

Park Glen Neighborhood Association

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

Location:

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

APPROVED
BY BOARD
OF
DIRECTORS
ON
12-5-23

Call to Order, Welcome, and Introduction of Elected 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, Mark Stingley, and Alvin Donohue. Paul Grove was absent.

Announcement of Board Actions since the September 19, 2023 Board Meeting:

On October 8, 2023, Ralph Robb made a motion to ask the City Zoning Commission and the Fort Worth City Council to deny ZC-23-147, a request for a Conditional Use Permit for a Tattoo Parlor in the shopping center located at 5601 Basswood Blvd. Tom Kaul seconded the motion. Those voting yes to the motion were: Ralph Robb, Tom Kaul, Alvin Donohue, Mark Stingley, Paul Grove, Susan Kenney, and Beth Rutkoski. None opposed. **The motion passed unanimously on October 9, 2023**

On October 8, 2023, Ralph Robb made a motion to ask the City Zoning Commission and the Fort Worth City Council to deny ZC-23-147, a request for a Conditional Use Permit for a Tattoo Parlor in the shopping center located at 5601 Basswood Blvd. Tom Kaul seconded the motion. Those voting yes to the motion were: Ralph Robb, Tom Kaul, Alvin Donohue, Mark Stingley, Paul Grove, Susan Kenney, and Beth Rutkoski. None opposed. **The motion passed unanimously on October 9, 2023**

Consideration of August 15, 2023, Board Meeting Minutes.

Tom Kaul made a motion to accept the August 15, 2023, Regular Board Meeting minutes. **Beth Rutkoski** seconded the motion. None opposed. **Motion passed unanimously.**

Consideration of September 19, 2023, Board Meeting Minutes.

Alvin Donohue made a motion to accept the September 19, 2023, Regular Board Meeting minutes. **Beth Rutkoski** seconded the motion. None opposed. **Motion passed unanimously.**

Presentation by Lillian Collins, PID6 Manager on the latest happenings with PID6.

- The PID6 annual meeting was in August. The budget was approved and began August 1, 2023.
- Projects include the wrought iron fencing replacement in common areas, revamping of the baseball diamond (Island Circle), and adding flower beds on Beach St. to match the corner of Park Vista Blvd and Basswood Blvd (FW city approval needed).
- A new landscaping company has been hired to care for the park. The mowing schedule and areas are being revamped to incorporate more sustainability and plants. \$80,000 in water was saved this year by overhauling the irrigation and switching to Smart Controllers. This will enable PID6 to remotely control the on-off, particularly during rainy periods.
- Sails to add shade are being seriously considered for the playgrounds but will take some time.
- The South Trail has been completed including the bridge. The final 30' is to be completed by the Parks Department and will be dictated by their schedule (there are no construction dates set at present).
- Boy Scout projects this year included the red circle markers on the trail, birdhouses in the prairie, and the bicycle repair stations at Island Park and in Arcadia #1.

- The proposed wrought iron fencing behind Taco Bell on N. Tarrant near Beach St. was denied by the City of Fort Worth and the Parks Department. PID6 is still working with them to find alternates. Their main concern is that fencing would make emergency vehicle access difficult.

Board Member Reports & Comments

- Both attendees and some Board Members expressed some inconsistencies in the notification sent to residents concerning Association dues. There was an agreement this needs to be addressed for next year. Susan Kenney recommended that for next year the notification for PGNA dues should be sent earlier. (potentially on or before October 1st).
- Susan Kenney updated that the Zoning Commission recommended approval to the City Council for a Conditional Use Permit for a Tattoo Parlor in the shopping center located at 5601 Basswood Blvd (ZC-23-147). It goes before the City Council on November 14th. The PGNA Board had recommended denial of the request.
- Susan Kenney reported that she hasn't received any communication from Rebecca Everitt, President of Bellaire Development Company. Ms. Everitt gave a proposal on the vacant property located immediately north of Habanero's Restaurant Shopping Center at 5601 Basswood Blvd (Basswood Blvd. & Parkwood Hill Blvd) during the September 19th, 2023 Board Meeting. The HOA and all homes within 300 feet of the property will receive notice if the project is moving forward. It will then be added to our agenda or an email will be sent to Board Members for a motion on that project to be sent to the city.
- Susan Kenney reported that the next PID6 Meeting is on October 26th, 6:30 PM - 8:00 PM (see PID6.org) Meetings take place at 9800 Hillwood Parkway (located in Alliance, right behind the new HEB that is being built).

Community Manager's Report – Since Christina Fountain from NMI was absent, Brandy Jones reported on the following:

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

Treasurer's Report:

- Paul Grove will give a financial report on the Movie in the Park event during the next meeting on December 5th.

Events & Activities Report:

- Susan Kenney reported that an announcement of the September winner of the Yard of the Month Program is delayed but will occur soon.
- Susan Kenney reported that Melissa Medici was the coordinator for National Night Out on Tuesday, Oct. 3rd. There were 17 block parties that participated. Hosts for each block party can submit their expense receipts to PGNAMelissa@gmail.com for reimbursement.
- Susan Kenney reported that the Halloween/Harvest Decorating Contest judging will occur on Oct. 19-24. Email PGNAMatt@gmail.com, if you'd like to be a volunteer judge. Homeowners are encouraged to decorate to make the neighborhood festive. Spotlights are recommended as the judges will be viewing the homes from 7-10 PM.

- Susan Kenney reported that the PID6 Garage Sales will take place on October 20-22. Go to pid6.org for more information. No permits are necessary.
- Susan Kenney reported that the Turkey Trot is scheduled for Nov. 23rd, Thanksgiving Morning. More information can be found at parkglen.org. Additional volunteers are needed and we are still in need of a course coordinator for the event.
- Susan Kenney reported that the Holiday in the Park will take place on December 9th at Arcadia Park #4, 4850 Glen Springs Trail.

Business & Motions:

- Gerry Saul gave an update on the Sidewalk Project #4. The bids were reviewed and his recommendation is Concrete Construction Company. They are from Boyd, TX and completed the last two projects for PGNA. They delivered very good results on both of those projects. Susan Kenney made a motion to approve Concrete Construction Company as the Sidewalk Project #4 contractor. The total amount to be paid to the contractor is up to \$175,861.95 based on the square footage and the number of edges to be ground indicated in the proposal. This is subject to an adjustment based on the number of homeowners opting in, the actual square footage replaced, the actual number of edges ground, and permit fees. Street use permit applications for Park Creek construction are to be paid by the contractor and reimbursable to the contractor as a pass-through expense with no markup. We will be paying for the permit fee. Ralph Robb seconded the motion. All were in favor. **The Motion passed unanimously.**
- Susan Kenney made a motion to move the surplus from the 2023 budget to the reserve fund. Tom Kaul seconded the motion. All were in favor. **The Motion passed unanimously.**
- Mark Stingley made a motion to approve the Holiday Decorating Contest to be held December 7-12, approve the Guidelines, the budget not to exceed \$700, and appoint Matt McCoy as Coordinator. Alvin Donohue seconded the motion. All were in favor. **The Motion passed unanimously.**

Member Comments – Several audience members expressed their concern and lack of knowledge pertaining to landscaping expertise. A recommendation was made by Susan Kenney to call the Agricultural Extension Agency to bring in an outside volunteer to give a seminar on this topic for the HOA. Also, a few audience members recommended that PGNA consider having a Lifestyle Coordinator to help with events and advertising.

Adjourn - The meeting was adjourned at 8:55 PM

Next Board Meeting is on December 5th, 2023

Park Glen Neighborhood Association

Management Report from to September 19, 2023 to October 14, 2023

Administrative

Homeowner Contact:

- 6 regarding violations (this includes violations on their own properties or neighbors).
- 2 resale certificate inquiries and/or mortgage questionnaires.
- 1 requesting contact change information (or adding of email/phone numbers)
- 3 conversations regarding Property Modifications requirements/information.
- Management sent several email blasts on behalf of the board.
- Management attended September 19th Board meeting and conducted the meeting on behalf of the board President.
- Management generated Assessment invoicing on October 3rd for the 2023/2024 Assessment period.
- Management continues to work with the Sidewalk Project Manager in the collection and documentation of opt in forms for the Sidewalk Project.
- Management forwarded the Sidewalk Project specifications to 6 Vendors to obtain proposals and forwarding those proposals to the coordinator.

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

12 Properties had ownership changes processed from to September 19th, down 2 from last month.

Homeowner Emails on File

Currently we have 2,843 emails on file (up 16 from 2,827 last month).

Park Glen Neighborhood Association

Management Report from to September 19, 2023 to October 14, 2023

ACC Applications from to 9.19.23 to 10.14.23

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

13 applications were approved for:

- Exterior Painting
 - Flagpole Installation
 - Gutter Installation
 - Generator Installation
 - Roof Replacement
 - Window Replacements
- One application was denied for shed installation.
 - 2 applications are currently pending.

Violation Summary Report 9.19.23 to 10.14.23

Courtesy Notice - 646 – (404) Everything in parenthesis is from the previous month.

Architectural – 1 (0)
Basketball Goal – 1 (0)
Exterior Maintenance – 9 (14)
Landscaping – 413 (268) – restarted all categories that were put on hold due to excessive heat.
Parking – 7 (6)
Signage – 2 (1)
Storage of Garbage / Recycling – 176 (89)
Stored/Inoperable Vehicles – 0 (3)
Tree Requirements – 22 (2)
Unsightly Items – 15 (21)

Monitor – 33 (23)

Exterior Maintenance – 3 (2)
Landscaping – 24 (17)
Storage/Recycle bins – 3 (1)
Tree Requirements – 1 (0)
Unsightly items – 2 (1)

Park Glen Neighborhood Association

Management Report from to September 19, 2023 to October 14, 2023

Violations continued

Warning - 228 (83)

- Basketball Goal - 1 (0)
- Exterior Maintenance - 10 (2)
- Landscaping - 139 (46)
- Parking - 4 (0)
- Signage - 0 (1)
- Storage of Garbage/recycling - 59 (27)
- Tree Requirements - 9 (3)
- Unightly Items - 6 (2)

209 Notice - 27 (27)

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

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

Violation Totals:

Open:

646 Courtesy

228 Warning

127 209 letters (29 certified)

33 Monitor

Closed - 302 (141 last month)

At Attorney - (24)

Park Glen Neighborhood Association

Management Report from to September 19, 2023 to October 14, 2023

Accounting

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for Draft September 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 9/30/2023

Assets	Operating	Reserve	Total
Current Assets			
1000 - CAB Operating Checking	\$37,856.78		\$37,856.78
1001 - CIT Operating Money Mkt *9421	\$75,333.68		\$75,333.68
1020 - PPB Operating Account *1794	\$41,880.07		\$41,880.07
1102 - AAB ICS Reserve MM *4845		\$107,002.67	\$107,002.67
1103 - CIT Reserve Money Mkt *4542		\$55,627.58	\$55,627.58
1120 - PPB Reserve Money Mkt *1785		\$71,130.47	\$71,130.47
1200 - CDARS Reserve CD *1072 weeks 08/22/24		\$131,536.32	\$131,536.32
1201 - CDARS Reserve CD *1102 52 weeks 08/22/24		\$131,536.33	\$131,536.33
1600 - Accounts Receivable	\$77,879.21		\$77,879.21
1605 - Allowance for Doubtful Accts	(\$7,193.76)		(\$7,193.76)
Total Current Assets	\$225,755.98	\$496,833.37	\$722,589.35
Total Assets	\$225,755.98	\$496,833.37	\$722,589.35
Liabilities / Equity			
	Operating	Reserve	Total
Current Liabilities			
2003 - Due to Mgmt. Co.--Trf Fees	\$3,500.00		\$3,500.00
2050 - Prepaid Owners Assessments	\$20,709.57		\$20,709.57
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin/Lien	\$600.00		\$600.00
Total Current Liabilities	\$24,809.57		\$24,809.57
Equity			
3500 - Fund Balance Retained	\$139,607.38	\$497,601.63	\$637,209.01
3550 - Current Year Gain / Loss	\$63,053.77	(\$768.26)	\$62,285.51
3600 - Prior Year Adjustments	(\$1,714.74)		(\$1,714.74)
Total Equity	\$200,946.41	\$496,833.37	\$697,779.78
Total Liabilities / Equity	\$225,755.98	\$496,833.37	\$722,589.35

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 9/1/2023 - 9/30/2023

	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	20.05	-	20.05	242.18	-	242.18	-
4550 - Interest on Assessments (Delinquent)	184.17	125.00	59.17	3,673.62	1,500.00	2,173.62	1,500.00
4603 - Social Event Income	3,367.00	1,416.63	1,950.37	17,438.00	17,000.00	438.00	17,000.00
Total Income	3,571.22	1,541.63	2,029.59	240,275.80	237,422.00	2,853.80	237,422.00
Total Income	3,571.22	1,541.63	2,029.59	240,275.80	237,422.00	2,853.80	237,422.00
Operating Expense							
General and Administrative Expenses							
5104 - Administrative	20.43	458.37	437.94	17,006.14	5,500.00	(11,506.14)	5,500.00
5105 - Postage	89.53	458.37	368.84	10,623.83	5,500.00	(5,123.83)	5,500.00
5107 - Social Committee/Community Events	480.00	-	(480.00)	24,415.04	27,600.00	3,184.96	27,600.00
5107-02 - Community Programs	-	150.00	150.00	2,158.96	2,000.00	(158.96)	2,000.00
5112 - Committee Expense	-	500.00	500.00	125.00	500.00	375.00	500.00
5113 - Professional Management	6,942.00	6,942.00	-	83,304.00	83,304.00	-	83,304.00
5114 - Storage	303.00	291.50	(11.50)	3,370.00	3,233.00	(137.00)	3,233.00
5115 - Website/Portal	-	-	-	671.57	800.00	128.43	800.00
5116 - Association Meetings	-	20.00	20.00	-	240.00	240.00	240.00
5117 - Licenses, Permits & Fees	-	-	-	-	120.00	120.00	120.00
5118 - Hospitality	-	125.00	125.00	-	1,500.00	1,500.00	1,500.00
5120 - Copies	-	-	-	-	2,200.00	2,200.00	2,200.00
5176 - Legal Fees	-	400.00	400.00	5,777.11	4,800.00	(977.11)	4,800.00
5180 - Other Professional	-	-	-	-	8,000.00	8,000.00	8,000.00
5181 - Audit & Accounting	-	-	-	485.00	700.00	215.00	700.00
5184 - Scholarships/Charity	-	916.63	916.63	5,500.00	11,000.00	5,500.00	11,000.00
Total General and Administrative Expenses	7,834.96	10,261.87	2,426.91	153,436.65	156,997.00	3,560.35	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	-	15,000.00	15,000.00	15,000.00
Total Infrastructure and Maintenance	-	1,250.00	1,250.00	-	15,000.00	15,000.00	15,000.00
Reserves							

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 9/1/2023 - 9/30/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
6000 - Reserve Contribution	-	42,606.00	42,606.00	-	42,606.00	42,606.00	42,606.00
Total Reserves	-	42,606.00	42,606.00	-	42,606.00	42,606.00	42,606.00
Total Expense	7,834.96	54,117.87	46,282.91	177,222.03	237,422.00	60,199.97	237,422.00
Operating Net Total	(4,263.74)	(52,576.24)	48,312.50	63,053.77	-	63,053.77	-

Park Glen Neighborhood Association, Inc.

Statement of Revenues and Expenses 9/1/2023 - 9/30/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Income							
Income							
4500 - Interest Income	1,079.53	-	1,079.53	4,772.99	-	4,772.99	-
4750 - Reserve Fund Contribution Income	-	42,606.00	(42,606.00)	-	42,606.00	(42,606.00)	42,606.00
Total Income	1,079.53	42,606.00	(41,526.47)	4,772.99	42,606.00	(37,833.01)	42,606.00
Total Income	1,079.53	42,606.00	(41,526.47)	4,772.99	42,606.00	(37,833.01)	42,606.00
Reserve Expense							
Infrastructure and Maintenance							
5478 - Sidewalk Repair & Root Mitigation	2,722.50	-	(2,722.50)	5,541.25	-	(5,541.25)	-
Total Infrastructure and Maintenance	2,722.50	-	(2,722.50)	5,541.25	-	(5,541.25)	-
Total Expense	2,722.50	-	(2,722.50)	5,541.25	-	(5,541.25)	-
Reserve Net Total	(1,642.97)	42,606.00	(44,248.97)	(768.26)	42,606.00	(43,374.26)	42,606.00
Net Total	(5,906.71)	(9,970.24)	4,063.53	62,285.51	42,606.00	19,679.51	42,606.00

Holiday Decorating Contest Guidelines 2023

- This Park Glen Holiday Decorating Contest is being held to recognize and show appreciation to residents for their outstanding efforts to decorate their homes for everyone to enjoy.
- Decorations may be related to the Holiday Season.
- Entries or nominations are not required.
- Volunteer judges will tour the neighborhood looking at home decorations between 6 p.m. and 10 p.m. approximately from December 7-12.
- It is recommended that spot lights be used on decorations that are only visible during the day, so that judges can view the decorations when they drive through the neighborhood in the evening.
- Judging will be based on “curb appeal” as viewed from the street only. The primary factor will be overall presentation (“wow factor”), but judges will also consider uniqueness & creativity, storyline or theme, and neatness & organization.
- Two previous year winners and properties with past due balances owed to the Association or outstanding deed restriction violations will not be eligible.
- 13 homes will be selected (one from each of Park Glen’s 13 villages), with each winner receiving a \$50 gift card and a yard sign to display for three weeks. Winners will also be announced and pictured on our website and in the newsletter.
- Judges are volunteers that judge a different village from their own and are still eligible for the contest.
- Be creative, be festive, and have fun!