

# Park Glen Neighborhood Association

Meeting minutes, May 16, 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 6/20/23

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

Susan Kenney started the meeting at 7:21pm. The quorum was met, and the meeting was called to order. The following Board Members were present in person: Susan Kenney, Paul Grove, Ralph Robb, Beth Rutkoski, Tom Kaul, and Melissa Medici. Scott Roloff was absent.

**Consideration of May 16, 2023, Board Meeting Minutes**

**Tom Kaul** made a motion to accept the May 16, 2023, Regular Board Meeting minutes. **Ralph Robb** seconded the motion. None opposed. **Motion passed unanimously.**

**Board Member Reports & Comments**

- Susan Kenney updated everyone on the proposed Car Wash at 4941 N. Tarrant Pkwy (ZC-23-009), zoning case was continued to June 13th City Council Meeting. Susan will speak at the June 13<sup>th</sup> meeting.
- Update on past PID6 Meeting – no one was present to give update.
- Next PID6 Meeting is May 25, 2023, see [PID6.org](http://PID6.org) for details.

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

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

**Treasurer’s Report – The Eggstravaganza & Spring Festival Report will be given at the next meeting.**

**Events & Activities Report:**

- Susan reported that the PGNA Shredding was a successful event.
- Susan Kenney reminded everyone that the Scholarship Program information and application is on [www.ParkGlen.org](http://www.ParkGlen.org). Applications will be accepted between May 1-June 1st.
- Susan informed the Board of the Yard of the Month judging schedule.
- Susan gave details about the PGNA Independence Parade - July 1st 9 am - 10 am. (Be in or watch the parade. Kid Contest, Marching Band, and more). Location: Arcadia Park #4 at 4850 Glen Springs Trail.
- Susan updated everyone about the PID6 Independence Fireworks - July 1st, 7 pm (live band at 7 pm, fireworks at 9:15 pm). Location: Arcadia Park #2 at 8301 Island Park Drive. See [PID6.org](http://PID6.org) for more details. Any questions, please contact PID6 Manager at [Lillian.Collins@fsresidential.com](mailto:Lillian.Collins@fsresidential.com).

## Business & Motions:

- Susan made a motion to appoint Caitlyn Mitchell as the Coordinator for the PGNA Independence Parade to be held on July 1st. Tom Kaul seconded the motion. All were in favor. **Motion passed unanimously.**
- Beth made a motion to approve PGNA 2023 Board Elections Schedule and Guidelines, and a maximum cost of up to \$4,900, excluding postage, to YesElections to run the Election (Candidate names can be rotated on the online ballot without an additional charge). Tom Kaul seconded the motion. All were in favor. **Motion passed unanimously.**
- Beth Rutkoski made a motion to approve the color postcard mail-out, announcing the opportunity and instructions for candidates about the PGNA Board Election, at a cost not to exceed \$2,000 for a 5.5" x 8.5" color postcard, including postage, with changes as discussed at the meeting. Melissa Medici seconded the motion. All were in favor. **Motion passed unanimously.**
- 
- Leasing Policy, includes fines for Adopted Amendment concerning Short Term Rentals. This item was tabled to the next meeting.
- The Movie in the Park updated budget was presented by Melissa Medici. Paul Grove made a motion to approve an extra \$600, for a total of \$1,600 budget, for a movie in the park on June 10th. Beth Rutkoski seconded the motion. All were in favor. **Motion passed unanimously.**
- Sidewalk Project - approval of area and budget. This item was tabled until the next meeting.
- Susan mentioned that a Turkey Trot Coordinator is needed. Alternate options were discussed. This topic will be discussed at the next meeting.
- Turkey Trot Event Timing Company – this item was tabled for the next meeting.
- Beth Rutkoski made a motion to approve the Policy for gas reimbursement as presented at the meeting. Ralph Robb seconded the motion. Voting in favor were Beth Rutkoski, Ralph Robb, Susan Kenney, Melissa Medici, Tom Kaul. Paul Grove opposed the motion. **The motion was passed 5 to 1.**
- Paul Grove will write a proposal for the community-wide bulletins about covers for vehicles on driveways and present at the next meeting.
- Discussion on JellyFish Lighting regulations (permanent lights and for holidays, etc.) was tabled for the next meeting.

**Member Comments** – None

**Adjourn** - Meeting was adjourned at 9:48pm

**Next Board Meeting is on June 20, 2023**

# Park Glen Neighborhood Association

Management Report to April 15, 2023, to May 12, 2023

## Administrative

### Homeowner Contact:

- 18 regarding violations (this includes violations on their own properties or neighbors).
- 4 resale certificate inquiries and/or mortgage questionnaires.
- 4 requesting contact change information (or adding of email/phone numbers)
- 6 conversations regarding Property Modifications requirements/information.
- Management sent several email blasts on behalf of the board.
- Management forwarded waiver requests to the board.
- Management forwarded board approved accounts to the attorney for collections.
- Management is working with board regarding Board Election guidelines with Yes Election.

**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

16 Properties had ownership changes processed April 15, 2023 to May 12, 2023, up 4 from last month's 8.

## Homeowner Emails on File

Currently we have 2,775 emails on file (down 12 from 2,787 last month).

# Park Glen Neighborhood Association

Management Report to April 15, 2023, to May 12, 2023

## ACC Applications from 4.15.23 to 5.12.23

25 ACC applications were received from owners between 4.15.23 and 5.12.23

### **25 applications were approved for:**

- Exterior Maintenance/repairs
- Exterior Painting
- Fence staining
- Gazebo installation
- Landscaping
- Roof Replacement
- Shed Installation
- Solar Installations
- Window Replacement

- **0 applications are pending.**

## Violation Summary Report to 4.15.23 to 5.12.23

Courtesy Notice - 423 - (171) Everything in parenthesis is from previous month.

Basketball Goal - **0** (1)  
Driveway/Sidewalk - **0** (24)  
Exterior Maintenance - **7** (1)  
Fences - **3** (4)  
Landscaping - **309** (84)  
Parking - **7** (5)  
Signage - **8** (7)  
Storage of Garbage / Recycling - **74** (36)  
Stored/Inoperable Vehicle - **(2)**  
Tree Requirements - **8** (5)  
Unsightly Items - **7** (2)

# Park Glen Neighborhood Association

Management Report to April 15, 2023, to May 12, 2023

## Violations continued

### Warning -71 (28)

Basketball Goal - 0 (3)  
Landscaping - 42 (19)  
Noise - 0 (1)  
Parking - 2 (3)  
Signage - 2 (0)  
Storage of Garbage/recycling - 16 (1)  
Storage/Inop Vehicle - 1 (0)  
Tree Requirements - 6 (1)  
Unightly Items - 2 (0)

### 209 Notice -38 (18)

Basketball Goal - 0 (1)  
Exterior Maintenance - 3 (0)  
Fences - 0 (1)  
Landscaping - 21 (5)  
Storage of Garbage cans - 7 (7)  
Tree Requirements - 2 (1)  
Unightly Items - 1 (3)

**\*\*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 - 5 (1)

Landscaping - 1 (0)  
Storage of Garbage/Recycling - 2 (0)  
Tree Requirements - 2 (1)  
Unightly Items - 1 (0)

#### **Violation Totals:**

#### **Open:**

**423 Courtesy**

**71 Warning**

**43 209**

**44 Monitor**

**Closed - 560**

### Monitor - (19)

Exterior Maintenance - 5 (0)  
Landscaping - 32 (17)  
Parking - 0 (0)  
Storage/Recycle bins - 2 (1)  
Storage/Inop Veh - 1 (0)  
Tree Requirements - 2 (1)  
Unightly items - 2 (0)

# Park Glen Neighborhood Association

Management Report to April 15, 2023, to May 12, 2023

## Accounting

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

## Legal (As of 4/11/2023)

- 5 (5) Judicial Foreclosure
- 8 (8) Collection/Pre-Litigation
- 4 (4) Active Post Judgments (3 active payment plans)
- 1 (1) Bankruptcy

**18 accounts currently with the Attorney (18)**

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

# Park Glen Neighborhood Association, Inc.

## Balance Sheet as of 4/30/2023

| <b>Assets</b>  | <b>Operating</b>    | <b>Reserve</b>      | <b>Total</b>        |
|--|---------------------|---------------------|---------------------|
| <b>Current Assets</b>  |                     |                     |                     |
| 1000 - CAB Operating Checking                                  | \$34,453.50         |                     | \$34,453.50         |
| 1001 - CIT Operating Money Mkt *9421                           | \$75,239.01         |                     | \$75,239.01         |
| 1020 - PPB Operating Account *1794                             | \$122,769.21        |                     | \$122,769.21        |
| 1102 - AAB ICS Reserve MM *4845                                |                     | \$106,890.62        | \$106,890.62        |
| 1103 - CIT Reserve Money Mkt *4542                             |                     | \$55,557.68         | \$55,557.68         |
| 1120 - PPB Reserve Money Mkt *1785                             |                     | \$76,614.74         | \$76,614.74         |
| 1200 - CDARS Reserve CD *7127 52 weeks<br>08/24/2023           |                     | \$130,442.36        | \$130,442.36        |
| 1201 - CDARS Reserve CD *7151 52 weeks<br>08/24/2023           |                     | \$130,442.36        | \$130,442.36        |
| 1600 - Accounts Receivable                                     | \$76,877.71         |                     | \$76,877.71         |
| 1605 - Allowance for Doubtful Accts                            | (\$7,243.76)        |                     | (\$7,243.76)        |
| <b>Total Current Assets</b>                                    | <b>\$302,095.67</b> | <b>\$499,947.76</b> | <b>\$802,043.43</b> |
| <b>Total Assets</b>  | <b>\$302,095.67</b> | <b>\$499,947.76</b> | <b>\$802,043.43</b> |
| <b>Liabilities / Equity</b>                                    |                     |                     |                     |
| <b>Current Liabilities</b>                                     |                     |                     |                     |
| 2003 - Due to Mgmt. Co.--Trf Fees                              | \$1,370.00          |                     | \$1,370.00          |
| 2050 - Prepaid Owners Assessments                              | \$14,492.58         |                     | \$14,492.58         |
| 2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt<br>Plans/Admin/Lien | \$8,250.00          |                     | \$8,250.00          |
| <b>Total Current Liabilities</b>                               | <b>\$24,112.58</b>  |                     | <b>\$24,112.58</b>  |
| <b>Equity</b>  |                     |                     |                     |
| 3500 - Fund Balance Retained                                   | \$139,607.38        | \$497,601.63        | \$637,209.01        |
| 3550 - Current Year Gain / Loss                                | \$138,593.84        | \$2,346.13          | \$140,939.97        |
| 3600 - Prior Year Adjustments                                  | (\$218.13)          |                     | (\$218.13)          |
| <b>Total Equity</b>  | <b>\$277,983.09</b> | <b>\$499,947.76</b> | <b>\$777,930.85</b> |
| <b>Total Liabilities / Equity</b>                              | <b>\$302,095.67</b> | <b>\$499,947.76</b> | <b>\$802,043.43</b> |

# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 4/1/2023 - 4/30/2023

|   | Current Period |                 |                   | Year To Date      |                   |                 | Annual Budget     |
|---|----------------|-----------------|-------------------|-------------------|-------------------|-----------------|-------------------|
|   | Actual         | Budget          | Variance          | Actual            | Budget            | Variance        |                   |
| <b>Operating Income</b>                     |                |                 |                   |                   |                   |                 |                   |
| <b>Income</b>                               |                |                 |                   |                   |                   |                 |                   |
| 4100 - Assessments                          | -              | -               | -                 | 218,922.00        | 218,922.00        | -               | 218,922.00        |
| 4500 - Interest Income                      | 19.97          | -               | 19.97             | 140.23            | -                 | 140.23          | -                 |
| 4550 - Interest on Assessments (Delinquent) | 220.85         | 125.00          | 95.85             | 2,708.60          | 875.00            | 1,833.60        | 1,500.00          |
| 4603 - Social Event Income                  | -              | 1,416.67        | (1,416.67)        | 13,342.00         | 9,916.69          | 3,425.31        | 17,000.00         |
| <b>Total Income</b>                         | <b>240.82</b>  | <b>1,541.67</b> | <b>(1,300.85)</b> | <b>235,112.83</b> | <b>229,713.69</b> | <b>5,399.14</b> | <b>237,422.00</b> |
| <b>Total Income</b>                         | <b>240.82</b>  | <b>1,541.67</b> | <b>(1,300.85)</b> | <b>235,112.83</b> | <b>229,713.69</b> | <b>5,399.14</b> | <b>237,422.00</b> |

## Operating Expense

### General and Administrative Expenses

|  |                 |                  |                 |                  |                  |                 |                   |
|--|-----------------|------------------|-----------------|------------------|------------------|-----------------|-------------------|
| 5104 - Administrative                            | -               | 458.33           | 458.33          | 12,747.61        | 3,208.31         | (9,539.30)      | 5,500.00          |
| 5105 - Postage                                   | -               | 458.33           | 458.33          | 7,390.30         | 3,208.31         | (4,181.99)      | 5,500.00          |
| 5107 - Social Committee/Community Events         | 600.00          | 5,700.00         | 5,100.00        | 17,586.44        | 25,400.00        | 7,813.56        | 27,600.00         |
| 5107-02 - Community Programs                     | (50.00)         | -                | 50.00           | 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         | -               | 48,594.00        | 48,594.00        | -               | 83,304.00         |
| 5114 - Storage                                   | 265.00          | 265.00           | -               | 1,855.00         | 1,855.00         | -               | 3,233.00          |
| 5115 - Website/Portal                            | -               | -                | -               | 671.57           | 800.00           | 128.43          | 800.00            |
| 5116 - Association Meetings                      | -               | 20.00            | 20.00           | -                | 140.00           | 140.00          | 240.00            |
| 5117 - Licenses, Permits & Fees                  | -               | -                | -               | -                | 120.00           | 120.00          | 120.00            |
| 5118 - Hospitality                               | -               | 125.00           | 125.00          | -                | 875.00           | 875.00          | 1,500.00          |
| 5120 - Copies                                    | -               | -                | -               | -                | -                | -               | 2,200.00          |
| 5176 - Legal Fees                                | -               | 400.00           | 400.00          | 4,408.24         | 2,800.00         | (1,608.24)      | 4,800.00          |
| 5180 - Other Professional                        | -               | -                | -               | -                | 4,000.00         | 4,000.00        | 8,000.00          |
| 5181 - Audit & Accounting                        | -               | -                | -               | 485.00           | 700.00           | 215.00          | 700.00            |
| 5184 - Scholarships/Charity                      | -               | 916.67           | 916.67          | -                | 6,416.69         | 6,416.69        | 11,000.00         |
| <b>Total General and Administrative Expenses</b> | <b>7,757.00</b> | <b>15,285.33</b> | <b>7,528.33</b> | <b>95,772.98</b> | <b>99,967.31</b> | <b>4,194.33</b> | <b>156,997.00</b> |

### Taxes

|                             |          |          |          |          |                 |                 |                 |
|-----------------------------|----------|----------|----------|----------|-----------------|-----------------|-----------------|
| 5202 - Corporate Income Tax | -        | -        | -        | -        | 2,300.00        | 2,300.00        | 2,300.00        |
| <b>Total Taxes</b>          | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>2,300.00</b> | <b>2,300.00</b> | <b>2,300.00</b> |

### Insurance

|                                     |          |          |          |               |          |                 |                  |
|-------------------------------------|----------|----------|----------|---------------|----------|-----------------|------------------|
| 5250 - Commercial Package Insurance | -        | -        | -        | 746.01        | -        | (746.01)        | 11,220.00        |
| 5251 - Directors' & Officers' Ins.  | -        | -        | -        | -             | -        | -               | 7,825.00         |
| 5252 - Umbrella Policy              | -        | -        | -        | -             | -        | -               | 1,474.00         |
| <b>Total Insurance</b>              | <b>-</b> | <b>-</b> | <b>-</b> | <b>746.01</b> | <b>-</b> | <b>(746.01)</b> | <b>20,519.00</b> |

### Infrastructure and Maintenance

|   |          |                 |                 |          |                 |                 |                  |
|---|----------|-----------------|-----------------|----------|-----------------|-----------------|------------------|
| 5470 - Community Maintenance & Repairs      | -        | 1,250.00        | 1,250.00        | -        | 8,750.00        | 8,750.00        | 15,000.00        |
| <b>Total Infrastructure and Maintenance</b> | <b>-</b> | <b>1,250.00</b> | <b>1,250.00</b> | <b>-</b> | <b>8,750.00</b> | <b>8,750.00</b> | <b>15,000.00</b> |

### Reserves



# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 4/1/2023 - 4/30/2023

|                             | Current Period    |                    |                 | Year To Date      |                   |                  | Annual Budget     |
|-----------------------------|-------------------|--------------------|-----------------|-------------------|-------------------|------------------|-------------------|
|                             | Actual            | Budget             | Variance        | Actual            | Budget            | Variance         |                   |
| <b>Operating Expense</b>    |                   |                    |                 |                   |                   |                  |                   |
| 6000 - Reserve Contribution | -                 | -                  | -               | -                 | -                 | -                | 42,606.00         |
| <b>Total Reserves</b>       | -                 | -                  | -               | -                 | -                 | -                | <b>42,606.00</b>  |
| <b>Total Expense</b>        | <b>7,757.00</b>   | <b>16,535.33</b>   | <b>8,778.33</b> | <b>96,518.99</b>  | <b>111,017.31</b> | <b>14,498.32</b> | <b>237,422.00</b> |
| <b>Operating Net Total</b>  | <b>(7,516.18)</b> | <b>(14,993.66)</b> | <b>7,477.48</b> | <b>138,593.84</b> | <b>118,696.38</b> | <b>19,897.46</b> | <b>-</b>          |

# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 4/1/2023 - 4/30/2023

|   | Current Period    |                    |                 | Year To Date      |                   |                  | Annual Budget    |
|---|-------------------|--------------------|-----------------|-------------------|-------------------|------------------|------------------|
|   | Actual            | Budget             | Variance        | Actual            | Budget            | Variance         |                  |
| <b>Reserve Income</b>                   |                   |                    |                 |                   |                   |                  |                  |
| <b>Income</b>                           |                   |                    |                 |                   |                   |                  |                  |
| 4500 - Interest Income                  | 334.41            | -                  | 334.41          | 2,346.13          | -                 | 2,346.13         | -                |
| 4750 - Reserve Fund Contribution Income | -                 | -                  | -               | -                 | -                 | -                | 42,606.00        |
| <b>Total Income</b>                     | <b>334.41</b>     | <b>-</b>           | <b>334.41</b>   | <b>2,346.13</b>   | <b>-</b>          | <b>2,346.13</b>  | <b>42,606.00</b> |
| <b>Total Income</b>                     | <b>334.41</b>     | <b>-</b>           | <b>334.41</b>   | <b>2,346.13</b>   | <b>-</b>          | <b>2,346.13</b>  | <b>42,606.00</b> |
| <b>Reserve Net Total</b>                | <b>334.41</b>     | <b>-</b>           | <b>334.41</b>   | <b>2,346.13</b>   | <b>-</b>          | <b>2,346.13</b>  | <b>42,606.00</b> |
| <b>Net Total</b>                        | <b>(7,181.77)</b> | <b>(14,993.66)</b> | <b>7,811.89</b> | <b>140,939.97</b> | <b>118,696.38</b> | <b>22,243.59</b> | <b>42,606.00</b> |

# Park Glen Neighborhood Association

## 2023 Election Guidelines

(Adopted by Board on 5-16-23)

Please note the following guidelines are just that, guidelines. In the event the Association deviates or fails to comply with any of these guidelines but such failure or deviation does not violate the Association's governing documents or State law, then it will not operate to invalidate the election or any process associated therewith.

### Election Timeline

- By June 23<sup>rd</sup> - Mailing to all homeowners notifying of the annual meeting, the opportunity and procedures for homeowners to file as candidates, and an overview of the voting process. The mailing may also contain other topics, as the Board desires.
- By June 23<sup>rd</sup> – Communicate the election, candidate filing opportunity, and guidelines via the ParkGlen.org website, e-mail messages sent to our e-blast list, and Facebook posts. Repeat between June 30<sup>th</sup> – July 11<sup>th</sup> and again between July 15-21.
- By June 23<sup>rd</sup> Candidate filing period opens. Post candidates & candidate statements on website as they come in and candidate eligibility is verified.
- July 25<sup>th</sup> – Candidate filing period closes. All filings must be received by the end of the day on this date, regardless of the sending method.
- By July 26<sup>th</sup> - send candidate names and statements to YesElections, each candidate, the existing Board members, and the ParkGlen.org webmaster.
- By July 28<sup>th</sup> - YesElections prepares candidate information sheets, ballots, information letters, & voting website.
- By July 31<sup>st</sup> - PGNA provides final approval of print materials to YesElections.
- By August 9<sup>th</sup> – YesElections mails letter, mail-in ballot, & candidate information sheet to each homeowner.
- By August 11<sup>th</sup> - Advance Voting period opens.
- September 12<sup>th</sup> (Tuesday) at noon - Advance voting period ends for receipt in YES Elections office of mail in ballot.
- September 12<sup>th</sup> (Tuesday) - Online voting will be available until 7:30 pm.
- September 12<sup>th</sup> (Tuesday) - The Annual Meeting will be held in-person and online at 7pm. In-person voting will be available at the in-person meeting from 7:00 pm - 7:30 pm, or via a ballot drop box by 6:00 p.m until September 12<sup>th</sup>. Assuming quorum is met, results will be made known at or after the meeting.

### Election Coordinator

The Association's contracted community manager will serve as the "Election Coordinator" for 2023 and will:

- ensure that the process is kept free from reliance on or inappropriate involvement by biased parties,
- ensure homeowner confidence in the process,
- maintain competence and completeness of the process,
- provide direction on all matters that do not rise to the level of requiring Board action.

The Election Coordinator may utilize other trusted parties in coordinating the election. Any expenditures or financial commitments must be authorized by the Board in advance.

## Candidate Filing Process

The Election Coordinator will collect candidate filings, verify homeowner status, communicate receipt of filings to filers, and provide candidate information to the community's webmaster and to YesElections.

The candidate filing form and relevant filing guidelines will appear on the Park Glen website by June 23<sup>rd</sup>. The form will contain these questions:

1. Name
2. Position Being Sought
3. Candidate Statement – this statement (up to 75 words) will be provided to Park Glen Neighborhood Association homeowners, so feel free to include anything that you want voting members to know. If your statement includes more than 75 words, only the first 75 will be used. The statement will not be edited or proofed in any way, other than to eliminate any off-color or non-family-friendly content.
4. Address of Park Glen Home of which you are an owner
5. E-mail address
6. Phone number

The information from questions 4, 5, and 6 will be used only by the Election Coordinator. The information from 1, 2, and 3 will be published on the website and provided to all members before advance voting.

Ideally, candidates will be able to file by as many of these methods as the Election Coordinator can support: mail, in-person, fax, or e-mail. All filings (even mailed filings) must be received by the Election Coordinator by the end of the last day of the filing period.

The guiding principle will be to have an open, inclusive, fair election, so the Election Coordinator will have the responsibility of working with potential candidates to ensure their inclusion if they desire to run and are Park Glen homeowners.

Upon receipt of a candidate filing, the Election Coordinator will:

- verify that the applicant is personally listed as a Park Glen homeowner on Tarrant Appraisal District records or has otherwise proven ownership of a Park Glen home to the satisfaction of the Election Coordinator,
- confirm acceptance of the filing to the candidate by e-mail within 48 hours of receipt or by July 26<sup>th</sup> whichever is earlier, including the actual typed "candidate statement" that the Election Coordinator intends to submit for publication and use in the election (to give the candidate an opportunity to correct anything).
- Relay the candidate's name, position being sought, and candidate statement to the ParkGlen.org webmaster within 48 hours of receipt or by July 26<sup>th</sup>, whichever is earlier, so that the candidate's information can be promptly added to the website.

After the close of the candidate filing period, no changes may be made to the filed information or candidate statement, and all filed candidates must remain on the ballot, even if a candidate wishes to withdraw from the race, chooses to not serve if elected, is no longer able to take office, or is no longer eligible to take office. The scenario of a candidate being elected and unwilling, unable, or ineligible to serve will be resolved according to the vacancy provisions of the bylaws.

The coordinator will create a single document that lists all the candidates, positions being sought, and filing statements. Candidates will be listed on all documents, ballots, and forms by the position being sought, then in the order that filings were received. Within four days after the filing period ends, the coordinator will submit the complete document to YesElections, each candidate, the existing Board

members, and the ParkGlen.org webmaster. YesElections will use the information to prepare the candidate information sheet to be sent to all homeowners. The ParkGlen.org webmaster will use the information to verify and add to the candidate information already posted on the website.

### Before Advance Voting Starts

Before the start of the advance voting period, YesElections is to send voting information to exactly 3,317 homeowners of record, using an owner address list from the Association's management company and provided to YesElections by the date that they have specified to need that file.

The mailing from YesElections to each homeowner will be in a white envelope with the words "PARK GLEN NEIGHBORHOOD ASSOCIATION" and the words "Ballot Enclosed" across the front in red. The envelope will contain:

- An explanation of the election and the voting process, including
  - Instructions and individual access code for online voting via YesElection's website.
  - An explanation of the option and procedure for each homeowner to request from YesElections a personalized proxy form that a homeowner may fill out and send to YesElections to designate another homeowner to vote on the homeowner's behalf in person at the September 12<sup>th</sup> annual meeting.
- A candidate information sheet that shows the name, office being sought, and candidate statement of each candidate who filed.
- A personalized paper "absentee" ballot that a homeowner may fill out and send to YesElections.
- A preprinted return envelope (but not postage-paid).

At the time that the envelopes are mailed, the YesElections website should be ready within two days to accommodate online voting, including the display of candidate names and filing statements submitted by the candidates.

### Content of Ballots and Forms

Online ballots, paper ballots, and proxy forms will all have the opportunity to vote "for quorum on the Board election only," without voting for particular candidates (as allowed by Texas Property Code 209.00592-b-1).

Online ballots, paper ballots, and proxy forms will have a write-in blank for each of the seven positions.

Paper ballots or proxy forms submitted by members must be signed (per Texas Property Code 209.0058).

Online and absentee ballots will have this notice (required by Texas Property Code 209.00592-c-3): "By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail."

Since common sense and Texas law (Property Code 209.00592-b-1 and -3) clearly indicate that advance votes may be counted on matters only if the exact text of the measure appeared on the advance

ballot, the following notice is to be added to online and absentee ballots: "Even if the required quorum of members is met for the Board election (represented by advance voting before the September 12<sup>th</sup> annual meeting and in-person voting on September 12<sup>th</sup> ) , it is highly possible that a quorum will not be represented for any other issue that might come before the membership at the annual meeting."

Proxy forms will not be preprinted with the name or title of any specific person or officer as a default, possible, or suggested proxyholder. Homeowners filling out a proxy form must write in the name of the desired proxyholder.

Proxy forms will allow a homeowner to:

- direct the specific candidates to be voted for by the proxyholder,
- write in the names of specific people to be voted for by the proxyholder, or
- designate that the proxyholder may select the candidates to be voted for.

### Advance Voting / Proxies

In advance of the September 12<sup>th</sup> Annual Meeting, a homeowner may:

- Vote in advance online using the access code provided by YesElections, by 7:30 pm on September 12<sup>th</sup> .
- Vote in advance by returning to YesElections the absentee ballot provided by YesElections, for receipt in YesElection's office by 12 noon September 12<sup>th</sup> .
- Designate another Park Glen homeowner as his or her proxy (to cast a vote on his or her behalf in person on September 12<sup>th</sup>) by requesting a personalized proxy form from YesElections, filling out the paper "proxy form" and returning it to YesElections. Just before the annual meeting, YesElections will provide this proxy information to the Election Coordinator. The proxyholder must cast an in-person vote on behalf of the original voter in the same manner as any other in-person voter (see "In-Person Voting" below).

Any homeowner who has a question about the voting process or needs help in voting should call YesElections at 866-384-9978. Inquiries to YesElections must allow sufficient time for the appropriate information, forms, access, or resolution to be provided. If insufficient time remains to meet a request or supply information, the only remedy to the homeowner will be to vote in person on September 12<sup>th</sup>.

On a regular basis throughout advance voting, YesElections will communicate to the Election Coordinator the number of votes cast and proxies submitted so far. This information will be posted on the Park Glen website and relayed by the Election Coordinator to candidates, existing members of the Board, and the ParkGlen.org webmaster.

### In-Person Voting

In-person voting on September 12<sup>th</sup> will be conducted under the direction of the Election Coordinator, who may recruit and utilize other trusted volunteers.

If attending the in-person annual meeting: Computers and/or tablets with Internet access will be available for homeowners to cast votes in person from 7:00 pm -7:30 pm. Paper ballots, as similar as possible to the "absentee ballot" sent out by YesElections, will be available as a backup to online voting. Copies of candidate filing statements will also be available. Submitted paper ballots must be signed (per Texas Property Code 209.0058).

If attending the online annual meeting: A ballot drop box will take the place of in-person voting at the meeting. This drop box is outside NMI's front door and will accept ballots up to 6:00 pm on September 12<sup>th</sup>. The offices of NMI (Neighborhood Management, Inc.) are located at 5421 Basswood Blvd Suite 710 (next to Premier Eye Care). Paper ballots, as similar as possible to the "absentee ballot" sent out by YesElections, will be used. Submitted paper ballots must be signed (per Texas Property Code 209.0058).

If a homeowner voted in advance and wishes to vote in person, YesElections and the Election Coordinator must ensure that only the in-person vote counts (per Texas Property Code 209.00592-b-2, "any vote cast at a meeting by a property owner supersedes any vote submitted by absentee or electronic ballot previously submitted").

In-person voters will be given personalized voting credentials or a paper ballot from the Election Coordinator, who may require identification from any person wishing to vote. If a person who is not on YesElection's list of eligible voters wishes to vote in person, the Election Coordinator must be sufficiently satisfied that the person is a Park Glen homeowner before allowing the person to vote.

Assuming quorum is met, the Election Coordinator and YesElections will work together to ensure that complete vote results are provided in the annual meeting very quickly after voting is over.

#### If Quorum is not Met

Quorum is 10% of Association members voting by any authorized method. If quorum is not met at the initial annual meeting or any reconvened meeting:

- No voting results are to be made known.
- The meeting will be recessed and voting will be extended.
- The meeting is to be reconvened at a convenient location set by the Association President and a convenient time and date between 5 and 14 days later set by the Election Coordinator. The time and place of the reconvened meeting is to be announced before the meeting is recessed.
- The list of candidates will not change.
- Votes already cast will count (unless a voter replaces his or her vote in an allowable way).
- A non-personalized proxy form (as similar as possible to the proxy form sent out by YesElections) will be quickly made available on the Park Glen website and may be mass-produced for solicitation and collection by any Park Glen homeowner, to be voted in person by proxyholders at subsequent reconvened meetings until quorum is met.

#### Other Guidelines

If a home has a different owner after the owner address file is prepared for YesElections, the new owner may vote by:

- obtaining the voting information from the previous owner
- voting in person on September 12<sup>th</sup>.

At the in-person annual meeting, three \$50 gift cards will be purchased by the Association and given away as door prizes at the annual meeting. Only homeowners present at the in-person meeting who have voted either in advance or at the meeting will be eligible for the random drawing. One entry per Park Glen property. Door prizes will not be able to be given away to those attending online.

The elected President, Vice President, and Secretary will be the candidate in each of those races receiving the greatest number of votes. The elected Directors will be the four candidates receiving the greatest number of votes among all candidates running for Director. This is according to Section 7.6 of the Association Bylaws.

If a Board is not elected on September 12 (e.g. lack of quorum or meeting postponed), the existing Board will continue, but action between September 12<sup>th</sup> and the date a Board has been appropriately elected is to be limited to that necessary to perpetuate the Association and to resolve emergency situations, with all action taken subject to review and/or reversal by the Board that is eventually elected.



## Upcoming Events

(see [ParkGlen.org](http://ParkGlen.org) for details or contact the Community Manager)

|  |                          |
|--|--------------------------|
| <b>PGNA Yard of the Month contest:</b>   | July 1-4                 |
| <b>PGNA Independence Parade:</b><br>9- 10 am Marching Band, kid contest, kids & adults can be in parade<br>Location: Arcadia Park #4, 4850 Glen Springs Trl                    | July 1                   |
| <b>PID6 Fireworks Event:</b><br>Live Band: 7 - 9 pm; Fireworks approx. 9:15 pm<br>Location: Arcadia Park #2, 8301 Island Park Drive.   | July 1                   |
| <b>PGNA Yard of the Month contest:</b>   | August 5-8 September 2-5 |
| <b>Annual Board Meeting &amp; Election:</b><br>7:00 pm. Location: Generations Church, 8400 Park Vista Blvd,<br>(near north end of Park Vista Blvd.) Room E100 in Main Building | September 12             |
| <b>National Night Out Block Parties:</b>   | October 3                |
| <b>Halloween/Harvest Decorating Contest:</b>   | October 19-24            |
| <b>PID6 Garage Sales:</b> See PID6.org   | October 13-15            |
| <b>Turkey Trot (Tentative):</b>  | November 23              |
| <b>Holiday in the Park:</b>  | December 9               |
| <b>Holiday Decorating Contest:</b>   | December 7-12            |

- Bulk trash pickup week is the 2<sup>nd</sup> Monday of each month
- Download the MyFW app to report problems/issues to the city
- Join Citizens on Patrol: [ParkGlenCodeBlue@gmail.com](mailto:ParkGlenCodeBlue@gmail.com)
- Let's all help keep Park Glen "A Great Place to Live"!

## Contact the Community Manager

[ParkGlenManager@nmitx.com](mailto:ParkGlenManager@nmitx.com)  
972-359-1548 x 169

- To report a violation
- If you receive a violation, and want to discuss options/plan of action
- If you have a question about submitting a property modification request
- If you would like to request a paper copy of the PGNA Newsletter
- If you have any other HOA related question

## PGNA Board Meetings

Homeowners are invited to attend the monthly PGNA Board meetings. 7 pm.

**Date:** 3rd Tuesday of every month  
Nov/Dec is a combined mtg on Dec 5.

**Location:** Generations Church, 8400 Park Vista Blvd., Room E100, Main Building.

See [ParkGlen.org](http://ParkGlen.org) home page for online login information.

# GET ON BOARD

We encourage you to run for the Park Glen Neighborhood Association Board of Directors. Any Park Glen homeowner can be a candidate. Deadline to apply is **July 25**.

Filing instructions and election guidelines are at [www.ParkGlen.org](http://www.ParkGlen.org), or you can also contact our Community Manager at 972-359-1548 ext 169 or via email at [ParkGlenManager@nmitx.com](mailto:ParkGlenManager@nmitx.com).

Would you like to know more about serving on the PGNA Board? The current Board members would love to answer your questions. Feel free to contact the Association President ([PGNASusan@gmail.com](mailto:PGNASusan@gmail.com)) or any Board member.

## ANNUAL MEETING AND ELECTION

All Park Glen homeowners are welcome and encouraged to attend the Association's Annual Meeting at 7pm on Tuesday, September 12.

Please vote in the 2023 Park Glen Board election to help reach the quorum requirement. Ballots and instructions are expected to be mailed on **August 9** through USPS. Homeowners may vote:

- 1) On the internet from **Aug 11 through Sept 12 at 7:30 pm**.
- 2) By mailing a paper ballot. Must be received by the offices of Yes Elections by noon on **September 12**.
- 3) By using the Ballot drop box located outside NMI's front door by 6:00 pm on **September 12**.
- 4) In person on **September 12 from 7:00 pm-7:30 pm** at the Annual Meeting. See details and election guidelines at [ParkGlen.org](http://ParkGlen.org).



### KNOW WHAT'S GOING ON IN PARK GLEN

- Regularly visit [www.ParkGlen.org](http://www.ParkGlen.org)
- E-mail [ParkGlenManager@nmitx.com](mailto:ParkGlenManager@nmitx.com) to sign up for e-mail alerts
- "Like" [Facebook.com/ParkGlenHOA](https://www.facebook.com/ParkGlenHOA)

[www.ParkGlen.org](http://www.ParkGlen.org)  
[Facebook.com/ParkGlenHOA](https://www.facebook.com/ParkGlenHOA)

**LEASING AND SHORT-TERM RENTAL POLICY**  
*for*  
**PARK GLEN NEIGHBORHOOD ASSOCIATION, INC.**

---

STATE OF TEXAS           §  
  §  
COUNTY OF TARRANT   §

I, \_\_\_\_\_, Secretary of Park Glen Neighborhood Association, Inc., a Texas non-profit corporation (the “Association”), certify that in the open session of a properly noticed meeting of the Board of Directors (the “Board”) duly called on the \_\_\_\_ day of \_\_\_\_\_, 2023, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Leasing and Short-Term Rental Policy was duly approved by at least a majority vote of the members of the Board in attendance:

**RECITALS:**

1. The property encumbered by this Leasing and Short Term Rental Policy (“Policy”) is that property restricted by the documents described below under this Paragraph 1(a)(1-23) and 1(b)(1-23), as same has been or may be amended and/or supplemented from time to time (“**Declaration**”), and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Association.

a. Documents:

- (1) Park Glen - Phase 2 Association Declaration.
- (2) First Amendment to Park Glen - Phase 2 Association Declaration.
- (3) Declaration of Covenants, Conditions and Restrictions.
- (4) Deed Restrictions.
- (5) Revised Deed Restrictions.
- (6) Deed Restrictions.
- (7) Declaration of Covenants, Conditions and Restrictions.
- (8) Park Glen - Phase I Association Declaration.
- (9) First Amendment to Declaration of Covenants, Conditions and Restrictions.
- (10) Declaration of Covenants, Conditions and Restrictions.
- (11) First Amendment to Declaration of Covenants, Conditions and Restrictions.
- (12) Declaration of Covenants, Conditions and Restrictions.
- (13) Declaration of Covenants, Conditions and Restrictions.

- (14) Declaration of Covenants, Conditions and Restrictions.
- (15) Declaration of Covenants, Conditions and Restrictions.
- (16) Amendment of Declaration of Covenants, Conditions and Restrictions for Park Glen Phase VI.
- (17) Amendment of Declaration of Covenants, Conditions and Restrictions for Park Glen Phase VIII.
- (18) Declaration of Covenants, Conditions and Restrictions.
- (19) Declaration of Covenants, Conditions and Restrictions.
- (20) Declaration of Covenants, Conditions and Restrictions Correction Instrument.
- (21) Declaration of Covenants, Conditions and Restrictions.
- (22) Declaration of Covenants, Conditions and Restrictions.
- (23) Declaration of Covenants, Conditions and Restrictions.

b. Recording Information:

- (1) Volume 10944, Page 1718, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (2) Tarrant County Clerk's File No. D223027391.
- (3) Volume 9000, Page 2266, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (4) Volume 9350, Page 1724, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (5) Volume 9380, Page 2299, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (6) Volume 9952, Page 398, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (7) Volume 9359, Page 534, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (8) Volume 9565, Page 617, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (9) Volume 10207, Page 1944, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (10) Volume 10670, Page 1090, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (11) Volume 10741, Page 350, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (12) Volume 10744, Page 528, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (13) Volume 11101, Page 1098, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (14) Volume 11198, Page 604, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (15) Volume 11101, Page 1081, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
- (16) Volume 11685, Page 1632, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.

- (17) Volume 11685, Page 1635, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
  - (18) Volume 11964, Page 814, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
  - (19) Volume 12076, Page 514, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
  - (20) Tarrant County Clerk's File No. D195192374.
  - (21) Tarrant County Clerk's File No. D198175023.
  - (22) Volume 10021, Page 785, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
  - (23) Volume 10021, Page 799, *et seq.*, Official Public Records of Real Property of Tarrant County, Texas.
2. Article VI, Section 6.01(A) of the "First Amendment to Park Glen - Phase 2 Association Declaration" grants the Board of Directors of the Association to promulgate rules and regulations governing leasing in compliance with the Declaration.
  3. Pursuant to the Declaration, the Board hereby adopts this Leasing and Short-Term Rental Policy ("Policy") for the purposes of establishing rules and regulations for the leasing and short-term rental of the lots under the jurisdiction of the Association.

NOW, THEREFORE, BE IT RESOLVED THAT the Association does hereby adopt this Policy, which will be binding on all owners and occupants within the Association. This Policy replaces any previously recorded or implemented policy, if any, relating to leasing and short-term rentals in the Association.

### **LEASING AND SHORT-TERM RENTAL POLICY**

1. Definitions
  - (a) Lot. The term "lot" as used in this Policy shall mean any residential lot depicted on the plat map of any subdivision under the jurisdiction of the Association.
  - (b) Owner. The term "owner" as used in this Policy shall mean the record owner(s) of any lot under the jurisdiction of the Association.
  - (c) Lease. The term "lease" as used in this Policy shall mean any type of agreement or arrangement which provides to a person(s) or entity(s) other than the owner of a lot the right to possess and use a lot and the single-family dwelling on a lot.
2. A lease must be for a term of not less than one hundred eighty (180) consecutive days. A lease for a term of less than one hundred eighty (180) consecutive days is prohibited. Upon the end of a lease term of at least one hundred eighty (180) consecutive days, a new lease for a period of at least one hundred eighty consecutive (180) days is required, however, a "month-to-month" lease is allowed if the lessee(s) is the same person(s) who signed the original lease.
3. The lessee(s) of a lot must intend to occupy the lot and the single-family dwelling on the

lot for the entire term of the lease.

4. The Board does not have the authority to and will not approve or disapprove any lease.
5. An owner may not lease a room or any portion less than the entire lot and the entire single-family dwelling on the lot. The lessee(s) of a lot is not permitted to sublease the lot or the single-family dwelling on the lot or any portion thereof.
6. A lease must be in writing. Leasing the lot and/or the single-family dwelling on a lot does not relieve the owner of the lot from the obligation to comply with the Association's Dedicatory Instruments [as that term is defined by Texas Property Code Section 202.001(1) or its successor statute]. All lessees are subject to the Association's Dedicatory Instruments.
7. There may only be one lease for a lot (including the single-family dwelling on the lot) at a time. Upon written demand from the Association, the owner of the lot must provide a true and correct copy of the lease to the Association within fourteen (14) business days of the date such written demand is mailed. The owner may redact a lessee's social security number and/or driver's license number and/or government issued identification number prior to providing a copy of the lease to the Association. Upon written demand of the Association, the owner of the lot must provide to the Association the name, mailing address, phone number, and email address of each person who has reached the age of at least eighteen (18) years and who will reside at the lot within fourteen (14) business days of the date such written demand is mailed. Upon written demand of the Association, the owner of the lot must provide to the Association the make, model, and license plate number of all vehicles owned, operated or controlled by all lessees of a lot within fourteen (14) business days of the date such written demand is mailed (with the exception of any such vehicle is not and will not be parked on the lot or within any subdivision under the jurisdiction of the Association, including the public streets within such subdivisions).
8. Short-Term Rentals are expressly prohibited. A Short-Term Rental is: (a) any type of lease, agreement, or arrangement which provides to a person or entity other than the owner of the lot the use of and the right to possess the lot and/or the single-family dwelling on the lot for less than one hundred eighty (180) consecutive days; or (b) a use of the lot that required the owner of the lot pay the State of Texas hotel occupancy tax (whether or not the tax is actually being paid).
9. Any use of a lot or the single-family dwelling on a lot that requires that the owner pay the State of Texas hotel occupancy tax (whether or not the tax is actually being paid) shall constitute a business use of the lot in violation of this Policy and the Declaration and such use is prohibited.
10. Notwithstanding any other provision herein, a leaseback provision that is included in a bona fide contract for the sale of a lot that allows the buyer to lease the lot and the single-family dwelling on the lot back to the seller for a period of not more than one hundred eighty (180) consecutive days is allowed.
11. The Association may, after the notice required by law, if any, is given, levy a fine on the owner of the lot in the amount of five hundred and 00/100 dollars (\$500.00) per day for a



# MOVIE IN THE PARK

## PROPOSED BUDGET AMENDMENT

### JUNE 10, 2023

|  |         |
|--|---------|
| Rental of movie screen, projector, etc*. (ALL TAXES & FEES INCLUDED) | 904.33  |
| Security \$60 per hour for 4 hours, 2 officers                       | 480.00  |
| Permit to use Arcadia Park   | 165.00  |
|  | <hr/>   |
| Total  | 1549.33 |
| <br>   |         |
| Budget amount already approved                                       | 1000.00 |

#### Details:

- Setup 7:30pm
- Sunset 8:34pm
- Movie 8:49pm
- Size of screen = 23 feet
- Location Open Area #1 (Crystal Creek Drive)

\*There will be a musical intro, 23ft outdoor screen, HD projector/sound system, 150 servings of popcorn, 50 glow necklaces, digital photography, professional technician, generator, and photography.

Rain Policy: We require a 4-hour notice to reschedule your event due to inclement weather. If less than a 4-hour notice is given, we will charge a \$100 rescheduling fee. Please note that if the weather (Wind or rain) does get too rough for safety purposes during the event, BlanketTop Theater does not provide a refund, however your next event will be half off.





TANQUE

**ARCADIA PARK #3**  
4800 SENECA DRIVE  
RINCON

SABINE

GRAINGER

SALMON RUN

PARKMOUNT

PARK DOWNS

GRANT PARK

CRYSTAL CREEK  
TEAL

TEAL

SLIDE ROCK

GLEN

RUSHMORE

PARK OAK

PARK RIDGE  
RUSH

CEDAR RIDGE

HOT SPRINGS

SPANISH RIVER

GLEN CANYON

BLACK

**ARCADIA PARK #4**  
4800 GLEN SPRINGS  
FORT WORTH, TEXAS  
N 32.52.948  
W 097.16.694  
ELEV 636.0

**PARK GLEN  
ELEMENTARY**

2

D

D

D

Approved by  
Board of  
Directors  
On  
5/16/23

## PROPOSAL FOR GAS REIMBURSEMENTS

Allow active Board members and Board-approved, volunteer event coordinators to request reimbursement for gas used in the course of their volunteer service.

*Process:* Submit a reimbursement request to the Treasurer (unless the requestor is the Treasurer, then the request goes to the President), including the amount requested (**\$Reimbursement**), total amount of miles driven (**Miles**) which qualify for reimbursement. The calculation for the reimbursement is simply:

$$\text{Miles} \times \text{IRS Mileage Rate for Business Use} = \text{\$Reimbursement}$$

- For **Miles**, you must attach a written/typed log of the dates, starting mileage, ending mileage, and purpose for each entry that qualifies for gas reimbursement.
- The Treasurer will research the IRS Mileage Rate for Business Use for the time frame for when the miles were driven.

*Example:* If you drove 100 miles as part of your Board member responsibilities and drove between March 15-30, 2023, you would submit a reimbursement request for \$65.50, along with a trip log that documented the 100 miles., using this formula:

$$100 \text{ miles} \times \$0.655 \text{ (IRS Mileage Rate for Business Use 2023)} = \$65.50$$

In the advent of questionable mileage, the reimbursement will go to the full Board for approval.

It can go under two categories – Inoperable vehicle or storage (unsightly items).

Section 1.7 (d) of Phase I states:

(d) No vehicles or similar equipment shall be parked or stored in an area visible from any street except passenger automobiles, passenger vans, motorcycles, pick-up trucks and pick-up trucks with attached bed campers that are in operating condition, have current license plates and inspection stickers and are in regular use as motor vehicles on the streets and highways of the State of Texas.

Section .7 (h) of Phase I states:

(h) No Lot or other area on the Property shall be used as a dumping ground for rubbish or a site for the accumulation of unsightly materials of any kind, including, but not limited to, broken or rusty equipment, disassembled or inoperative cars and discarded appliances and furniture. Trash, garbage or other waste shall not be kept except in

---

sanitary containers. All equipment for the storage or other disposal of such material shall be kept in clean and sanitary condition. All containers and other facilities for truck disposal must be located and screened in a manner

Proposed addition to the community wide bulletins, concerning Jellyfish lighting.

**\*Draft\***

**Lighting should not be a nuisance to neighboring lots. While lights are turned on, they should be white or soft white, with every third or fourth light illuminated, except for during religious holidays and/or nationally recognized holidays. Strobing of lights and/or colored lights are only permitted during religious and/or nationally recognized holidays. Approval does not override any requirements of building lines, easements, or any other city requirements affecting project/lot.**

**No vendor signs to be displayed in the front yard during the installation or after installation. Restore any disruption to landscape visible from street, additionally, homeowner is responsible for any damage to street and/or sidewalk. Construction vehicles cannot block public right of way. Hours of operation for installation not to start before 7AM or after 7PM.**