone is encouraged to participate as you can run, walk, or stroll. It's a great community event.

Business & Motions:

- Alvin Donohue motioned to appoint homeowner Beth Rutkoski to the Architectural Control Committee (ACC); to serve effective from September 17, 2024, to the September 2025 Board meeting. Tom Kaul seconded the motion. None opposed. **The motion passed unanimously.**
- Alvin Donohue motioned to appoint Paul Grove as Treasurer; to serve until the September 2025 Annual Meeting. Ralph Robb seconded the motion. None opposed. **The motion passed unanimously.**
- Mark Stingley motioned to appoint Paul Grove as Board Liaison for Sidewalk Project #5 to communicate with and direct the Sidewalk Coordinator. Tom Kaul seconded the motion. None opposed. **The motion passed unanimously.**
- Alvin Donohue motioned to approve a budget not to exceed \$6,500 for the Holiday in the Park Event to be held on December 14th. Paul Grove seconded the motion. None opposed. **The motion passed unanimously.**
- **The motion to appoint an Event Coordinator for Holiday in the Park was tabled until the next Board meeting.**
- Paul Grove motioned to revise the description of the Development Committee and Title to be -
From: Development Committee – Duties to include keeping the Neighborhood and PGNA Board informed of businesses moving to or from the neighborhood, construction, etc.
To: Development/Government Committee - Duties include keeping the neighborhood informed of businesses moving to or from the neighborhood and new construction. Help review rezonings, new proposed developments, etc., and work with government agencies to accomplish the Association’s goals. **Committee members will be appointed by the PGNA Board.** Tom Kaul seconded the motion. None opposed. **The motion passed unanimously.**
- Mark Stingley motioned to appoint Susan Kenney as the Chair of the Development/Government Committee from 9/17/2024 to the Board Meeting in September 2025. Ralph Robb seconded the motion. None opposed. **The motion passed unanimously.**

Member Comments – Beverly Freitag had an excellent suggestion that during August Board meetings, we have a candidate “Meet and Greet” to get to know future PGNA Board Candidates, ask them questions and hear their philosophies, prospective goals, etc.

Adjourn - The meeting was adjourned at 8:04 PM.

Next Board Meeting is on October 15, 2024

Park Glen Neighborhood Association

Management Report from August 17, 2024, to September 10, 2024

Administrative

- 24 inquiries or actions on specific violations (this includes violations on their own properties or neighbors).
- Management Updated 4 accounts' contact information, email, or phone numbers.
- Management sent 7 email blasts on behalf of the board.
- Management referred 1 account(s) to the attorney after the 209-expiration date.
- Management conducted 9 separate compliance inspections.
- Management processed 27 invoices on behalf of the HOA.
- Management forwarded 1 request(s) to the PID6 manager.
- Management answered 2 inquiries regarding resales and conducted 4 resale inspections.
- Management collected and verified votes and results for Board of Directors Election.
- Management compiling information regarding homeowner appeals (ACC-1 | Violations-0)

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).

Victoria Rosario, **NEW** Community Association Manager 972-359-1548
Cherlene Fountain, **NEW** Administrative Assistant 972-359-1548 ext. 207
Michael Perez, **NEW** Compliance Coordinator
customercare@nmitx.com for all customer care information and assistance.

Park Glen Neighborhood Association

Management Report from August 17, 2024, to September 10, 2024

Change of Ownership

There have been 10 Property ownership changes August 17, 2024, to September 10, 2024.

Homeowner Emails on File

As of July 11, 2024 we currently have 2984 emails on file (up 6 from the 2,978 on last management report).

Park Glen Neighborhood Association

Management Report from August 17, 2024, to September 10, 2024

ACC Applications from August 17, 2024, to September 10, 2024

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

6 approved, 4 denied. 12 under review or waiting for additional information to be supplied.
2 closed, and 0 is/are pending appeal hearings.

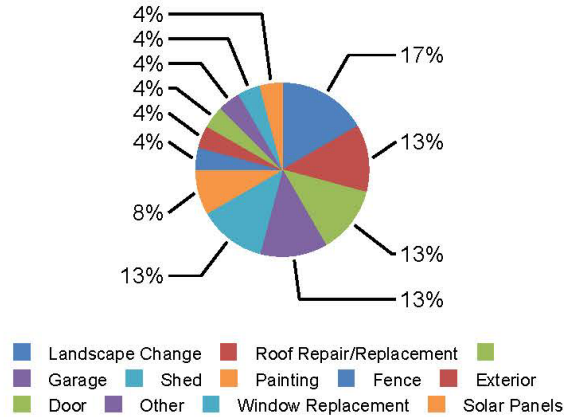
Park Glen Neighborhood Association, Inc.

ARC Report - Detail for 8/17/2024 - 9/10/2024

SUMMARY

Approved	6
Landscape Change	2
Painting	1
Roof Repair/Replacement	1
Solar Panels	1
Window Replacement	1
ARC Review	8
Door	1
Fence	1
Other	1
Painting	1
Roof Repair/Replacement	2
Shed	1
Closed	2
Garage	1
Landscape Change	1
Denied Application	4
Garage	2
Landscape Change	1
Shed	1
Request More Information	4
	2
Exterior	1
Shed	1
Total	24

TOP DISTRIBUTION BY TYPE



Park Glen Neighborhood Association

Management Report from August 17, 2024, to September 10, 2024

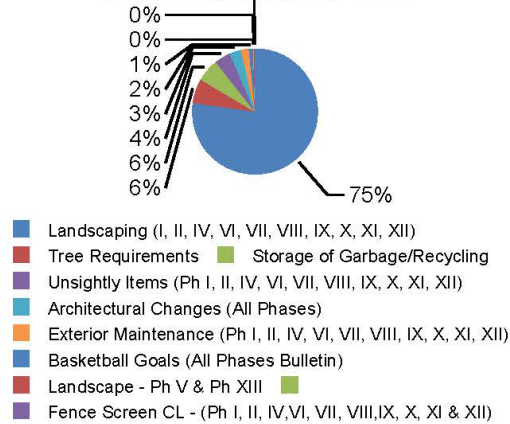
Park Glen Neighborhood Association, Inc.

Violation Report - Detail for 8/17/2024 - 9/10/2024

SUMMARY

209 Notice - Sent Certified	23
Architectural Changes (All Phases)	2
Basketball Goals (All Phases Bulletin)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	14
Tree Requirements	2
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	3
Attorney Demand Letter	4
Fence Screen CL - (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Tree Requirements	1
Board Review	13
Architectural Changes (All Phases)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	4
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1
Tree Requirements	3
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	3
Closed	297
Architectural Changes (All Phases)	1
Architectural Changes (All Phases)	2
Basketball Goals (All Phases Bulletin)	2
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Exterior Maintenance (Ph III, V, XIII)	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	250
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Storage of Garbage/Recycling	18
Tree Requirements	7
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	10
Unightly Items (Ph III, V, XIII)	1
Wood Fence Paint/Staining Phase XIII	1

TOP DISTRIBUTION BY TYPE



Violation Totals: 476 (1099)

Open Violations:
 Courtesy – 43 (175)
 Warning – 26 (72)
 209 Regular – 0 (30)
 209 Certified – 23 (38)
 Board Review – 13 (1)
 Monitored – 63 (133)
 Attorney Action – 63 (0)
 Pending – 0
 Total = 179

Closed – 297 (643)

**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.



Park Glen Neighborhood Association

Management Report from August 17, 2024, to September 10, 2024

Courtesy Notice	43
Architectural Changes (All Phases)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	24
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1
Signage (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Storage of Garbage/Recycling	6
Stored/Inoperable Vehicles (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Tree Requirements	5
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Monitor	63
Architectural Changes (All Phases)	3
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2
Exterior Maintenance (Ph III, V, XIII)	1
Landscape - Ph V & Ph XIII	1
Landscape - Phase III	2
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	46
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1
Storage of Garbage/Recycling	1
Tree Requirements	6
Send to Attorney	2
Architectural Changes (All Phases)	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Violation - at Attorney	2
Parking (Ph I, II, IV, VI, VII, VIII, IX, X, XI & XII)	1
Tree Requirements	1
Violation Sent in Error	3
Architectural Changes (All Phases)	3
Warning Notice	26
Architectural Changes (All Phases)	1
Basketball Goals (All Phases Bulletin)	1
Exterior Maintenance (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	1
Landscaping (I, II, IV, VI, VII, VIII, IX, X, XI, XII)	15
Storage of Garbage/Recycling	2
Tree Requirements	4
Unightly Items (Ph I, II, IV, VI, VII, VIII, IX, X, XI, XII)	2

Total 476

Park  Glen Neighborhood Association
Management Report from August 17, 2024, to September 10, 2024

Financials

Please refer to the attached Summary Financials for August 2024.

Legal (As of September 10, 2024) Collections Only

21 Collection/Pre-Litigation

1 Active Post Judgments

22 accounts currently with the Attorney

Respectfully Submitted,

Victoria Rosario

Community Association Manager
Neighborhood Management, Inc.



HAVEN
COMMUNITY MANAGEMENT

AAMC®- ACCREDITED ASSOCIATION MANAGEMENT COMPANY®

Park Glen Neighborhood Association, Inc.

08/31/2024

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 8/31/2024

Assets	Operating	Reserve	Total
Current Assets			
1020 - PPB Operating Account *1794	\$50,488.14		\$50,488.14
1021 - PPB ICS Operating MM *1794	\$129,764.37		\$129,764.37
1120 - PPB Reserve Money Mkt *1785		\$3,341.05	\$3,341.05
1121 - PPB ICS Reserve MM *1785		\$37,292.54	\$37,292.54
1202 - PPB 6 mo. Reserve CDARS *		\$274,705.27	\$274,705.27
1600 - Accounts Receivable	\$59,325.54		\$59,325.54
1605 - Allowance for Doubtful Accts	(\$6,785.75)		(\$6,785.75)
Total Current Assets	\$232,792.30	\$315,338.86	\$548,131.16
Total Assets	\$232,792.30	\$315,338.86	\$548,131.16
Liabilities / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$500.00		\$500.00
2050 - Prepaid Owners Assessments	\$21,986.57		\$21,986.57
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$630.00		\$630.00
Total Current Liabilities	\$23,116.57		\$23,116.57
Equity			
3500 - Fund Balance Retained	\$139,013.57	\$560,109.95	\$699,123.52
3550 - Current Year Gain / Loss	\$72,922.02	(\$244,771.09)	(\$171,849.07)
3600 - Prior Year Adjustments	(\$2,259.86)		(\$2,259.86)
Total Equity	\$209,675.73	\$315,338.86	\$525,014.59
Total Liabilities / Equity	\$232,792.30	\$315,338.86	\$548,131.16

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 8/1/2024 - 8/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4100 - Assessments	45.13	-	45.13	218,922.00	218,922.00	-	218,922.00
4500 - Interest Income	148.69	-	148.69	881.62	-	881.62	-
4550 - Interest on Assessments (Delinquent)	107.48	125.00	(17.52)	1,556.38	1,375.00	181.38	1,500.00
4603 - Social Event Income	-	1,250.00	(1,250.00)	17,776.05	13,750.00	4,026.05	15,000.00
4604 - Advertising Revenue for Benevolence	-	-	-	500.00	-	500.00	-
Total Operating Income	301.30	1,375.00	(1,073.70)	239,636.05	234,047.00	5,589.05	235,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	402.11	-	(402.11)	14,032.71	5,500.00	(8,532.71)	5,500.00
5105 - Postage	37.65	-	(37.65)	5,493.40	7,000.00	1,506.60	7,000.00
5107 - Social Committee/Community Events	-	-	-	29,696.75	30,500.00	803.25	31,800.00
5107-02 - Community Programs	-	-	-	2,594.70	1,850.00	(744.70)	2,000.00
5112 - Committee Expense	-	-	-	-	-	-	500.00
5113 - Professional Management	6,942.00	6,942.00	-	76,362.00	76,362.00	-	83,304.00
5114 - Digital/Offsite Storage & Virus Protection	314.00	303.00	(11.00)	3,410.00	3,333.00	(77.00)	3,636.00
5115 - Website/Portal	-	-	-	945.71	800.00	(145.71)	800.00
5116 - Association Meetings	-	-	-	367.00	250.00	(117.00)	250.00
5117 - Licenses, Permits & Fees	-	-	-	15.00	120.00	105.00	120.00
5118 - Hospitality	-	125.00	125.00	-	1,375.00	1,375.00	1,500.00
5120 - Copies	-	-	-	596.05	500.00	(96.05)	500.00
5176 - Legal Fees	562.50	-	(562.50)	4,950.00	5,000.00	50.00	5,000.00
5177 - Legal Fees Billed Back	(855.00)	-	855.00	(855.00)	-	855.00	-
5180 - Other Professional	-	-	-	-	8,000.00	8,000.00	8,000.00
5181 - Audit & Accounting	-	-	-	500.00	500.00	-	500.00
5184 - Scholarships/Charity	-	8,000.00	8,000.00	632.63	8,000.00	7,367.37	8,000.00
Total General and Administrative Expenses	7,403.26	15,370.00	7,966.74	138,740.95	149,090.00	10,349.05	158,410.00

Taxes

5202 - Corporate Income Tax	-	-	-	1,118.00	2,000.00	882.00	2,000.00
Total Taxes	-	-	-	1,118.00	2,000.00	882.00	2,000.00

Insurance

5250 - Commercial Package Insurance	-	-	-	15,916.14	16,588.81	672.67	16,588.81
5251 - Directors' & Officers' Ins.	-	-	-	6,940.00	8,365.20	1,425.20	8,365.20
5252 - Umbrella Policy	-	-	-	3,998.94	3,588.44	(410.50)	3,588.44
Total Insurance	-	-	-	26,855.08	28,542.45	1,687.37	28,542.45

Infrastructure and Maintenance

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 8/1/2024 - 8/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
5470 - Community Maintenance & Repairs	-	-	-	-	15,000.00	15,000.00	15,000.00
Total Infrastructure and Maintenance	-	-	-	-	15,000.00	15,000.00	15,000.00
Reserves							
6000 - Reserve Contribution	-	-	-	-	-	-	31,469.55
Total Reserves	-	-	-	-	-	-	31,469.55
Total Operating Expense	7,403.26	15,370.00	7,966.74	166,714.03	194,632.45	27,918.42	235,422.00
Net Operating Income (Loss)	(7,101.96)	(13,995.00)	6,893.04	72,922.02	39,414.55	33,507.47	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 8/1/2024 - 8/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	(451.95)	-	(451.95)	12,278.20	-	12,278.20	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	31,469.55
Total Reserve Income	(451.95)	-	(451.95)	12,278.20	-	12,278.20	31,469.55
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	-	-	-	257,049.29	-	(257,049.29)	-
Total Infrastructure and Maintenance	-	-	-	257,049.29	-	(257,049.29)	-
Total Reserve Expense	-	-	-	257,049.29	-	(257,049.29)	-
Net Reserve Income (Loss)	(451.95)	-	(451.95)	(244,771.09)	-	(244,771.09)	31,469.55
Net Total	(7,553.91)	(13,995.00)	6,441.09	(171,849.07)	39,414.55	(211,263.62)	31,469.55