

Park Glen Neighborhood Association

Meeting minutes, January 17, 2023 at 7:00pm

Location:

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

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

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

APPROVED
BY BOARD
OF
DIRECTORS
on 2/21/23

Call to Order, Welcome and Introduction of Board Members.

Susan Kenney started the meeting at 7:09pm. The quorum was met, and the meeting was called order. The following Board Members were present in person: Susan Kenney, Beth Rutkoski, Ralph Robb, Tom Kaul, Paul Grove, and Melissa Medici. Scott Roloff was present online.

Consideration of Dec. 6, 2022 Special Meeting minutes, and Dec. 6, 2022 Board Meeting Minutes

Susan Kenney made a motion to accept the December 6, 2022 Special Meeting minutes and the Regular Board Meeting minutes. Beth Rutkoski seconded the motion. None opposed. **Motion passed unanimously.**

Board Member Reports & Comments

- Update on City Short Term Rental Ordinance was given by Susan Kenney.
- Update on past PID6 Meetings – there was no meeting.
- Next PID6 Meeting is February 23, 2023, see PID6.org for details.

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

- Neighborhood Updates/Status Report - Management Report – see attached Management Report
- Monthly Financial Reports – November 2022 and December 2022. Manager Christina Fountain went over the December 2022 Financials. The November Financials will be reviewed at a later date.

Treasurer’s Report – Paul Grove reported on the following:

- Turkey Trot (Thanksgiving morning, Nov. 24th) Financial Report
- Holiday in the Park (December 3rd) Financial Report. Paul stated he will go over this report at the next Board meeting.

Events & Activities Report: Beth Rutkoski reported on the following:

- Holiday Decorating Contest Report (held from December 8-13) -

Business & Motions:

- Homeowner appeal of Driveway Violation (Account #PKGN80959): Paul Grove made a motion to approve the violation as stands but defer enforcement for two years from today’s date, with the condition that the driveway does not get any worse. Beth Rutkoski seconded the motion. None opposed. **Motion passed unanimously.**

- Beth Rutkoski made a motion to recommend denial of the proposed Reserve at Basswood Project, proposed on Parkwood Hill Blvd., north of Habanero's shopping center. The motion was seconded by Ralph Robb. None opposed. **The motion passed unanimously.**
- **Susan Kenney made a motion** to hold the Eggstravaganza & Spring Festival Event on April 1, 2023, with a budget not to exceed \$8,700 for all activities and coordination costs. Ideally Activity costs will not exceed \$5,000. Motion was seconded by Tom Kaul. None opposed. **The motion passed unanimously.**
- Susan Kenney made a motion to contract with Chelsey Masters to coordinate the Eggstravaganza & Spring Festival Event for \$3,000, if Chelsey agrees to the contract. If Chelsey Masters can't do it, contract with NMI to coordinate the Eggstravaganza & Spring Festival Event for \$3,000, if they're agreeable to the contract. The motion was seconded by Beth Rutkoski. All were in favor. **The motion passed unanimously.**
- Show proof of being a Park Glen resident when attending events? The Audience and Board agreed that they would not be doing this.
- Need to find new Project Coordinator for future Sidewalk Projects – Susan Kenney reported that homeowner Gerry Sauls is interested in being the Project Coordinator for future Sidewalk projects and she will bring this forward at the next Board meeting. Susan stated that Gerry Sauls has had many years experience in sidewalk construction.

Member Comments – None

Adjourn - Meeting was adjourned at 9:27pm

Next Board Meeting is on February 21, 2023

Park Glen Neighborhood Association

Management Report to December 3, 2022 to January 16, 2023

Administrative

Homeowner Contact:

- 10 regarding violations (this includes violations on their own properties or neighbors).
- 16 resale certificate inquires
- 43 requesting contact change information (or adding of email/phone numbers)
- 1 conversations regarding Property Modifications requirements/information.
- Management sent several email blasts on behalf of the board.
- Management completed waiver requests on behalf of the board.

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 December 3, 2022 to January 16, 2023.

Homeowner Emails on File

Currently we have 2,747 up from 2,708 emails on file, an increase of 37 emails from last month.

ACC Applications from 12.3.2022 to 1.16.2023

21 ACC applications have been received from owners since 10.15.2022

Park Glen Neighborhood Association

Management Report to December 3, 2022 to January 16, 2023

11 applications were approved for:

- Exterior Painting
 - In ground pool
 - Patio Screened in
 - Patio cover installation
 - Solar Panel Installation
- There are currently no applications pending.

Violation Summary Report 12/3/2022 to 1/16/2023

Courtesy Notice - 15 – (95) Everything in parenthesis is last month

Architectural – 5 (2)
Basketball Goal – 3 (7)
Driveway/Sidewalk – 0 (2)
Exterior Maintenance – 0 (2)
Fences – 1 (1)
Landscaping – 0 (24)
Parking – 3 (10)
Storage of Garbage / Recycling - 0 (32)
Stored/Inoperable Vehicle – 1 (0)
Tree Requirements – 1 (3)
Unsightly Items – 1 (12)

Warning Notice 4 (75)

Basketball Goal – 1 (3)
Driveway – 0 (3)

Warning Notice Continued

Exterior Maintenance – 0 (2)
Fences – 0 (3)
Landscaping – 0 (17)

Park Glen Neighborhood Association

Management Report to December 3, 2022 to January 16, 2023

Storage of Garbage/recycling - **0** (32)

Parking - **0** (1)

Tree Requirements - **2** (1)

Unightly Items - (13)

209 Notice 2 (14)

Basketball Goal - **1** (1)

Exterior Maintenance - **0** (1)

Fences/Wall - **0** (3)

Landscaping - **0** (3)

Parking - **0** (3)

Tree Requirements - **1** (1)

Unightly Items - **0** (2)

209 Notice Certified - 1 (4)

ACC- **1** (0)

Exterior Maintenance - **0** (0)

Parking - **0** (0)

Fences - **0** (2)

Tree Requirements - **0** (2)

Monitor - 27 (201)

ACC - **0** (1)

Driveway - **0** (3)

Exterior Maintenance - **1** (1)

Fence - **0** (0)

Landscaping - **23** (191)

Parking - **2** (2)

Trash Cans - **1** (1)

Tree Requirements - **0** (1)

Violation Totals:

Open - (15 Courtesy, 4 Warning, 3 209s) (Monitor - 27)

Closed - 73

Park Glen Neighborhood Association

Management Report to December 3, 2022 to January 16, 2023

Accounting

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for December 2022.

Legal (As of 1/10/2023)

- 4 (2) Judicial Foreclosure
- 10(11) Collection/Pre-Litigation
- 4 (4) Active Post Judgments (3 active payment plans)
- 1 (1) Bankruptcy

18 accounts currently with the Attorney (19)

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

Park Glen Neighborhood Association, Inc.

Balance Sheet as of 12/31/2022

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$34,447.84		\$34,447.84
1001 - CIT Operating Money Mkt *9421	\$75,164.85		\$75,164.85
1020 - PPB Operating Account *1794	\$157,638.42		\$157,638.42
1102 - AAB ICS Reserve MM *4845		\$106,802.83	\$106,802.83
1103 - CIT Reserve Money Mkt *4542		\$55,502.91	\$55,502.91
1120 - PPB Reserve Money Mkt *1785		\$76,576.97	\$76,576.97
1200 - CDARS Reserve CD *7127 52 weeks 08/24/2023		\$129,864.71	\$129,864.71
1201 - CDARS Reserve CD *7151 52 weeks 08/24/2023		\$129,864.72	\$129,864.72
1600 - Accounts Receivable	\$90,205.68		\$90,205.68
1605 - Allowance for Doubtful Accts	(\$7,458.01)		(\$7,458.01)
Total Current Assets	\$349,998.78	\$498,612.14	\$848,610.92
Total Assets	\$349,998.78	\$498,612.14	\$848,610.92
Liabilities / Equity			
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$2,000.00		\$2,000.00
2050 - Prepaid Owners Assessments	\$16,965.10		\$16,965.10
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$11,600.00		\$11,600.00
Total Current Liabilities	\$30,565.10		\$30,565.10
Equity			
3500 - Fund Balance Retained	\$139,607.38	\$497,601.63	\$637,209.01
3550 - Current Year Gain / Loss	\$179,832.96	\$1,010.51	\$180,843.47
3600 - Prior Year Adjustments	(\$6.66)		(\$6.66)
Total Equity	\$319,433.68	\$498,612.14	\$818,045.82
Total Liabilities / Equity	\$349,998.78	\$498,612.14	\$848,610.92

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2022 - 12/31/2022

	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	20.61	-	20.61	60.41	-	60.41	-
4550 - Interest on Assessments (Delinquent)	571.90	125.00	446.90	1,567.02	375.00	1,192.02	1,500.00
4603 - Social Event Income	2,282.55	1,416.67	865.88	13,342.00	4,250.01	9,091.99	17,000.00
Total Income	2,875.06	1,541.67	1,333.39	233,891.43	223,547.01	10,344.42	237,422.00
Total Income	2,875.06	1,541.67	1,333.39	233,891.43	223,547.01	10,344.42	237,422.00

Operating Expense

General and Administrative Expenses

5104 - Administrative	2,838.00	458.33	(2,379.67)	10,003.69	1,374.99	(8,628.70)	5,500.00
5105 - Postage	4,542.26	458.33	(4,083.93)	5,289.06	1,374.99	(3,914.07)	5,500.00
5107 - Social Committee/Community Events	4,345.31	6,100.00	1,754.69	11,560.83	19,200.00	7,639.17	27,600.00
5107-02 - Community Programs	-	700.00	700.00	1,909.82	1,850.00	(59.82)	2,000.00
5112 - Committee Expense	-	-	-	125.00	-	(125.00)	500.00
5113 - Professional Management	6,942.00	6,942.00	-	20,826.00	20,826.00	-	83,304.00
5114 - Storage	265.00	265.00	-	795.00	795.00	-	3,233.00
5115 - Website/Portal	671.57	-	(671.57)	671.57	800.00	128.43	800.00
5116 - Association Meetings	-	20.00	20.00	-	60.00	60.00	240.00
5117 - Licenses, Permits & Fees	-	-	-	-	-	-	120.00
5118 - Hospitality	-	125.00	125.00	-	375.00	375.00	1,500.00
5120 - Copies	-	-	-	-	-	-	2,200.00
5176 - Legal Fees	725.00	400.00	(325.00)	2,877.50	1,200.00	(1,677.50)	4,800.00
5180 - Other Professional	-	-	-	-	4,000.00	4,000.00	8,000.00
5181 - Audit & Accounting	-	700.00	700.00	-	700.00	700.00	700.00
5184 - Scholarships/Charity	-	916.67	916.67	-	2,750.01	2,750.01	11,000.00
Total General and Administrative Expenses	20,329.14	17,085.33	(3,243.81)	54,058.47	55,305.99	1,247.52	156,997.00

Taxes

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

Insurance

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

Infrastructure and Maintenance

5470 - Community Maintenance & Repairs	-	1,250.00	1,250.00	-	3,750.00	3,750.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	-	3,750.00	3,750.00	15,000.00

Reserves

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2022 - 12/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
6000 - Reserve Contribution	-	-	-	-	-	-	42,606.00
Total Reserves	-	-	-	-	-	-	42,606.00
Total Expense	20,329.14	18,335.33	(1,993.81)	54,058.47	59,055.99	4,997.52	237,422.00
Operating Net Total	(17,454.08)	(16,793.66)	(660.42)	179,832.96	164,491.02	15,341.94	-

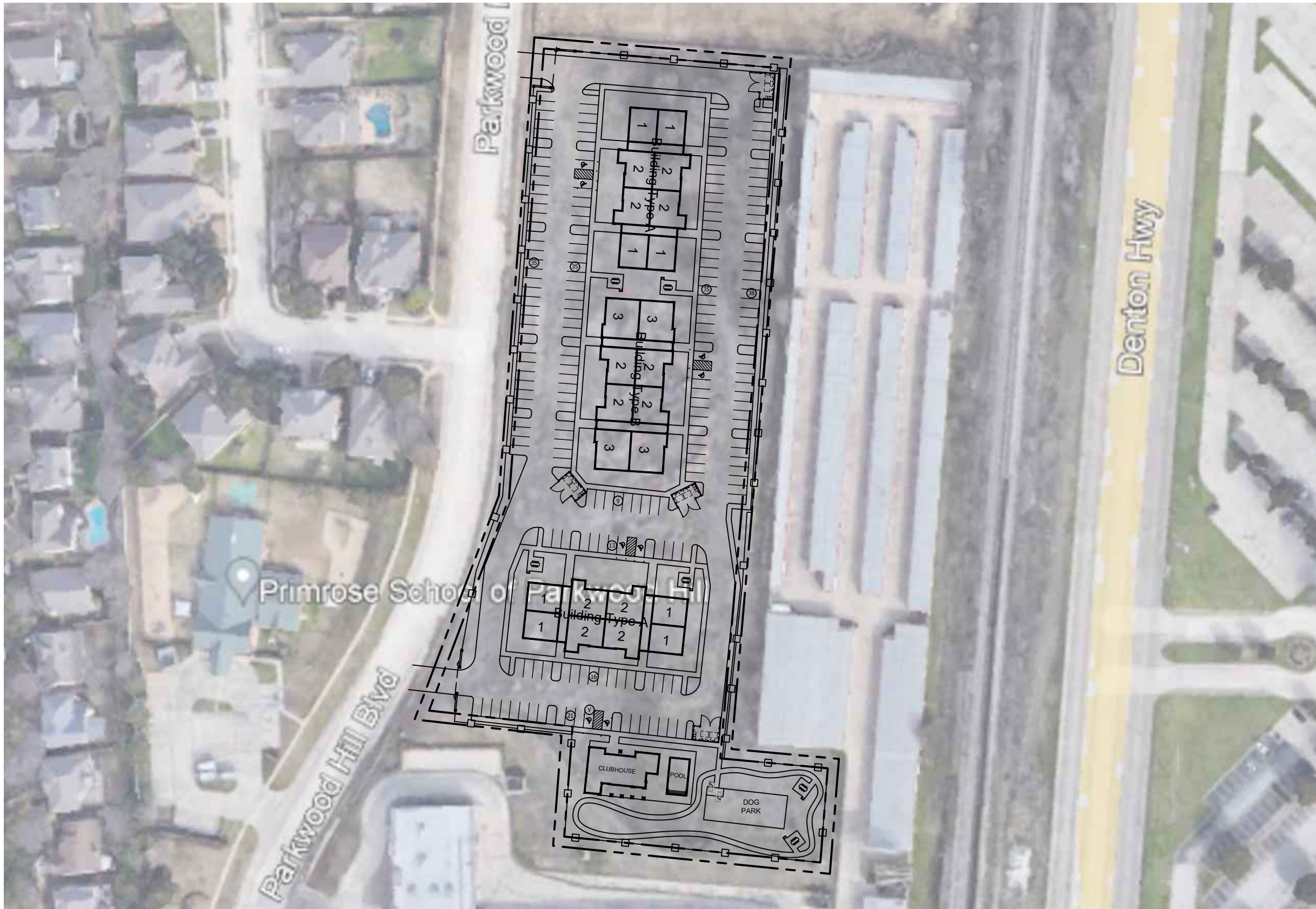
Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 12/1/2022 - 12/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	344.19	-	344.19	1,010.51	-	1,010.51	-
4750 - Reserve Fund Contribution Income	-	-	-	-	-	-	42,606.00
Total Income	344.19	-	344.19	1,010.51	-	1,010.51	42,606.00
Total Income	344.19	-	344.19	1,010.51	-	1,010.51	42,606.00
Reserve Net Total	344.19	-	344.19	1,010.51	-	1,010.51	42,606.00
Net Total	(17,109.89)	(16,793.66)	(316.23)	180,843.47	164,491.02	16,352.45	42,606.00



VISIONS Artist Rendering - Concept Only



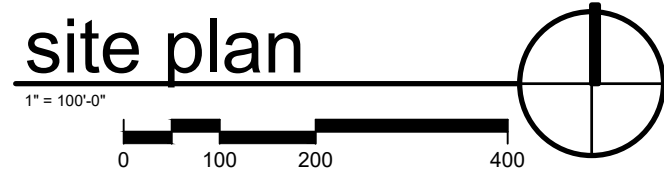
PROPOSED UNIT MIX:
 1 BEDROOM / 1 BATH - 24 UNITS
 2 BEDROOM / 2 BATH - 36 UNITS
 3 BEDROOM / 2 BATH - 12 UNITS

TOTAL - 72 UNITS

BUILDING BREAK-DOWN:
 3-STORY BREEZEWAY

SITE INFO:
PARKING
 - REQUIRED PARKING 141 (1 PER BEDROOM + 1 PER 250 SQUARE FEET OF COMMON AREAS)
 - PROVIDED 202 (8 HC)

AREA
 - 4.6 ACRES FOR DEVELOPMENT





Project Description

Reserve at Basswood, located at approximately 5601 Basswood Blvd, Fort Worth, Texas 76137, will be a new construction development consisting of 72 units, of which 100% will be affordable/workforce. The total development cost for this Modern Style elevated development will be roughly \$25 Million. The development will include units for residents with maximum incomes at or below 80% AMI. The proposed rental community will offer 24 one-bedroom units, 36 two-bedroom units, and 12 three-bedroom units.

The proposed net restricted rents will vary but range up to \$1,200 for a one-bedroom unit \$1,450 for a two-bedroom, and \$1,800 for a three-bedroom.

Additionally, this development will include the following unique features: incorporation of ride-share parking spots specifically targeted for the use of Uber, Lyft, and other ride-sharing services (including food delivery services such as Doordash, Uber Eats, and Grubhub).

Other on-site amenities include but are not limited to walking trails, a fitness center, a swimming pool, a fully enclosed dog park, lighted pathways, BBQ grilling areas, community laundry room, furnished community room with activity area, covered community porch/ patio, high-speed wi-fi in throughout clubhouse, and recycling services if available locally.

As we have learned through Covid-19, it is difficult to be resolute with programming; therefore, we intend to collaborate with local service providers to stay relevant to our resident population's needs. Other programming examples include a food pantry, Swim basics/lessons (summer) hosted by local providers, after-school programming, game nights, birthday celebrations/potlucks, holiday celebrations/potlucks, and fitness programs.

We build to a green energy efficient standard using building materials that exceed the requirements of the City's applicable Energy Code or the City's Development Code. This standard is accomplished by maintaining the following:



Construction Activity Pollution Prevention, Alternative Transportation Encouragement, Storm Water Quality, and Quantity Control, Heat Island Effect Reduction, Light Pollution Reduction, Utilize Water, Efficient Landscaping, Reduced Wastewater Generation / Potable Water Usage, Reduce or Minimize Energy Consumption, Fundamental Refrigerant Management, Utilize Recycled Content Products., Utilize Regional Materials, Construction Waste Reduction, Indoor Air Quality and Ventilation, Construction Contaminant Minimization, Utilization of Low-Emitting Materials, Indoor Chemical and Pollution Source Control, Controllability of Systems (Thermal), Controllability of Systems (Lighting) and Day Lighting.

We have a demonstrated track record of developing and managing high-quality housing tax credit developments. We believe this development will contain several characteristics that will benefit the City of Fort Worth.

We routinely incorporate security features into our developments, including key fob entry, security fences (where allowed), and bright site lighting. In addition, we manage 100% of the housing we develop and own. We are committed to protecting our investment long-term and being a good steward within our cities.

We create specific management and staffing plan for each development that incorporates an intensive tenant screening that involves several steps, including background and criminal. A copy of a sample Tenant Screening Plan is available upon request. We have included a portion of the procedure below so that the City of Fort Worth may understand our process:

Anyone who wishes to be admitted to this development must provide a completed written application and relevant consent forms. To determine threshold eligibility, the application must contain enough information to enable the owner to determine family size and composition (including names of all persons who will be residing in the unit, dates of birth, social security numbers, and relationship to the head of household), anticipated annual income, assets now owned and assets disposed of for less than fair market value within the past two years, and that all applicants must possess the legal capacity to enter into a lease agreement. We then screen the applicant by checking with all previous landlords from the past five (5) years, obtaining a

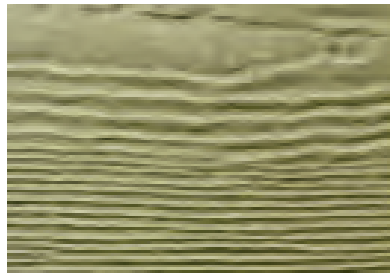
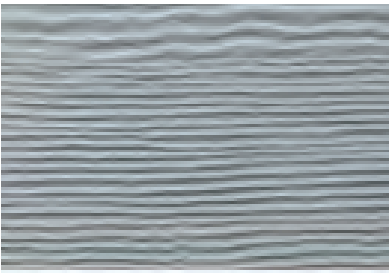
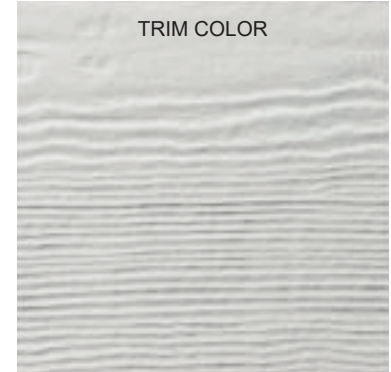
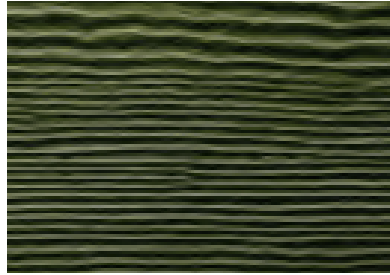
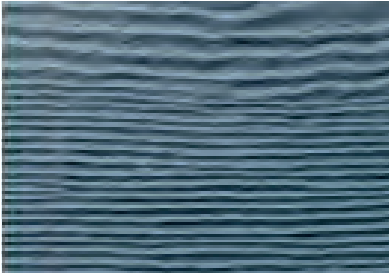


credit history report, and/or obtaining no less than two (2) personal references when a landlord reference is unavailable. We screen for the following factors: No Indebtedness to the Owner/Management Agent, Rental History and Landlord References, Personal References, Credit References, Criminal Background, Illegal Drugs, State Sex Offender's Registry, and Annual Recertification.

We have several developments in Texas and have dedicated regional managers who routinely drive to each of our developments. This development will have a dedicated community manager and service technician. These will be full-time positions and will be competitive per market standards. All service and property management activities will be located in the community clubhouse/leasing office. We always ensure that our developments have ample amenity space, and this development is no exception. We also have a regional compliance manager to ensure that the development meets all fair housing, City of Fort Worth, and TDHCA regulations. This is in addition to having dedicated heads of management and compliance activities at a national level. All in all, there will always be no less than five individuals involved in the day-to-day operations of this development. We do not just income certify our residents but ensure that everyone who lives in our communities will contribute to the community atmosphere while complying with all applicable fair housing laws.



PRIMARY BUILDING COLORS



BRICK



STONE



LUXURY COMMUNITY POOL



WALKING TRAIL



COMMUNITY GARDEN



SITE FURNISHINGS





1 BEDROOM UNIT FLOOR PLAN



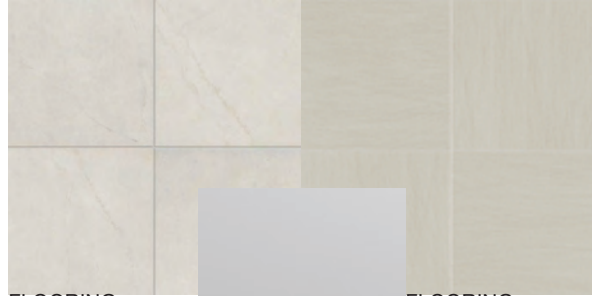
2 BEDROOM UNIT FLOOR PLAN

KITCHEN FINISHES



CABINETS

BATHROOM FINISHES

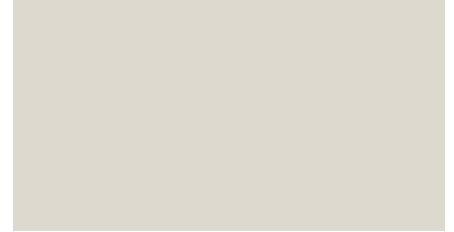


FLOORING
TILE - ADA ONLY

FLOORING
SHEET VINYL

COUNTERTOP
CULTURED MARBLE

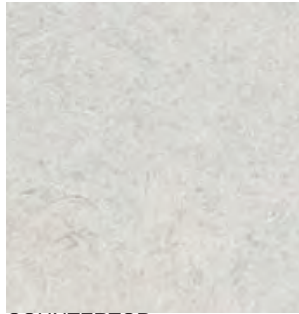
WALL PAINT



BEDROOM FLOORING
CARPET

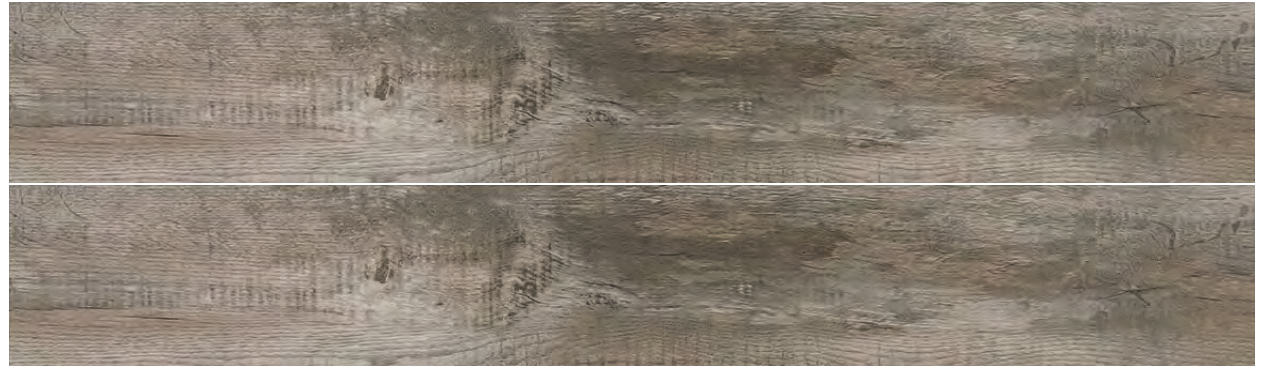


COUNTERTOP
SOLID SURFACE

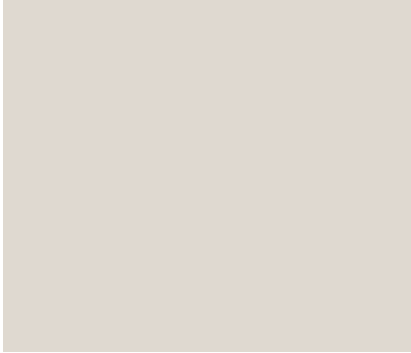


COUNTERTOP
SOLID SURFACE

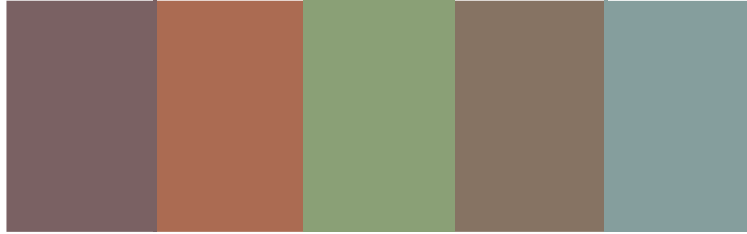
KITCHEN AND LIVING ROOM FLOORING
LUXURY VINYL PLANK



WALL PAINT - PRIMARY



WALL PAINT - ACCENT



DOOR COLOR



KITCHEN FINISHES



CABINETS

COUNTERTOP
SOLID SURFACE

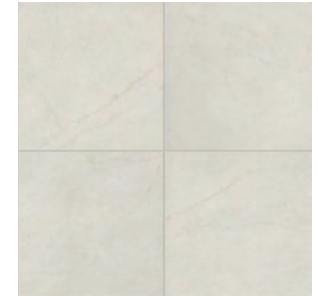
TRIM PAINT



LUXURY VINYL PLANK - ACCENT



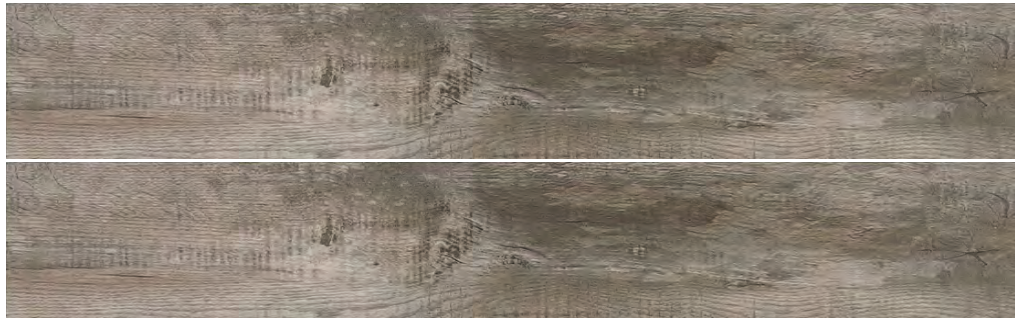
BATHROOM WALLS / FLOORING



CARPET



LUXURY VINYL PLANK - PRIMARY



FITNESS ROOM FLOORING

