



**COUNTRY CLUB PARK PUBLIC IMPROVEMENT
DISTRICT BOARD MEETING
BETTY WARMACK LIBRARY, 760 BARDIN RD.
MONDAY, SEPTEMBER 30, 2024 AT 6:30 PM**

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 Meeting Minutes 08/19/2024
2. Consider Proposal from Site Landscape Development in the amount of \$9,121.09 for Candler Park Landscape Enhancements and Irrigation Repair at Candler Park Entrances on Fish Creek Road
3. Consider Proposals from Sightline in the amount of \$750 and Land Works in the amount of \$350 to remove the Fountain at Country Club Park located at Bluegrass and Holly Hill.
4. Discuss The PID implementing Google Survey, to get an idea about what residents would like/want in the neighborhood.
5. Discuss The PID sending out a Newsletter to homeowners to inform on current news, events and development s within the PID community.

6. Discuss Gating Streets located at:

ASHBROOK DR	DANZIG DR	MELYNN DR
AVATAR DR	ESCOBA DR	S BELT LINE RD
AZALEA DR	FISH CREEK RD	SECRETARIAT DR
BELMONT DR	HIGHPOINT CIR	SEQUOIA DR
BLUEGRASS DR	HOLLY HILL DR	SILVER MEADOW LN
BOLD FORBES DR	IRIS DR	SPRING TREE DR
BREVITO DR	KAYLIE ST	SWORD DANCER WAY
CANDLER PARK DR	KENTUCKY DR	TANBARK CT
CAVALCADE DR	MADELINE ST	WILLOW SPRINGS CT
CELTIC ASH DR	MAPLE RIDGE DR	WINDING HOLLOW DR
DAHLIA DR		

7. Discussion of Neighborhood Speed Limits located on:

ASHBROOK DR	DANZIG DR	MELYNN DR
AVATAR DR	ESCOBA DR	S BELT LINE RD
AZALEA DR	FISH CREEK RD	SECRETARIAT DR
BELMONT DR	HIGHPOINT CIR	SEQUOIA DR
BLUEGRASS DR	HOLLY HILL DR	SILVER MEADOW LN
BOLD FORBES DR	IRIS DR	SPRING TREE DR
BREVITO DR	KAYLIE ST	SWORD DANCER WAY
CANDLER PARK DR	KENTUCKY DR	TANBARK CT
CAVALCADE DR	MADLINE ST	WILLOW SPRINGS CT
CELTIC ASH DR	MAPLE RIDGE DR	WINDING HOLLOW DR
DAHLIA DR		

8. Discussion of Budget to Actual Financial Report for September 20, 2024 and FY 2025 Budget

CITIZENS' FORUM

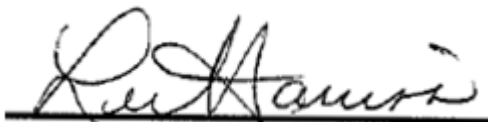
Citizens may speak during Citizens' Forum for up to five minutes on any item not on the agenda by completing and submitting a speaker card.

ADJOURNMENT

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, this meeting agenda was prepared and posted September 27, 2024.

This location is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8091 or email LHarriss@gptx.org at least three (3) business days prior to the scheduled meeting to request an accommodation.



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



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/30/2024
REQUESTER: Lisa Miles
PRESENTER: Richard Caskey, President
TITLE: Consider Meeting Minutes 08/19/2024

ANALYSIS:

Consider Meeting Minutes 08/19/2024

COUNTRY CLUB PARK PID BOARD MEETING
MONDAY, AUGUST 19TH, 2024 @ 7:00 PM
Spring Creek Barbeque @ 4108 S. Carrier Parkway. Grand Prairie, Tx 75052

Richard Caskey, Kevin Jackson, Debora Eberre, Deon Dean, Lincoln Dean, Sherry Easley, Mildred Sparks and Danielle Glover. Others present included Lisa Miles Community Association Manager (VCM), and Lee Harriss, Special District Administrator (City of Grand Prairie). Absent was board member Meagan Litton.

- **Call to Order:** The meeting was called to order at 7:01 pm.
- **Citizen's Forum** – No comments.
- **Consider Meeting Minutes 07/15/2024-** Discussed by: Richard Caskey- Motioned By: Danielle Glover 2nd by Sherry Easley Minutes APPROVED
- **Consider Proposal from Sightline in the amount of \$750 to remove the Fountain at Country Club Park located at Bluegrass and Holy Hill.** -Discussed by: Richard Caskey This Item is TABLED until next meeting. The Board would like 3 total proposals one to include the proposal that a homeowner (Anthony Blackstone) stated that would remove the fountain for Free if we allowed them to keep the fountain.
- **Consider proposal from Site Landscape Development at entrances located at Belt Line and Ashbrook, Beltline and Bluegrass, Bluegrass and Bold Forbes, Beltline and Holly Hill, Beltline and Melynn, Beltline and Blue Grass, Blue Grass and Holly Hill, Holly Hill and Fish Creek, Kaylie St, and Candler Park to Enhance Landscaping and Beds throughout Country Club Park PID in the amounts of \$31,010.88 for Country Club Park Landscape Enhancements, \$4,514.97 for Hunter's Glen Landscape Enhancements, and \$9,121.09 for Candler Park Landscape Enhancements.** - Discussed by: Lisa Miles There was a Motion by Deon Dean and 2nd by Sherry Easley to approve Country Club Park and Hunter's Glen Proposals, but to wait until the Board representative for Candler Park to get back to get her input.
- **Discuss Hunter's Glen Slope Repair project progress since March of 2024 approved in the City Council Meeting held on December 12, 2023.** Discussed by: Rich Caskey

- **Discussion of Budget to Actual Financial Report for July 31,2024.** - Discussed by: Rich Caskey
- **Consider FY 2025 Budget and Assessment Rate** Discussed by: Lee Harriss and The Board. Motioned By Deon Dean; 2nd by Sherry Easley. This item is APPROVED

- **Citizens Forum**
 - A citizen Mentioned about having a Newsletter for the for the PID to let homeowners in the community know about what is going on in the PID.
 - A citizen mentioned is there something that we can do about the birds, specifically Cranes in the neighborhood.
 - A Citizen mentioned trim your trees.

Adjournment – The meeting adjourned at 8:56 PM



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/30/2024

REQUESTER: Lisa Miles

PRESENTER: Richard Caskey, President

TITLE: Consider Proposal from Site Landscape Development in the amount of \$9,121.09 for Candler Park Landscape Enhancements and Irrigation Repair at Candler Park Entrances on Fish Creek Road

ANALYSIS:

Consider Proposal from Site Landscape Development in the amount \$9121.09 for Candler Park Landscape Enhancements and irrigation repair at Candler Park Entrances to Enhance Landscaping and Beds at Country Club Park PID.



CANDLER PARK



Date: 7/9/2024
PO #
Terms: Net 30
Sales Rep: Jonathan Williams

Customer:

Property:

Candler Park
 3982 Candler Park Drive
 Grand Prairie , TX 75052

Entry Beds Enhancement

This proposal is to renovate all the entry beds throughout the community. SITE will reuse the River Rock that is currently in the bed but remove all the plant material. SITE will enlarge a few color beds and add color the beds that currently have no color in them. We will add new plants and adjust any irrigation needed to ensure proper watering for new plant material. The color in the designs are in contract.

Entry Beds Enhancement

Candler Park Entry Beds

Items	Quantity
3 Gallon Sunshine Ligustrum	14.00
3 gallon Dwarf Yaupon Holly - 3 Gallon Installation - EN	12.00
5 gallon Drift Rose - 5 Gallon Installation - EN	15.00
Colorado River Rock 2"-4"	4.00
Labor - Enhancement	40.00

Candler Park Entry Beds: \$7,607.59

Irrigation Repair

Items	Quantity
Labor - Irrigation design build	12.00
Irrigation Misc Fittings - Design Build - EN	1.00

Irrigation Repair: \$1,513.50

PROJECT TOTAL: \$9,121.09

SALES TAX: \$752.49

TOTAL: \$9,873.58

Terms & Conditions

Item 2.

Standard Terms and Conditions Apply. If your office requires a P.O. Number in order for this work to be paid, our office will need to receive the P.O. in written form before we can schedule this work. You can simply sign this estimate and assign a P.O. number on this page and fax it back to our office.

Thank you for allowing us the ability to provide you with this estimate.

By _____
Jonathan Williams
Date 7/9/2024

Site Landscape Development

By _____
Date _____

Candler Park



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/30/2024

REQUESTER: Lisa Miles

PRESENTER: Richard Caskey, President

TITLE: Consider Proposals from Sightline in the amount of \$750 and Land Works in the amount of \$350 to the remove the Fountain at Country Club Park located at Bluegrass and Holly Hill.

ANALYSIS:

Consider Proposals from Sightline in the amount of \$750 and Land Works in the amount of \$350 to the remove the Fountain at Country Club Park located at Bluegrass and Holly Hill.

ESTIMATE

Sight-Line
1421 Champion Dr
St 320
Carrollton, TX 75006

Info@SightlineTexas.com
+1 (469) 798-9370



Bill to
Country Club PID

Ship to
Country Club PID

Estimate details

Estimate no.: 3176
Estimate date: 07/17/2024
Expiration date: 08/19/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Amenity Equipment	Scope - Removal and Disposal of fountain on Bluegrass and Holly Hill. Disconnect water supply and cap off. Includes dumping fees.	1	\$750.00	\$750.00

Total **\$750.00**

Expiry date 08/19/2024



LandWorks

Phone 972-606-0311

Fax 972-606-4535

Work Order

Project Name _____	Country Club _____	Project No. _____
Address _____	City _____	Date <u>08.20.2024</u>

- | | |
|--|---|
| <input type="checkbox"/> Basic Maintenance | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> Arbor Care | <input type="checkbox"/> Enhancement |
| <input type="checkbox"/> Fertilization | <input type="checkbox"/> Seasonal Color |
| <input type="checkbox"/> Seasonal Lighting | <input type="checkbox"/> |

Scope of Work

Country Club Haul-Cap Fountain Blue Grass/ HollyHill

Labor \$ 350.00

Materials \$ -

Tax \$ -

Total Amount \$ 350.00

Approved by _____

Date _____

Date Completed _____

*** ESTIMATE GOOD FOR 60 DAYS!**





**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/30/2024

REQUESTER: Lisa Miles

PRESENTER: Richard Caskey, President

TITLE: Discuss The PID implementing Google Survey, to get an idea about what residents would like/want in the neighborhood.

ANALYSIS:

Discuss The PID implementing Google Survey, to get an idea about what residents would like/want in the neighborhood.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/30/2024

REQUESTER: Lisa Miles

PRESENTER: Richard Caskey, President

TITLE: Discuss The PID sending out a Newsletter to homeowners to inform on current news, events and development s within the PID community.

ANALYSIS:

Discuss The PID sending out a Newsletter to homeowners to inform on current news, events and development s within the PID community.

Yes, monthly

On Sep 20, 2024, at 1:39 PM, Lisa Miles <LMiles@vcmtexas.com> wrote:

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Thank You. Is this for each time?

Thank you and please let us know if we can further assist you,

Hey Neighbor!

Lisa Miles, CALP

Community Association Manager

<image001.jpg>

972-612-2303 x3198 |
www.vcmtexas.com

5757 Alpha Road Suite 680

Dallas, TX 75240

From: Norm Pegram <norm@acmailplex.com>
Sent: Friday, September 20, 2024 1:27 PM

To: Lisa Miles <LMiles@vcmtexas.com>
Cc: Beatriz Ovalle <beatriz@acmailplex.com>
Subject: Re: Newsletter Mailout for Country Club Park PID

Lisa,

Most of the newsletters we mail are 11 x 17 sheets, folded down to 8.5 x 5.5 to meet Postal Regulations for the reduced Presort Postage. The postage is constant for what's called the "Letter" category at 25 cents each.

The printing for that design,(thus eliminating the cost Printing envelopes, addressing them and then hand inserting the 8.5 x 11 newsletters) for the volume indicated is \$400. The List Prep and the mail handling would be \$295

Total cost for Postage, Printing , List Prep and Mail Handling would be \$835



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: July 15, 2024

REQUESTER: Lee Harriss

PRESENTER: Richard Caskey, President

TITLE: Discuss Gating Streets located at:

ASHBROOK DR	DANZIG DR	MELYNN DR
AVATAR DR	ESCOBA DR	S BELT LINE RD
AZALEA DR	FISH CREEK RD	SECRETARIAT DR
BELMONT DR	HIGHPOINT CIR	SEQUOIA DR
BLUEGRASS DR	HOLLY HILL DR	SILVER MEADOW LN
BOLD FORBES DR	IRIS DR	SPRING TREE DR
BREVITO DR	KAYLIE ST	SWORD DANCER WAY
CANDLER PARK DR	KENTUCKY DR	TANBARK CT
CAVALCADE DR	MADLINE ST	WILLOW SPRINGS CT
CELTIC ASH DR	MAPLE RIDGE DR	WINDING HOLLOW DR
DAHLIA DR		

Converting a public street to a private street would require the homeowner’s association to purchase the public street from the City and would require City Council approval. PID funds cannot be used to purchase or maintain the street or any landscaping within the gated area. The attached document includes some of the responsibilities and impacts of converting public streets to private streets, but it is not an inclusive list.

Lee Harriss

From: Lee Harriss
Sent: Tuesday, July 2, 2024 11:35 AM
To: Lee Harriss
Subject: Country Club Park PID - Gated Communities

Categories: Orange Category

Good Morning,

You inquired about converting your neighborhood to a gated community—this would be quite an undertaking for the HOA.

The streets would have to become private and platted as separate lots.

The HOA would have to establish an escrow account as surety to ensure the private streets can be maintained by the HOA. This escrow amount is determined by the Engineering Division and can be as much as 20% of the replacement cost of the private streets.

Designated arterial and collector streets cannot be gated – they should remain open to the public.

The City may prohibit the creation of any other private street if, in the City’s judgment, the private street would negatively affect traffic circulation on public streets or impair access to property either onsite or offsite to the subdivision, impair access to or from public facilities including schools, parks and libraries, or delay the response time of emergency vehicles.

The gate would have to be designed in accordance with Article 25 of the Unified Development Code. An internet link to this section is provided below.

This would be a very expensive proposition for the association, as the City cannot legally close a public street for private use. This is why the streets need to be platted as private.

You may want to consider applying the gated alternative just to those areas where the problem is most severe and come in to meet with staff to discuss details.

Here is a link to Article 25 of the Unified Development Code, which has more information about gated communities: [Article 25: Gated Communities, Private Streets \(Unified Development Code\) \(gptx.org\)](https://www.gptx.org/Article-25-Gated-Communities-Private-Streets).

Please let me know if you have any questions.

Sincerely,

Lee Harriss, CPA
Special District Administrator
Finance Department
City of Grand Prairie
972-237-8091
300 W. Main St.

Grand Prairie, TX 75050

Item 6.

www.gptx.org/pid

[Sign up](#) to receive e-mail notifications when the PID meeting schedule has been updated.

ATTENTION BOARD MEMBERS: A “Reply to All” on this email could lead to violations of the Texas Open Meetings Act. Please “Reply” only to the sender if you are elected, serve on a City board, or other appointed position.



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: July 15, 2024

REQUESTER: Lee Harriss

PRESENTER: Richard Caskey, President

TITLE: Discussion of Neighborhood Speed Limits located on:

ASHBROOK DR	DANZIG DR	MELYNN DR
AVATAR DR	ESCOBA DR	S BELT LINE RD
AZALEA DR	FISH CREEK RD	SECRETARIAT DR
BELMONT DR	HIGHPOINT CIR	SEQUOIA DR
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CELTIC ASH DR	MAPLE RIDGE DR	WINDING HOLLOW DR
DAHLIA DR		



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: September 30, 2024

REQUESTER: Lee Harriss

PRESENTER: Richard Caskey, President

TITLE: Discussion of Budget to Actual Financial Report for September 20, 2024 and FY 2025 Budget

Budget/Actual Report for Fiscal 2024
322392
Country Club Park Public Improvement District
as of 9/20/24 Preliminary

	10/1/2023 - 9/30/2024				Current Month	Estimate 9/30/24
	Budget	Actual	Difference	% Used		
		322392				
Beginning Resource Balance	137,000	238,455.87				238,456
Revenues						
Spec Assess Delinquent	42610	-	647.20	0%	(9.00)	647
Special Assessment Income	42620	155,144	153,479.23	(1,664.77)	-	153,479
Interest On Pid Assessment	42630	-	496.63	0%	(2.88)	497
Insurance Recovery Property	42770	-	-	0%	-	-
Lease Revenue	45500	-	-	0%	-	-
Devlpr Particip/Projects	46110	-	-	0%	-	-
Miscellaneous	46395	-	-	0%	-	-
Interest Earnings	49410	-	7,217.14	0%	-	7,217
Int Earnings - Tax Collections	49470	-	-	0%	-	-
Trnsfr-In Strt Cap Proj (4001)	49625	-	-	0%	-	-
Trsfr-In Risk Mgmt Funds (Prop	49686	-	-	0%	-	-
Trsf In/Parks Venue (3170)	49780	-	-	0%	-	-
Total Revenues	155,144	161,840.20	6,696.20	104%	(11.88)	161,840
Expenditures						
Office Supplies	60020	1,000	328.13	33%	-	1,000
Decorations	60132	20,000	10,920.00	55%	-	10,920
Public Relations	60160	1,000	-	0%	-	-
Beautification	60490	30,000	91.24	29,908.76	0%	5,000
Wall Maintenance	60776	20,000	590.58	19,409.42	3%	1,591
Professional Engineering Servi	61041	-	-	0%	-	-
Security	61165	-	-	0%	-	-
Mowing Contractor	61225	25,000	12,140.22	12,859.78	49%	9,099.83
Legal Services	61360	-	-	0%	-	-
Collection Services	61380	1,624	1,621.10	2.90	100%	-
Miscellaneous Services	61485	100	762.30	(662.30)	762%	-
Fees/Administration	61510	18,000	16,500.00	1,500.00	92%	-
Postage And Delivery Charges	61520	5,000	-	5,000.00	0%	-
Light Power Service	62030	1,500	1,111.40	388.60	74%	-
Water/Wastewater Service	62035	6,000	4,942.02	1,057.98	82%	465.24
Bldgs And Grounds Maintenance	63010	-	-	-	0%	-
Pond Maintenance-Aquatic	63038	-	125.00	(125.00)	0%	-
Pond Maintenance-Equipment	63039	-	-	-	0%	-
Mailbox Maintenance	63042	5,000	-	5,000.00	0%	-
Irrigation System Maintenance	63065	15,000	3,628.56	11,371.44	24%	908.00
Decorative Lighting Maintenanc	63146	2,000	28,564.84	(26,564.84)	1428%	-
Property Insurance Premium	64080	450	685.00	(235.00)	152%	-
Liability Insurance Premium	64090	450	627.67	(177.67)	139%	-
Fencing	68061	-	-	-	0%	-
Architect'L/Engineering Servcs	68240	-	-	-	0%	-
Landscaping	68250	40,000	-	40,000.00	0%	-
Irrigation Systems	68635	-	-	-	0%	-
Lighting	68637	-	-	-	0%	-
Lease Payment	68901	54,000	-	54,000.00	0%	-
Lease Interest Expense	91000	-	-	-	0%	-
Lease Principal Retirement	95030	-	-	-	0%	-
Total Expenditures	246,124	82,638.06	163,485.94	34%	10,473.07	154,581
Ending Resource Balance	46,020	317,658.01				245,715

Country Club Park Public Improvement District

These are Country Club Park PID assessments collected from PID residents to pay for PID maintenance.

Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 13
Country Club Park
Five Year Service Plan 2025 - 2029 BUDGET

Income based on Assessment Rate of \$0.08 per \$100 of appraised value.
 The FY 2024 rate was \$0.08 per \$100 of appraised value
 Service Plan projects a 10% increase in assessed value per year.

INCOME:		Value	Assess Rate	Revenue		
Appraised Value		\$197,647,720	\$ 0.08	\$ 158,118		
Description	Account	2025	2026	2027	2028	2029
Beginning Balance (Estimated)		\$ 239,000	\$ 47,747	\$ 37,831	\$ 38,476	\$ 51,115
P.I.D. Assessment	42620	\$ 158,118	\$ 173,930	\$ 191,323	\$ 210,455	\$ 231,501
Interest	49410	3,043	3,043	3,043	3,043	3,043
TOTAL INCOME		\$ 161,161	\$ 176,973	\$ 194,366	\$ 213,498	\$ 234,544
Amount Available		\$ 400,161	\$ 224,720	\$ 232,197	\$ 251,975	\$ 285,658
EXPENSES:		2025	2026	2027	2028	2029
Description						
Office Supplies	60020	\$ 1,000	\$ 1,020	\$ 1,040	\$ 1,061	\$ 1,082
Decorations	60132	20,000	20,400	20,808	21,224	21,649
Public Relations	60160	1,000	1,000	1,000	1,000	1,000
Beautification	60490	75,000	10,000	10,200	10,404	10,612
Wall Maintenance	60776	20,000	20,400	20,808	21,224	21,649
Professional Engineering Servi	61041	10,000	-	-	-	-
Mowing Contractor	61225	28,100	29,505	30,980	32,529	34,156
Collection Service (\$2.90/Acct)	61380	1,621	1,621	1,621	1,621	1,621
Misc.	61485	500	500	500	500	500
Fees/Administration	61510	18,900	19,845	20,837	21,879	22,973
Postage And Delivery Charges	61520	5,000	5,000	5,000	5,000	5,000
Electric Power	62030	1,500	1,575	1,654	1,736	1,823
Water Utility	62035	6,000	6,300	6,615	6,946	7,293
Mailbox Maintenance	63042	20,000	5,000	5,250	5,513	5,788
Irrigation System Maint.	63065	20,000	5,000	5,100	5,202	5,306
Decorative Lighting Maintenance	63146	5,000	5,000	5,000	5,000	5,000
Property Insurance Premium	64080	850	893	937	984	1,033
Liability Insurance Premium	64090	750	788	827	868	912
Landscaping	68250	-	-	-	-	-
Irrigation System	68635	-	-	-	-	10,000
Lease Payment-Security Cameras	68901	114,150	50,000	52,500	55,125	57,881
Trans to General Fund (1001)	90015	3,043	3,043	3,043	3,043	3,043
		-	-	-	-	-
TOTAL EXPENSES		352,414	186,889	193,721	200,860	218,321
Ending Balance*		\$ 47,747	\$ 37,831	\$ 38,476	\$ 51,115	\$ 67,337

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.		
\$100,000	\$ 80		
\$200,000	\$ 160		
\$300,000	\$ 240	Avg. Property Value:	\$ 353,574
\$400,000	\$ 320	Avg. Property Assessment:	\$ 283
\$500,000	\$ 400	No. of Properties:	559
\$600,000	\$ 480		
\$700,000	\$ 560		

*Future wall replacement