



CITY OF GRAND PRAIRIE
COUNTRY CLUB PARK PUBLIC IMPROVEMENT DISTRICT
BOARD MEETING
OUTLAW'S BAR-B-QUE, 2334 S. BELTLINE ROAD
TUESDAY, APRIL 19, 2022, 6:30 PM

AGENDA

The meeting will be held at Outlaw's Bar-B-Que, 2334 S. Beltline Road, Grand Prairie, Texas. The complete agenda packet has been posted on the city's website (www.gptx.org/pid) for those who would like to view it in its entirety.

CALL TO ORDER

CITIZENS' FORUM/CITIZEN COMMENTS

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

AGENDA ITEMS

Citizens may speak for up to five minutes on any item on the agenda by completing and submitting a speaker card.

1. Consider Minutes of March 22, 2022

2. Code Compliance Presentation

3. Projects:

- **Wall Maintenance**
 - i. Hawk Wall repairs on Fish Creek Road and S. Belt Line Road
 - ii. Painting wall on Fish Creek Road
- **Hunters Glen Canal/Slope Repair Update**
- **Landscape improvements and/or maintenance of S. Belt Line Road**
- **Landscape Maintenance**
 - i. Earth Tones Contract
 - ii. Consider Proposal – LandWorks - mowing throughout the PID
 - iii. Consider proposal – Chippers Tree Services, \$13,500, for Tree Removal east of wall from Bold Forbes to Melynn Drive
 - iv. S. Belt Line Road Entrances
 - 1. S. Belt Line Road/Bluegrass Dr.
 - 2. S. Belt Line Road/Melynn Dr.
 - 3. S. Belt Line Road/Azalea Dr.
 - 4. S. Belt Line Road/Holly Hill Dr.
 - 5. S. Belt Line Road/Ashbrook Dr.

- 6. S. Belt Line Road/Bold Forbes Dr.
- v. Holly Hill Median and fountain
- vi. Fish Creek Road Entrances
 - 1. Fish Creek Road/Madeline St.
 - 2. Fish Creek Road/ Holly Hill Dr.
 - 3. Fish Creek Road/Winding Hollow Dr.
 - 4. Fish Creek Road/Candler Park Dr.
- vii. Candler Park Electric Easement
- viii. Hunter's Glen Drainage Area

- **Holiday Decorations**

- i. Flag poles at all entrances
- ii. S. Belt Line Road Entrances
 - 1. S. Belt Line Road/Bluegrass Dr.
 - 2. S. Belt Line Road/Melynn Dr.
 - 3. S. Belt Line Road/Azalea Dr.
 - 4. S. Belt Line Road/Holly Hill Dr.
 - 5. S. Belt Line Road/Ashbrook Dr.
 - 6. S. Belt Line Road/Bold Forbes Dr.
- iii. Holly Hill Median
- iv. Fish Creek Road Entrances
 - 1. Fish Creek Road/Madeline St.
 - 2. Fish Creek Road/ Holly Hill Dr.
 - 3. Fish Creek Road/Winding Hollow Dr.
 - 4. Fish Creek Road/Candler Park Dr.

- **Signage Improvements and/or Maintenance**

- i. S. Belt Line Road Entrances
 - 1. S. Belt Line Road/Bluegrass Dr.
 - 2. S. Belt Line Road/Melynn Dr.
 - 3. S. Belt Line Road/Azalea Dr.
 - 4. S. Belt Line Road/Holly Hill Dr.
 - 5. S. Belt Line Road/Ashbrook Dr.
 - 6. S. Belt Line Road/Bold Forbes Dr.
- ii. Fish Creek Road Entrances
 - 1. Fish Creek Road/Madeline St.
 - 2. Fish Creek Road/ Holly Hill Dr.
 - 3. Fish Creek Road/Winding Hollow Dr.
 - 4. Fish Creek Road/Candler Park Dr.

- **Entrance Lighting Improvements and/or Maintenance**

- i. Electrical source at both sides of every entrance
- ii. S. Belt Line Road Entrances
 - 1. S. Belt Line Road/Bluegrass Dr.
 - 2. S. Belt Line Road/Melynn Dr.
 - 3. S. Belt Line Road/Azalea Dr.
 - 4. S. Belt Line Road/Holly Hill Dr.
 - 5. S. Belt Line Road/Ashbrook Dr.
 - 6. S. Belt Line Road/Bold Forbes Dr.

- iii. Fish Creek Road Entrances
 1. Fish Creek Road/Madeline St.
 2. Fish Creek Road/ Holly Hill Dr.
 3. Fish Creek Road/Winding Hollow Dr.
 4. Fish Creek Road/Candler Park Dr.

- **Cluster Mailbox Repairs/Replacements - Brick Experts**

- i. **Locations**

1. Ashbrook Dr
2. Avatar Dr
3. Belmont Dr
4. Beltline Rd
5. Bluegrass Dr
6. Bold Forbes Dr
7. Brevito Dr
8. Candler Park Dr
9. Cavalcade Dr
10. Celtic Ash Dr
11. Dahlia Dr
12. Danzig Dr
13. Escoba Dr
14. Fish Creek Rd
15. Highpoint Cir
16. Holly Hill Dr
17. Iris Dr
18. Kaylie St
19. Kentucky Ct
20. Kentucky Dr
21. Secretariat Dr
22. Sequoia Dr
23. Silver Meadow Ln
24. Silver Meadow Rd
25. Sword Dancer Way
26. Tanbark Ct
27. Willow Spring Ct
28. Winding Hollow Dr

- **Wrought Iron Street Signs**

- i. **Locations**

1. Ashbrook Dr
2. Avatar Dr
3. Belmont Dr
4. Beltline Rd
5. Bluegrass Dr
6. Bold Forbes Dr
7. Brevito Dr
8. Candler Park Dr
9. Cavalcade Dr
10. Celtic Ash Dr

11. Dahlia Dr
12. Danzig Dr
13. Escoba Dr
14. Fish Creek Rd
15. Highpoint Cir
16. Holly Hill Dr
17. Iris Dr
18. Kaylie St
19. Kentucky Ct
20. Kentucky Dr
21. Secretariat Dr
22. Sequoia Dr
23. Silver Meadow Ln
24. Silver Meadow Rd
25. Sword Dancer Way
26. Tanbark Ct
27. Willow Spring Ct
28. Winding Hollow Dr

- **Security Camera Update**

- i. S. Belt Line Road Entrances
 1. S. Belt Line Road/Bluegrass Dr.
 2. S. Belt Line Road/Melynn Dr.
 3. S. Belt Line Road/Azalea Dr.
 4. S. Belt Line Road/Holly Hill Dr.
 5. S. Belt Line Road/Ashbrook Dr.
 6. S. Belt Line Road/Bold Forbes Dr.
- ii. Fish Creek Road Entrances
 1. Fish Creek Road/Madeline St.
 2. Fish Creek Road/ Holly Hill Dr.
 3. Fish Creek Road/Winding Hollow Dr.
 4. Fish Creek Road/Candler Park Dr.

- **Financial Reports and FY 2023 Budget**

4. **Consider adding one board member position for a total of nine board members**
5. **Appointment of one board member**
6. **Schedule of Meetings for 2022 and Next Meeting Date**

CITIZENS' FORUM/CITIZEN COMMENTS

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

ADJOURNMENT

The meeting facility 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.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Country Club Park PID Board meeting agenda was prepared and posted April 15, 2022.

A handwritten signature in cursive script, appearing to read "Lee Harriss", is written over a horizontal line.

Lee Harriss, Special District Administrator

**Minutes of
Country Club Park Improvement District Board Meeting
March 22, 2022 @ 6:30 pm
Outlaw's Bar-B-Que
2334 S. Beltline Road
Grand Prairie**

Meeting started at 6:34 pm.

Attendees: board members Ada French-Goring, Anthony Blackstone, Anita Tannenbaum, Rachel M. Bible, Deon Dean, Betty Hasty, Sharon Dehnert, Richard-Caskey, Lincoln Dean, Deon Dean, Ray G. Bush, and others: Monday Makin with Goodwin, Mark Dempsey-Deputy City Attorney, Lee Harriss-Special District Administrator, Meagan Litton, and others.

November 9, 2021 minutes were approved.

Overview of Open Meetings Act by Deputy City Attorney Mark Dempsey.

Projects:

- Escoba Alley Project - complete.
- Landscape Maintenance – Discussion of landscape maintenance with Earth Tones Contract, and a proposal from LandWorks will be requested.
- Vendor/Supplier Communication Protocol. The landscaper needs to be instructed to take directions from the property manager only.
- Addition of benches = No.
- Holiday Decorations = Yes. Include flags on Memorial Day, Veterans Day, 4th of July, Labor Day, and June 16- Flag Day.
 - Plus add electricity/lights on both sides of wall for decorations. Monday will request proposals.
 - Add a permanent flag at each entrance. Each flag will have to be lighted at night.
- Proposal from Brick Experts, \$18,850, for mailbox repairs was approved.
- Wrought Iron Street Signs - on next month's agenda.
- Security Cameras are not running yet.
- Additions to project work:
 - Fish Creek wall needs painting in the future.

- Added removal of trees along Fish Creek with our maintenance workers. Trees will be on the agenda for next month.
- Signage for board members to install for PID meetings.
- Brick Experts has been approved as the vendor for mailbox repairs.
- A reserve study is needed to get a plan to budget for brick wall repairs and replacements in our community. Meagan Litton wants to be on this board co-study group, along with Richard and Deon.
- Presentation of the 9/30/21 and 3/16/22 budget to actual reports and a preliminary budget for FY 2023.

Advisory board nomination and election:

- Three board positions were opened, and new board members are:
 - Deon Dean
 - Meagan Litton
 - Richard Caskey

Selection of Officers:

- Richard Caskey - President
- Deon Dean – Vice President
- Meagan Litton – Secretary/Treasurer

Next meeting is Tuesday, April 19, 2022 at 6:30pm.

Citizens' Forum/Citizen Comments:

- A presentation from code compliance was requested.

Adjournment at 8:16 pm.



(972) 743-9959
www.ChippersTreeService.net
info@ChippersTree.com



ON STAFF

Mailing Address:
P.O. Box 560784
Dallas TX 75356

Insured for your protection

Date: 4/15/2022

Job Name: Dean 20220415

Deon Dean
3902 Escoba Dr
Grand Prairie, TX 75052

Work Site:
3902 Escoba Dr
Grand Prairie, TX 75052

Mobile 817-681-7455
email: leppe9969@gmail.com

Proposed By: Edgar Argueta
4694386099
edgar@chipperstree.com

Item	Plant	Description	Qty	Cost
1	Trees	Cut down tree & grind stump (6")	39	\$13,500.00
39 trees East of wall from Bold Forbes Dr to Melynn Dr.				
All debris from trees is hauled away and cleaned from site.				

Notes:	Subtotal:	\$13,500.00
	Discount:	\$0.00
	Tax:	\$0.00
	Total:	\$13,500.00

Please give us a call at (972)743-9959 to schedule this proposal or if there is any questions.

Customer Signature

Date

Thank you!

PLEASE REVIEW PROPOSAL AND OUR TERMS:

Scheduling: This proposal is good for 30 days from proposed date. Your arborist can schedule the tree work when approved. Please consult with your arborist if prices are different if you have an itemized proposal and decide doing items at separate times. Due to weather conditions and unforeseen issues, rescheduling may occur but Chippers will do the best to meet scheduled dates appropriately.

Property Owner Preparation and Knowing: We ask that customers move all important and personal property such as lawn ornaments and easy to move objects close/under trees prior to arriving. We recommend turning off irrigation system 2 days prior to crew arriving to allow ground to be dry and avoid yard rut damage from moist ground. Also, if your trees overhang neighboring properties, we ask for your assistance in obtaining prior permission from your neighbors to access their properties for proper clean up. Chippers is NOT responsible for ANY underground utility damage while stump grinding due to not being able to visually see underground. Underground damages can be repaired for an additional fee.

We require all customers to verify if a permit is needed to remove/trim the tree(s) or if the tree belongs to them. It is NOT chippers responsibility to verify both of these.

Cancellation: We understand events can happen and cause delays, however, we ask that we at least be notified 24 hours in advance prior to scheduled date of tree work so we can reschedule another pending job for that day. A \$75 cancellation may result if tree work is cancelled within 24 hours of scheduled tree work date.

Payment: Payments are due upon completion. Invoices are considered past due after 15 days (unless otherwise stated), and late charges will be assessed at 1.5% per month. 50% deposit required in jobs over \$2,000.00.

*All hazard abatement techniques, except for tree removal, do not eliminate risk. These only reduce risk and prolong the expectancy of the tree or defective part.

Initials: _____

Budget/Actual Report for Fiscal 2022
322392
Country Club Park Public Improvement District
as of 3/31/22

	<u>10/1/2021 - 9/30/2022</u>				<u>% Used</u>	<u>Current Month</u>	<u>Estimate 9/30/22</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>				
322392							
Beginning Resource Balance	235,000	235,235.41					235,235
Revenues							
Spec Assess Delinquent	42610	-	220.88	220.88	0%	23.91	221
Special Assessment Income	42620	125,000	122,042.65	(2,957.35)	98%	2,102.53	123,750
Interest On Pid Assessment	42630	-	204.65	204.65	0%	109.31	205
Devlpr Particip/Projects	46110	-	-	-	0%	-	-
Miscellaneous	46395	-	-	-	0%	-	-
Interest Earnings	49410	-	-	-	0%	-	-
Int Earnings - Tax Collections	49470	-	-	-	0%	-	-
Trnsfr-In Strt Cap Proj (4001)	49625	-	-	-	0%	-	-
Trsf-In Risk Mgmt Funds (Prop	49686	-	1,182.30	1,182.30	0%	-	1,182
Trsf In/Parks Venue (3170)	49780	-	-	-	0%	-	-
Total Revenues	125,000	123,650.48	(1,349.52)	99%	2,235.75	125,358	125,358
Expenditures							
Office Supplies	60020	1,000	-	1,000.00	0%	-	1,000
Decorations	60132	10,000	12,287.36	(2,287.36)	123%	-	12,287
Beautification	60490	16,000	-	16,000.00	0%	-	16,000
Wall Maintenance	60776	15,000	11,233.00	3,767.00	75%	-	15,000
Professional Engineering Servi	61041	-	550.00	(550.00)	0%	-	550
Security	61165	41,500	-	41,500.00	0%	-	28,000
Mowing Contractor	61225	22,030	5,507.49	16,522.51	25%	-	22,030
Legal Services	61360	-	-	-	0%	-	-
Collection Services	61380	1,624	1,624.00	-	100%	-	1,624
Miscellaneous Services	61485	100	-	100.00	0%	-	-
Fees/Administration	61510	7,800	1,550.00	6,250.00	20%	-	7,800
Postage And Delivery Charges	61520	-	-	-	0%	-	560
Light Power Service	62030	1,500	426.97	1,073.03	28%	135.16	1,500
Water/Wastewater Service	62035	4,500	3,032.89	1,467.11	67%	171.35	4,500
Bldgs And Grounds Maintenance	63010	-	-	-	0%	-	-
Mailbox Maintenance	63042	20,000	-	20,000.00	0%	-	18,850
Irrigation System Maintenance	63065	2,000	-	2,000.00	0%	-	2,000
Decorative Lighting Maintenan	63146	1,000	-	1,000.00	0%	-	-
Property Insurance Premium	64080	350	385.00	(35.00)	110%	-	385
Liability Insurance Premium	64090	250	340.09	(90.09)	136%	-	340
Fencing	68061	-	-	-	0%	-	-
Architect'L/Engineering Servcs	68240	-	-	-	0%	-	-
Landscaping	68250	40,000	-	40,000.00	0%	-	40,000
Irrigation Systems	68635	-	-	-	0%	-	-
Lighting	68637	-	-	-	0%	-	-
Total Expenditures	184,654	36,936.80	147,717.20	20%	306.51	172,426	172,426
Ending Resource Balance	175,346	321,949.09					188,167

Country Club Park Public Improvement District

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

Budget/Actual Report for Fiscal 2022
322392
Country Club Park Public Improvement District
as of 3/31/22

	10/1/2021 - 9/30/2022					Difference	% Used	Current Month
	Budget	Actual			Total			
		Country Club Park CCPID 322392	Candler Park CCPCP	Hunters Glen CCPHG				
Beginning Resource Balance	235,000				235,235.41			
Revenues								
Spec Assess Delinquent	42610	-			220.88	220.88		23.91
Special Assessment Income	42620	125,000			122,042.65	(2,957.35)		2,102.53
Interest On Pid Assessment	42630	-			204.65	204.65		109.31
Devlpr Particip/Projects	46110	-			-	-		-
Miscellaneous	46395	-			-	-		-
Interest Earnings	49410	-			-	-		-
Int Earnings - Tax Collections	49470	-			-	-		-
Trnsfr-In Strt Cap Proj (4001)	49625	-			-	-		-
Trsf-In Risk Mgmt Funds (Prop)	49686	-			1,182.30	1,182.30		-
Trsf In/Parks Venue (3170)	49780	-			-	-		-
Total Revenues	125,000				123,650.48	(1,349.52)		2,235.75
Expenditures								
Office Supplies	60020	1,000	-	-	-	1,000.00		-
Decorations	60132	10,000	8,601.15	2,457.47	1,228.74	12,287.36		-
Beautification	60490	16,000	-	-	-	16,000.00		-
Wall Maintenance	60776	15,000	11,233.00	-	-	11,233.00		3,767.00
Professional Engineering Servi	61041	-	550.00	-	-	550.00		(550.00)
Security	61165	41,500	-	-	-	41,500.00		-
Mowing Contractor	61225	22,030	2,972.49	1,080.00	1,455.00	5,507.49		16,522.51
Legal Services	61360	-	-	-	-	-		-
Collection Services	61380	1,624	1,624.00	-	-	1,624.00		-
Miscellaneous Services	61485	100	-	-	-	100.00		-
Fees/Administration	61510	7,800	1,231.00	162.00	157.00	1,550.00		6,250.00
Postage And Delivery Charges	61520	-	-	-	-	-		-
Light Power Service	62030	1,500	357.97	-	69.00	426.97		1,073.03
Water/Wastewater Service	62035	4,500	3,032.89	-	-	3,032.89		1,467.11
Bldgs And Grounds Maintenance	63010	-	-	-	-	-	18,850.00	-
Mailbox Maintenance	63042	20,000	-	-	-	20,000.00		-
Irrigation System Maintenance	63065	2,000	-	-	-	2,000.00		-
Decorative Lighting Maintenan	63146	1,000	-	-	-	1,000.00		-
Property Insurance Premium	64080	350	287.00	-	98.00	385.00		(35.00)
Liability Insurance Premium	64090	250	263.95	36.39	39.75	340.09		(90.09)
Fencing	68061	-	-	-	-	-		-
Architect/L/Engineering Servcs	68240	-	-	-	-	-		-
Landscaping	68250	40,000	-	-	-	40,000.00		-
Irrigation Systems	68635	-	-	-	-	-		-
Lighting	68637	-	-	-	-	-		-
Total Expenditures	184,654	30,153.45	3,735.86	3,047.49	36,936.80	147,717.20		306.51
Ending Resource Balance	175,346				321,949.09			

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 2023 - 2027 BUDGET
DRAFT

Income based on Assessment Rate of \$0.085 per \$100 of appraised value.
Service Plan projects a 16% increase in assessed value per year.

INCOME:		Value	Assess Rate	Revenue		
Appraised Value		\$170,587,918	\$ 0.085	\$ 145,000		
Description	Account	2023	2024	2025	2026	2027
Beginning Balance (Estimated)		\$ 188,000	\$ 179,671	\$ 218,646	\$ 283,420	\$ 378,276
P.I.D. Assessment	42620	\$ 145,000	\$ 168,200	\$ 195,112	\$ 226,329	\$ 262,542
TOTAL INCOME		\$ 145,000	\$ 168,200	\$ 195,112	\$ 226,329	\$ 262,542
Amount Available		\$ 333,000	\$ 347,870	\$ 413,758	\$ 509,749	\$ 640,818

EXPENSES:		2023	2024	2025	2026	2027
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
Beautification	60490	16,000	10,000	10,200	10,404	10,612
Mailbox Maintenance	63042	20,000	1,000	1,000	1,000	1,000
Wall Maintenance	60776	15,000	15,300	15,606	15,918	16,236
Security	61165	40,000	40,000	40,000	40,000	40,000
Mowing Contractor	61225	22,030	22,030	22,030	22,030	22,030
Collection Service (\$2.90/Acct)	61380	1,624	1,624	1,624	1,624	1,624
Misc.	61485	100	100	100	100	100
Fees/Administration	61510	7,800	7,800	7,800	7,800	7,800
Electric Power	62030	1,500	1,530	1,561	1,592	1,624
Water Utility	62035	4,500	4,590	4,682	4,775	4,871
Irrigation System Maint.	63065	2,000	2,040	2,081	2,122	2,165
Decorative Lighting Maintenance	63146	1,000	1,000	1,000	1,000	1,000
Property Insurance Premium	64080	400	408	416	424	433
Liability Insurance Premium	64090	375	383	390	398	406
Landscaping	68250	-	-	-	-	-
Signs	68390	-	-	-	-	-
Irrigation System	68635	-	-	-	-	10,000
		-	-	-	-	-
TOTAL EXPENSES		153,329	129,225	130,338	131,474	142,632

Ending Balance*		\$ 179,671	\$ 218,646	\$ 283,420	\$ 378,276	\$ 498,186
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Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.		
\$100,000	\$ 85		
\$150,000	\$ 128		
\$200,000	\$ 170	Avg. Property Value:	\$ 304,621
\$250,000	\$ 213	Avg. Property Assessment:	\$ 259
\$300,000	\$ 255	No. of Properties:	560
\$350,000	\$ 298		
\$400,000	\$ 340		
\$450,000	\$ 383		
\$500,000	\$ 425		

*Future wall replacement

Country Club Park PID Landscape Maintenance Areas

