



**BERKSHIRE PARK PUBLIC IMPROVEMENT  
DISTRICT BOARD MEETING**  
GRAND PRAIRIE MUNICIPAL AIRPORT, 3116 S GREAT SOUTHWEST  
PKWY.  
MONDAY, FEBRUARY 05, 2024 AT 6:30 PM

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## **AGENDA**

### **CALL TO ORDER**

### **CITIZENS' FORUM**

*Citizens may speak during Citizens' Forum for up to five minutes on any item not on the agenda by completing and submitting a speaker card.*

### **AGENDA ITEMS**

1. Consider Minutes of August 29, 2023 Meeting
2. Discussion of Landscaping, Entry Monument, Monument Lighting, and Brick Wall and Fence Located on:
  - Bordeaux Drive/Robinson Road
  - Bois D'Arc Lane/Arkansas Lane
  - Bentwood Trail
3. Discussion of Holiday Decorations Located on:
  - Bordeaux Drive/Robinson Road
  - Bois D'Arc Lane/Arkansas Lane
4. Discussion of Flock Safety Cameras Located at:  
  
Bordeaux Drive/Robinson Road  
  
Bois D'Arc Lane/Arkansas Lane
5. Discussion of Budget to Actual Financial Reports for January 23, 2024
6. Consider FY 2025 Budget and Assessment Rate

### **CITIZENS' FORUM**

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### **ADJOURNMENT**

*Certification*

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, this meeting agenda was prepared and posted January 30, 2024.*

A handwritten signature in black ink, appearing to read "Lee Harris", is written over a solid black horizontal line.

*Lee Harris, CPA  
Special District Administrator, Finance Department*



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 02/05/2024

**REQUESTER:** Lee Harriss

**PRESENTER:** Wendy Washington Pondexter, President

**TITLE:** Consider Minutes of August 29, 2023 Meeting

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**MINUTES OF**  
**Berkshire Park PID**  
**Annual Meeting**  
**Main Library, 901 Conover Dr.**  
**Grand Prairie, TX**  
**Tuesday, August 29, 2023**  
**6:30 PM**

**1) Introductions**

The meeting was called to order at 6:38 pm by Wendy Washington Pondexter. Present included Board Members Mona Coleman and Wendy Washington. Lee Harriss (City of Grand Prairie) and Brenda Villagomez, Anne Amondi, Gus Duron, Malcolm Smith and Lupe Smith. Absent was board member Carlos Jackson and Sylvia Gallegos. Sylvia Gallegos submitted a proxy in her absence to Wendy Washington Pondexter.

**Citizens' Forum.**

A homeowner inquired about how to make HOA payments on the HOA website and parked vehicles.

**2) Approval of Minutes of December 6, 2022, meeting minutes.**

It was motioned by Mona Coleman to approve the minutes and seconded by Wendy Washington Pondexter and approved by all.

**2) Discussion of Landscaping, Entry Monument, Monument Lighting, and Brick Wall and Fence located on:**

Bordeaux Drive/Robinson Road  
Bois D'Arc Lane/Arkansas Lane

- It was requested that the landscaper provide the current watering schedule.
- It was requested that we receive a list of approved landscapers and review and request proposals from landscapers.
- It was requested that Carlos Jackson provide our PID with an update on the progress of the brick wall. The current brick contractor is Brick Experts.

**3) Discussion of Holiday Decorations located on:**

Bordeaux Drive/Robinson Road  
Bois D'Arc Lane/Arkansas Lane

- It was requested that the board budget more for holidays to improve look of existing decorations. The current decorations are not enough (wreaths on each entry)
- Some of the attendees want to add their own decorations to the entry ways.

**4) Discussion of Cameras located at:**

Bordeaux Drive/Robinson Road  
Bois D'Arc Lane/Arkansas Lane

- It was requested that the members of the board prepare literature and pass it out to the residents to have them register.

**5) Discussion of Budget to Actual Financial Reports for August 19, 2023**

Budgets and actual financials were reviewed and discussed.

**6) Consider FY 2024 Budget and Assessment rate**

The assessment rate for 2024 was considered for the 2024 budget. The FY24 budget was approved.

**7) Nomination and Election of Advisory Board Members – 1 open position**

Lupe Smith was elected to the board.

**8) Selection of Officers**

President – Wendy Washington Pondexter  
Vice President – Lupe Smith  
Secretary/Treasurer – Mona Coleman

**9) Other**

Lee Harris confirmed that a meeting could be called by the board to follow up on items on this agenda.

**Citizens' Forum**

A homeowner inquired about gating streets.

**Adjournment**

The meeting adjourned at 7:54pm.



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 02/05/2024

**REQUESTER:** Lee Harriss

**PRESENTER:** Wendy Washington Pondexter, President

**TITLE:** Discussion of Landscaping, Entry Monument, Monument Lighting, and Brick Wall and Fence Located on:

- Bordeaux Drive/Robinson Road
- Bois D’Arc Lane/Arkansas Lane
- Bentwood Trail

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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 02/05/2024

**REQUESTER:** Lee Harriss

**PRESENTER:** Wendy Washington Pondexter, President

**TITLE:** Discussion of Holiday Decorations Located on:

- Bordeaux Drive/Robinson Road
- Bois D’Arc Lane/Arkansas Lane

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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 02/05/2024

**REQUESTER:** Lee Harriss

**PRESENTER:** Wendy Washington Pondexter, President

**TITLE:** Discussion of Flock Safety Cameras Located at:

- Bordeaux Drive/Robinson Road
- Bois D’Arc Lane/Arkansas Lane

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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 02/05/2024

**REQUESTER:** Lee Harriss

**PRESENTER:** Wendy Washington Pondexter, President

**TITLE:** Discussion of Budget to Actual Financial Reports for January 23, 2024

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**Budget/Actual Report for Fiscal 2024**  
**322792**  
*Berkshire Park Public Improvement District*  
*as of 1/23/24*

	10/1/2023 - 9/30/2024				Current Month	Estimate 9/30/24
	Budget	Actual	Difference	% Used		
<b>BKPID</b>						
<b>322792</b>						
<b>Beginning Resource Balance</b>	<b>5,500</b>	<b>16,165.55</b>				<b>16,165.55</b>
<b>Revenues</b>						
Spec Assess Delinquent	42610	-	-	0%	-	-
Special Assessment Income	42620	54,076	37,499.69	69%	-	53,535.24
Interest On Pid Assessment	42630	-	-	0%	-	-
Insurance Recovery Property	42770	-	-	0%	-	-
Devlpr Particip/Projects	46110	-	-	0%	-	-
Miscellaneous	46395	-	-	0%	-	-
Interest Earnings	49410	-	-	0%	-	-
Int Earnings - Tax Collections	49470	-	-	0%	-	-
Trsf-In Risk Mgmt Funds (Prop	49686	-	-	0%	-	-
Trsf In/Parks Venue (3170)	49780	2,034	504.00	25%	-	2,034.00
<b>Total Revenues</b>	<b>56,110</b>	<b>38,003.69</b>	<b>(18,106.31)</b>	<b>68%</b>	<b>-</b>	<b>55,569.24</b>
<b>Expenditures</b>						
Office Supplies	60020	100	-	100.00	0%	-
Decorations	60132	500	-	500.00	0%	500.00
Beautification	60490	3,000	-	3,000.00	0%	3,000.00
Graffiti Cleanup	60775	-	-	-	0%	-
Wall Maintenance	60776	27,000	-	27,000.00	0%	27,000.00
Professional Engineering Servi	61041	-	-	-	0%	-
Security	61165	-	-	-	0%	-
Mowing Contractor	61225	11,550	3,600.00	7,950.00	31%	14,400.00
Legal Services	61360	-	-	-	0%	-
Collection Services	61380	400	-	400.00	0%	400.00
Miscellaneous Services	61485	50	-	50.00	0%	50.00
Fees/Administration	61510	-	-	-	0%	-
Postage And Delivery Charges	61520	100	-	100.00	0%	-
Light Power Service	62030	210	22.29	187.71	11%	7.46
Water/Wastewater Service	62035	3,000	482.91	2,517.09	16%	126.69
Bldgs And Grounds Maintenance	63010	-	-	-	0%	-
Irrigation System Maintenance	63065	1,000	-	1,000.00	0%	1,000.00
Roadway Markings/Signs Maint	63115	-	-	-	0%	-
Decorative Lighting Maintenanc	63146	-	-	-	0%	-
Property Insurance Premium	64080	300	-	300.00	0%	-
Liability Insurance Premium	64090	4,600	(1,392.36)	5,992.36	-30%	(1,392.36)
Fencing	68061	-	-	-	0%	-
Architect/L/Engineering Servcs	68240	-	-	-	0%	-
Landscaping	68250	-	-	-	0%	-
Irrigation Systems	68635	-	-	-	0%	-
Lease Payment (Cameras)	68901	4,500	-	4,500.00	0%	4,500.00
<b>Total Expenditures</b>	<b>56,310</b>	<b>2,712.84</b>	<b>53,597.16</b>	<b>5%</b>	<b>(58.21)</b>	<b>57,690.15</b>
<b>Ending Resource Balance</b>	<b>5,300</b>	<b>51,456.40</b>				<b>14,044.64</b>

**Berkshire Park Public Improvement District**

These are Lone Star Meadows PID assessments collected from PID residents to pay for PID maintenance.



**CITY OF GRAND PRAIRIE  
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**MEETING DATE:** 02/05/2024

**REQUESTER:** Lee Harriss

**PRESENTER:** Wendy Washington Pondexter, President

**TITLE:** Consider FY 2025 Budget and Assessment Rate

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**Exhibit A**  
**GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 17**  
**Berkshire Park**  
**Five Year Service Plan 2025 - 2029 BUDGET**  
**DRAFT**

**Income based on Assessment Rate of \$0.12 per \$100 of appraised value.**  
**The FY 2024 rate was \$0.12 per \$100 of appraised value**  
**Service Plan projects a 10% increase in assessed value per year.**

<b>INCOME:</b>	Value	Assess Rate	Revenue
<b>Appraised Value</b>	\$49,569,432	\$ 0.12	\$ 59,483

<b>Description</b>	<b>Account Number</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Beginning Balance (Estimated)</b>		<b>\$ 14,000</b>	<b>\$ 15,707</b>	<b>\$ 18,980</b>	<b>\$ 27,343</b>	<b>\$ 59,379</b>
P.I.D. Assessment	42620	\$ 59,483	\$ 65,432	\$ 71,975	\$ 79,172	\$ 87,090
City Contribution	49780	2,034	2,034	2,034	2,034	2,034
<b>TOTAL INCOME</b>		<b>\$ 61,517</b>	<b>\$ 67,466</b>	<b>\$ 74,009</b>	<b>\$ 81,206</b>	<b>\$ 89,124</b>
<b>Amount Available</b>		<b>\$ 75,517</b>	<b>\$ 83,173</b>	<b>\$ 92,988</b>	<b>\$ 108,549</b>	<b>\$ 148,503</b>

<b>EXPENSES:</b>		<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Description</b>						
Office Supplies	60020	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Decorations	60132	500	500	500	500	500
Beautification*	60490	3,000	3,000	3,000	10,000	10,000
Wall Maintenance**	60776	27,000	30,000	30,000	5,000	5,000
Mowing Contractor	61225	14,400	15,120	15,876	16,670	17,503
Collection Service (\$2.90/Acct)	61380	400	400	400	400	400
Misc.	61485	50	50	50	50	50
Postage	61520	100	100	100	100	100
Electric Power	62030	210	221	232	243	255
Water Utility	62035	3,000	3,150	3,308	3,473	3,647
Irrigation System Maint.	63065	1,000	1,000	1,000	1,000	1,000
Decorative Lighting Maintenance	63146	-	-	-	-	-
Property Insurance Premium	64080	300	315	331	347	365
Liability Insurance Premium	64090	5,250	5,513	5,788	6,078	6,381
Lease Payment-Security Cameras	68901	4,500	4,725	4,961	5,209	5,470
		-	-	-	-	-
<b>TOTAL EXPENSES</b>		<b>\$ 59,810</b>	<b>\$ 64,193</b>	<b>\$ 65,645</b>	<b>\$ 49,170</b>	<b>\$ 50,771</b>
<b>Ending Balance**</b>		<b>\$ 15,707</b>	<b>\$ 18,980</b>	<b>\$ 27,343</b>	<b>\$ 59,379</b>	<b>\$ 97,732</b>

**Avg. Annual Assessment by Home Value:**

Value	Yrly Assmnt.		
\$200,000	\$ 240		
\$300,000	\$ 360		
\$400,000	\$ 480		
\$500,000	\$ 600		
\$600,000	\$ 720		
		Avg. Property Value:	\$ 359,199
		Avg. Property Assessment:	\$ 431
		No. of Properties:	138

\*Includes flowerbed renovations  
 \*\*Brick wall repairs/replacement-Arkansas/Robinson and Bentwood