



**CITY OF GRAND PRAIRIE**  
**SOUTHWEST VILLAGE PUBLIC IMPROVEMENT DISTRICT**  
**ADVISORY BOARD MEETING**  
**GRAND PRAIRIE MUNICIPAL AIRPORT**  
**3116 S GREAT SOUTHWEST PARKWAY**  
**MONDAY, AUGUST 15, 2022, 7:30 PM**

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## **AGENDA**

*The meeting will be held at Grand Prairie Municipal Airport, 3116 S Great Southwest Parkway, Grand Prairie, Texas. The complete agenda packet has been posted on the city's website ([www.gptx.org/pid](http://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.*

- **Introductions**
- **Approval of the March 30, 2022 Meeting Minutes**
- **Landscape – Timberlake Drive and Preakness Drive**
  - Consider color selection for flowerbeds
  - Consider Proposal from BrightView for removal of dead tree on Preakness, \$1,072
- **Wall Maintenance Improvements and/or Maintenance - Timberlake Drive/Preakness Drive**
  - Consider proposal from Future Outdoors for 568' RhinoRock concrete fence and mow strip, \$99,682.
  - Consider agreement to borrow up to \$100,000 from the City of Grand Prairie to be repaid over 20 years (\$5,000/year) without interest.
- **Financial Report**
- **Consider FY 2023 Budget and Assessment Rate**
- **Schedule of Meetings/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 Southwest Village PID Board meeting agenda was prepared and posted August 12, 2022.*

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

*Lee Harriss, Special District Administrator*

**March 30, 2022**

**Advisory Board Members Present:** Patricia Wren, President  
Michael Tunnell, Secretary/Treasurer  
Nina Cooper, Vice President - absent

**Others Present:** Robin Willits, FirstService Residential  
Lee Harriss, City of Grand Prairie PID Administrator  
Lt. Michael Moses, City of Arlington Police Department

The Board of Directors of the Southwest Village PID #14 held an Advisory Board Meeting on March 30, 2022, at Grand Prairie Memorial Library, 901 Conover Dr, Grand Prairie, Texas.

**CALL TO ORDER/ESTABLISHMENT OF QUORUM:** The meeting was called to order at 6:32PM.

**CITIZENS' FORUM/CITIZEN COMMENTS:** No citizens present.

**WELCOME AND INTRODUCTIONS:** Management introduced the Advisory Board, FirstService representatives, City of Grand Prairie representatives and City of Arlington Police Department representatives.

**APPROVAL OF MEETING MINUTES:** Management presented a copy of the November 5, 2021 Meeting minutes to the membership present. Pat Wren made a motion to approve the meeting minutes as presented. Michael Tunnell seconded. All approved. Motion carried.

**VANDALISM:** Lt. Michael Moses was present to discuss vandalism and crime issues near the PID. He explained how the PD is working with the Los Lomas Apartment Complex manager to improve some of the issues the PID is facing. He stated the apartment complex is up for sale. The new owner will be approached immediately to ensure there is a good relationship and expectations are met early.

**LANDSCAPE: Timberlake Drive and Preakness Drive**

- a. Spring Color consideration. Manager will send color choice for spring to Nina Cooper to make the decision on the choice.
- b. Proposal to add edging to new landscape beds on Preakness was approved. Nina Cooper made a motion to approve. Michael Tunnell seconded. Motion passed.
- c. Proposal to relocate picnic table and landscape around it was tabled.
- d. Proposal to add trees along the 6' fence along Preakness was tabled.
- e. Proposal to add winter creeper under the trees on Timberlake was tabled.
- f. Proposal to remove mulch around tree wells was tabled.
- g. Proposal to add river rock around tree wells was tabled.

**WALL MAINTENANCE IMPROVEMENTS AND/OR MAINTENANCE: Timberlake Drive and Preakness Drive**

- a. Proposal to repair fence along Preakness. Nina Cooper made a motion to approve fence repairs as presented in the quote from Rustic Fence. Pat Wren seconded. Motion passed.
- b. Proposal to replace wood fence with Rhino Rock was tabled.

**FINANCIAL REPORT AND FY 2023 BUDGET:** Lee Harriss presented budget to board.

**SCHEDULE OF MEETINGS/NEXT MEETING DATE:** Management will set next Advisory Board meeting as needed.

**CITIZEN FORUM AND OPEN DISCUSSION –** No citizens present.

**ADJOURNMENT:** With no further business, the meeting was adjourned at 7:54 PM.

## Proposal for Tree Care at Remove dead Bradford Pear

Property Name	Remove dead Bradford Pear	Contact	Robin Willits
Property Address	992 Preakness Drive Grand Prairie, TX 75051	To Billing Address	Grand Prairie City of 326 W Main St Grand Prairie, TX 75050
Project Name	Remove dead Bradford Pear		
Project Description	Labor to remove and dispose of tree		

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	remove, dispose and grind stump	\$1,072.00	\$1,072.00

For internal use only

**SO#**  
**JOB#**                   495100000  
**Service Line**           300

**Total Price**                   \$1,072.00

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Tree Care Services  
2315 Southwell RD, Dallas, TX 75229 ph. (972) 831-1850 fax (214) 369-4878

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

**PID Manager**

Signature

Title

**Robin Willits**

**June 03, 2022**

Printed Name

Date

**BrightView Tree Care Services, Inc. "BrightView"**

**Account Manager, Senior**

Signature

Title

**William Chance Warrick June 03, 2022**

Printed Name

Date

**Job #: 495100000**

**Proposed Price: \$1,072.00**

**SO #:**



# Proposal

Job Name: **Southwest Village PID**      Date: 06/29/22

<b>Customer:</b> Southwest Village PID	<b>C/O Jim West</b>
<b>Street:</b> <i>Preakness Dr.</i>	<b>Fax number:</b>
<b>City:</b> Grand Prairie, TX	<b>Alternate numbers:</b>
<b>Phone:</b> 972-237-8966	<b>Email:</b> <a href="mailto:jwest@gptx.org">jwest@gptx.org</a>

Color	Rhino Rock	None	
Footage	Height & Description	Price/unit	Extended Price
<b>Bid Item #7</b>	568 <b>8' Tall RhinoRock Concrete Fence</b>	153.12	\$ 86,972.16
	RhinoRock is a Fiberglass reinforced Concrete fence with a Polystyrene core.		\$ -
	6' Stone Look Panel on top of a 2' tall smooth surface knee wall extension panel		\$ -
			\$ -
			\$ -
<b>Bid Item #8</b>	568 Concrete Mow strip beneath fence	17.81	\$ 10,116.08
			\$ -
			\$ -
			\$ -
			\$ -
	<b>Fence painted. Customer to select color</b>		\$ -
<b>Fence Permit</b>	<b>NOT INCLUDED</b>		<b>NOT INCLUDED</b>
<b>Engineering Docs</b>	1 <b>Site Specific Engineering Documents</b>	850.00	\$ 850.00
		Tax @ 8.25%	Tax Excluded
		Sub-total	\$ 97,938.24
<b>Painting</b>	568 <b>Fence painted. Customer to select color</b>	Included	Included
<b>Installation</b>	568 <b>Included</b>		Included
			\$ -
<b>Bid Item #1</b>	568 <b>Remove and Dispose of Existing Wood Fence</b>	3.07	\$ 1,743.76
		<b>Job total</b>	<b>\$ 99,682.00</b>
			\$ -
			\$ -

**ADDITIONAL CHARGE FOR COLORS**

Any warranties on material comes from the manufacturer and not from Future Outdoors, LLC.  
 It is agreed that all material is considered purchased upon signature of the contract.  
 It is agreed that 50% of the purchased price is due upon execution of the contract and the balance is due upon completion of installation.  
 This proposal will be honored for 30 days from the proposal date.  
 Please verify that this proposal accurately reflects the work you are requesting by initialing below.

Future Outdoors, LLC	Customer
Date	Date





**Budget/Actual Report for Fiscal 2022**  
**322492**  
**Southwest Village Public Improvement District**  
**as of 8/10/22**

	<u>10/1/2021 - 9/30/2022</u>				<u>Current Month</u>	<u>Estimate 9/30/2022</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>			
<b>SVPID</b>							
<b>322492</b>							
<b>Beginning Resource Balance</b>	<b>45,000</b>	<b>50,170.53</b>				<b>50,170.53</b>	
<b>Revenues</b>							
Spec Assess Delinquent	42610	-	112.68	112.68	0%	-	112.68
Special Assessment Income	42620	52,656	52,407.15	(248.85)	100%	-	52,407.15
Interest On Pid Assessment	42630	-	(11.49)	(11.49)	0%	-	(11.49)
Devlpr Particip/Projects	46110	-	-	-	0%	-	-
Miscellaneous	46395	-	-	-	0%	-	-
Interest Earnings	49410	-	-	-	0%	-	-
Int Earnings - Tax Collections	49470	-	-	-	0%	-	-
Trsfir-In Risk Mgmt Funds (Prop	49686	-	2,385.00	2,385.00	0%	-	2,385.00
Trsf In/Parks Venue (3170)	49780	-	-	-	0%	-	-
<b>Total Revenues</b>	<b>52,656</b>	<b>54,893.34</b>	<b>2,237.34</b>	<b>104%</b>	<b>-</b>	<b>54,893.34</b>	
<b>Expenditures</b>							
Office Supplies	60020	20	-	20.00	0%	-	20.00
Decorations	60132	800	320.00	480.00	40%	-	320.00
Public Relations	60160	-	-	-	0%	-	-
Beautification	60490	4,500	25,478.45	(20,978.45)	566%	-	27,143.45
Wall Maintenance	60776	2,000	11,135.00	(9,135.00)	557%	-	14,270.00
Mowing Contractor	61225	18,190	9,371.84	8,818.16	52%	-	18,190.00
Legal Services	61360	-	-	-	0%	-	-
Collection Services	61380	368	393.70	(25.70)	107%	-	393.70
Miscellaneous Services	61485	700	-	700.00	0%	-	-
Fees/Administration	61510	10,383	7,787.52	2,595.48	75%	-	10,380.00
Postage And Delivery Charges	61520	20	-	20.00	0%	-	-
Light Power Service	62030	400	230.13	169.87	58%	-	400.00
Water/Wastewater Service	62035	7,000	4,568.10	2,431.90	65%	-	7,000.00
Bldgs And Grounds Maintenance	63010	-	-	-	0%	-	-
Irrigation System Maintenance	63065	3,500	1,299.83	2,200.17	37%	-	3,500.00
Playgrounds/Picnic Areas Maint	63135	2,800	-	2,800.00	0%	-	2,800.00
Decorative Lighting Maintenan	63146	200	-	200.00	0%	-	200.00
Property Insurance Premium	64080	70	71.00	(1.00)	101%	-	71.00
Liability Insurance Premium	64090	150	130.95	19.05	87%	-	130.95
Fencing	68061	20,000	-	20,000.00	0%	-	-
Row/Easement Title Purchase	68091	-	-	-	0%	-	-
ArchitectL/Engineering Servcs	68240	-	-	-	0%	-	-
Landscaping	68250	-	-	-	0%	-	-
Irrigation Systems	68635	-	-	-	0%	-	-
<b>Total Expenditures</b>	<b>71,101</b>	<b>60,786.52</b>	<b>10,314.48</b>	<b>85%</b>	<b>-</b>	<b>84,819.10</b>	
<b>Ending Resource Balance</b>	<b>26,555</b>	<b>44,277.35</b>				<b>20,244.77</b>	

**Southwest Village Public Improvement District**

These are Southwest Village PID assessments collected from PID residents to pay for PID maintenance.



**Exhibit A**  
**GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 14**  
**Southwest Village**  
**Five Year Service Plan 2023 - 2027 BUDGET PROJECTED**

Income based on Assessment Rate of \$0.18 per \$100 of appraised value.

The FY 2022 rate was \$0.19 per \$100 of appraised value

Service Plan projects a 0.10% increase in assessed value per year.

INCOME:	Value	Assess Rate	Revenue			
Appraised Value	\$37,579,848	\$ 0.18	\$ 67,644			
Description	Account	2023	2024	2025	2026	2027
Beginning Balance (Estimated)		\$ 20,000	\$ 27,779	\$ 40,026	\$ 57,303	\$ 80,233
P.I.D. Assessment	42620	\$ 67,644	\$ 74,408	\$ 81,849	\$ 90,034	\$ 99,037
<b>TOTAL INCOME</b>		<b>\$ 67,644</b>	<b>\$ 74,408</b>	<b>\$ 81,849</b>	<b>\$ 90,034</b>	<b>\$ 99,037</b>
<b>Amount Available</b>		<b>\$ 87,644</b>	<b>\$ 102,187</b>	<b>\$ 121,875</b>	<b>\$ 147,337</b>	<b>\$ 179,270</b>

EXPENSES:						
Description	2023	2024	2025	2026	2027	
Office Supplies	60020	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
Decorations	60132	800	800	800	800	800
Beautification	60490	5,000	5,000	5,000	5,000	5,000
Wall Maintenance	60776	2,000	2,000	2,000	2,000	2,000
Mowing Contractor	61225	20,009	21,009	22,060	23,163	24,321
Collection Service	61380	394	394	394	394	394
Misc.	61485	700	700	700	700	700
Admin./Management	61510	11,422	11,993	12,592	13,222	13,883
Postage	61520	20	20	20	20	20
Electric Power	62030	420	441	463	486	511
Water Utility	62035	7,350	7,718	8,103	8,509	8,934
Irrigation System Maint.	63065	3,500	3,675	3,859	4,052	4,254
Playground/Picnic Area Maintenance	63135	2,800	2,940	3,087	3,241	3,403
Decorative Lighting Maintenance	63146	200	210	221	232	243
Property Insurance Premium	64080	80	84	88	93	97
Liability Insurance Premium	64090	150	158	165	174	182
Fencing	68061	-	-	-	-	-
Trsf To STRT Fund**	90435	5,000	5,000	5,000	5,000	5,000

**TOTAL EXPENSES** **\$ 59,864** **\$ 62,161** **\$ 64,572** **\$ 67,104** **\$ 69,763**

**Ending Balance\*** **\$ 27,779** **\$ 40,026** **\$ 57,303** **\$ 80,233** **\$ 109,507**

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

Value	Yrly Assmnt.		
\$100,000	\$180		
\$150,000	\$270		
\$200,000	\$360	Avg. Property Value:	\$ 295,904
\$250,000	\$450	Avg. Property Assessment:	\$ 533
\$300,000	\$540	No. of Properties:	127

\*Future fence replacement

\*\*RhinoRock: \$100,000--\$5,000/year for 20 years

# Southwest Village PID

OSLER

GREAT SOUTHWEST

TIMBERLAKE

2760 2756 2752 2748 2744 2740 2736 2732 2728 2724 2720 2716 2712 2708 2704

FURLONG

2755 2751 2747 2743 2739 2735 2731 2727 2723 2719 2715 2711 2707

2756 2752 2748 2744 2740 2736 2732 2728 2724 2720 2716 2712 2708

TRIPLE CROWN

2751 2747 2743 2739 2735

928 2719 2715 2711 927

932 931

932 936 940 948 952 931 935

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968 955 964 951 956 960 948 944

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