



**MONTERREY PARK PUBLIC IMPROVEMENT
DISTRICT BOARD MEETING**
OUTLAW'S BAR-B-QUE, 2234 S. BELTLINE ROAD, GRAND PRAIRIE,
TEXAS
THURSDAY, JULY 06, 2023 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 Minutes of August 11, 2022 Meeting
2. Consider proposals for management services from:
 - Associa - Principal Management Group of North Texas in the Amount of \$6,300
 - Associa - Principal Management Group of North Texas in the Amount of \$7,500
 - First Service Residential in the Amount of \$18,000
 - VCM, Inc. in the Amount of \$10,200
3. Discussion of Landscaping Located on Monterrey Avenue and Saltillo Street and Entry Monument, Monument Lighting, and Brick Wall and Fence Located on Monterrey Avenue
4. Discussion of Holiday Decorations Located on Monterrey Avenue
5. Discussion of Installation of Security Cameras Located at:
 - Beltline Rd./Monterrey Ave.
 - SE 4th St. South of Shelton St.
 - Acosta St. South of Vista Verde
6. Discussion of Streets and Street Signs Located at:
 - Acosta St
 - Cancun St
 - Cozumel St
 - Durango St
 - Matamoros St
 - Monterrey Av
 - Saltillo St
 - Se 4th St

- Sotogrande St
- Tampico St

7. Discussion of Budget to Actual Financial Reports for June 28, 2023 and September 30, 2022

8. Consider FY 2024 Budget and Assessment Rate

9. Nomination and Election of Advisory Board Members - 2 Open Positions

10. Selection of Officers - President, Vice President, Secretary/Treasurer

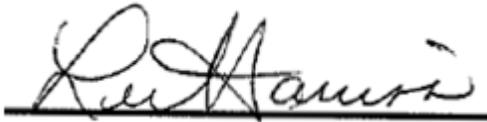
CITIZENS' FORUM

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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 June 30, 2023.

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**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Consider Minutes of August 11, 2022 Meeting

**Minutes of
Monterrey Park PID
Outlaw Bar-B-Que
2334 S. Beltline Road
August 11, 2022
6:30 p.m.**

1. Introduction:

Meeting was called to order by Sylvia Gomez

2. Agenda:

- + Citizen's Forum/Citizen Comments-no comments
- + Minutes of May 26, 2022, was approved
- + Open Meetings Act Presentation by Mark Dempsey City Attorney

3. Consider management company contract proposals:

- + To postpone until the 1st part of 2023

4. Water Restrictions:

- + We are at stage 1, no watering between 10 a.m. and 6 p.m.

5. Discussion of Projects:

- + PID section of land by SE 4th St./Saltillo
 1. Sidewalk-cracked sidewalk call the city to report
 2. Major brush/vegetation cleanup-city was called
- + Landscape improvements and/or maintenance – Monterrey Ave. and SE 4th St./Saltillo
 1. Trash removal-contacted Landwork for cleanup
 2. Tree trimming-contacted Landwork for cleanup
- + Lighting improvements and/or maintenance/repairs – Monterrey Ave.
 1. Padlock for electrical panel/security lights
 2. GFCI was out – need to call Matt Braunum
- + Signage improvements and/or maintenance
 1. Signs are ok as is
 2. Need to order 2 meeting signs
- + Wall maintenance – Monterrey Ave.
 1. Consider Monterrey Ave brick wall repair-only 1 company has responded
 2. Temporary construction easement form for access to brick wall area
 - i. Lee Harriss is working on the easement
 - ii. Still can't move forward until we get an okay from the property owner
- + Holiday decorations
 - okay to put up Christmas lights
- + National Night Out-Oct 4th 2022.
 - Two board members are Bethany James and Mary Gray
 - Two non-board members are Chuck Gray and BJ Hocutt
 - These 4 will be meeting separately

6. Consider proposals for security cameras:

- + Flock Security
 - Good quality cameras 24/7, 3 people to monitor cameras
 - \$16,500 for 2022, \$14,400 for 2023, for 2 year contract
 - Cameras will record coming in and going out in 3 areas
- + Locations-that were approved
 1. Belt Line Rd/Monterrey Ave
 2. SE 4th St south of Shelton St.
 3. Acosta St south of Vista Verde

7. Budget and Financial Reports:

- ✚ Budget to Actual Report
 - Approved to keeping the .11¢ per \$100
- ✚ Consider FY 2023 Budget and Assessment Rate
 - Talked about raising the assessment rate beginning 2023 so the wall can be repaired

8. Nomination of One Board Member:

- The new board member nominated was Darwin Brown

9. Selection of Officers:

- ✚ President – Sylvia Gomez
- ✚ Vice President – Bethany James
- ✚ Secretary/Treasurer – Sherry Quartermous
- ✚ Coordinator/Event – Darwin Brown

10. Schedule of meetings/next meeting date:

- Once we get the proposals for the wall we will schedule the meeting
- ✚ Meeting adjourned 8:02 p.m.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Consider proposals for management services from:

- Associa - Principal Management Group of North Texas in the Amount of \$6,300
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**Management Companies:
Proposals for Management Services**

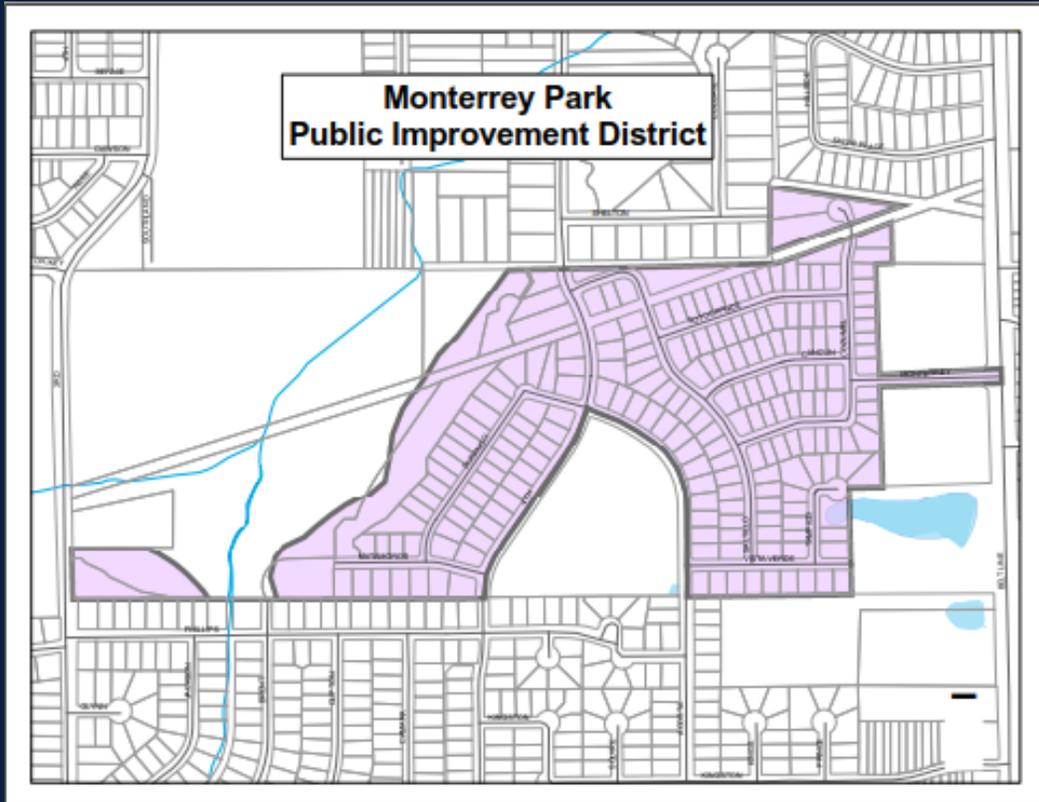
Company	Contact Name	Phone	Monthly Cost	Annual Cost	No. of Meetings Included*	Additional Meeting Cost*	Other Grand Prairie PIDs	Notes
Associa - Principal Management Group of North Texas	Maria Rust Business Development Manager	Office: 682-325-5362 Cell: 817-714-3124	\$525.00	\$6,300	12		Currently manages: Parkview PID, Oak Hollow/Sheffield Village PID, & High Hawk PID	\$525/month includes one monthly inspection
Associa - Principal Management Group of North Texas	Maria Rust Business Development Manager	Office: 682-325-5362 Cell: 817-714-3124	\$625.00	\$7,500	12		Currently manages: Parkview PID, Oak Hollow/Sheffield Village PID, & High Hawk PID	\$625/month includes twice monthly inspections
First Service Residential	Jennifer Spencer, Business Development Director	Office: 214-451-5413 ext 35413 Cell: 312-351-3599	\$1,500.00	\$18,000	4	\$100/hour	Currently manages: Peninsula PID, Brookfield PID & Southwest Village PID	
VCM, Inc.	Michael Kingsbery Vice President/Chief Financial Officer Amber Anderson Owner	972-612-2303 x3207 972-612-2303 x3154	\$850.00	\$10,200	6		Currently manages: Lake Parks PID, Westchester PID, & Greenway Trails PID	Postcard mailing cost: \$225 per mailing

*This is meeting attendance by the property manager.



COMMUNITY. PARTNERSHIP. ASSOCIA.

PROPOSAL FOR MAINTENANCE SERVICES
PREPARED BY ASSOCIA PRINCIPAL MANAGEMENT GROUP OF NORTH TEXAS
October 25, 2021



Monterrey Park Public Improvement District

RE: Proposal for Client and Maintenance Services

Attn: Nicole Schmiedeskamp – President

Sylvia Gomez - Vice President

Bethany James – Secretary/Treasurer

Dear Board of Directors,

Thank you for the opportunity to present Associa Principal Management Group to Monterrey Park Public Improvement District Board of Directors. We have been providing the full spectrum of management services to communities like yours for more than 41 years, and we know better than anyone else how to deliver exceptional community management as well as what it takes to make your PID a success.

Enclosed you will find a detailed proposal regarding the many services we will provide for your Public Improvement District based upon the City of Grand Prairie defined improvements and/or maintenance within your geographical area. We understand that with the establishment of an advisory body, the PID Board manages improvement projects and special supplemental services within the district which promotes the interests of the subdivision. The pricing is listed on the last page.

We're confident that the service and expertise that Associa Principal Management Group of North Texas offers is far beyond what you will find anywhere else. Please review this proposal and let us know if we can provide any additional information you may need or if you would like references.

Sincerely,

Maria Rust

Associa Principal Management Group of North Texas

maria.rust@associa.us

[817-714-3124](tel:817-714-3124)

THE MOST SUCCESSFUL PUBLIC IMPROVEMENT DISTRICTS ARE POWERED BY ASSOCIA.

OUR PROVEN LEADERS

The PMG North Texas leadership team has decades of broad and deep experience managing single-family home communities, public improvement districts, active adult communities, lifestyle-centric associations, condominiums, urban and highrise properties, and more.

OUR A+ RATING

For over eleven years, Associa has maintained an A+ rating with the Better Business Bureau (BBB). The BBB has stringent requirements including a 16-category grading scale. Associa has the highest rating of A+ due mainly to our proportionally low rate of filed claims and 100% closure rate. We actively monitor BBB claims and use these findings to ensure clients always receive the service they deserve.

We manage PID's throughout DFW, many of which are similar in size and scope to your specifications. Our staff of managers has the experience required to manage an association like yours, and because we are one of the oldest and most established firms in the area, our managers benefit from a professional support network and technological infrastructure few can match.

OUR ACCOLADES...

“

I wanted to take a moment to share my thoughts on our first year together as a team. I call it a team because for the last 20 years I feel the community had a company in place that was there to do a job, while Associa from top to bottom makes me feel like we are a part of a team.

I appreciate the technology, the timeliness and accuracy of information, but most of all the attitude and the professionalism — which I feel is priceless. From digging deep into matters to the simplest of tasks, the staff has been such a pleasure to work with and the residents often call me with positive comments instead of concern that would have in previous years felt like they had fallen on deaf ears.

I am looking forward to many years together and appreciate your candor, friendship and professional knowledge.

Again, thank you.

– Tim S.

”



When It Comes to Major Projects, Looks Can Be Deceiving.

Eventually, every community PID undertakes large projects: perimeter walls, entrances, landscaping, and lighting are a few examples. As projects get larger and more expensive, the risk of negatively impacting your PID association increases. Does this challenge sound familiar?

- **Too much work, too little time.** The board shouldn't spend its valuable time on contractor oversight, financial analysis, vendor account management, or producing lengthy status reports. Large projects impact the time available for boards to meet the ongoing needs of the community Public Improvement District.
- **Over-budget, but under-funded.** Without a plan, a smart budget, and tight controls, you may run off schedule and spend too much of your community's money. Bid delays, change orders, and contractor overruns can chip away at a well-intended project. When homeowners feel that their funds and peace of mind are being compromised, they will hesitate to support projects in the future.
- **High tensions and misaligned priorities.** Expensive projects are stressful to homeowners, especially if extra funding through a loan or special assessment is needed. Above all else, homeowners want to ensure their PID association is financially responsible and protects their most important assets - their homes.

Communities suffering from such challenges happens all too often. That's why Associa OnCall offers project services: to help boards complete projects smoothly and responsibly.

We Help You Successfully Tackle Common Problems – and Your Projects

To plan a successful project, execute it efficiently, and complete it with the solid results your community PID expects, we proactively alleviate the common problems associated with these larger initiatives by focusing on:

- **Strategic Planning.** Strategic planning makes community PID improvements manageable for the board. We create a complete plan to serve as the road map to achieve project goals.
- **Professional Management.** We ensure the steady progress of your project and handle the day-to-day details. With these duties delegated, the board volunteers have more time to determine PID association directives, oversee the service providers, and ensure community aesthetic and upkeep.
- **Complete Communication.** Transparent and frequent communication leads to positive relations and minimal disruptions to the community. From start to finish, we manage all communications between all stakeholders: the board, City, and the HOA.





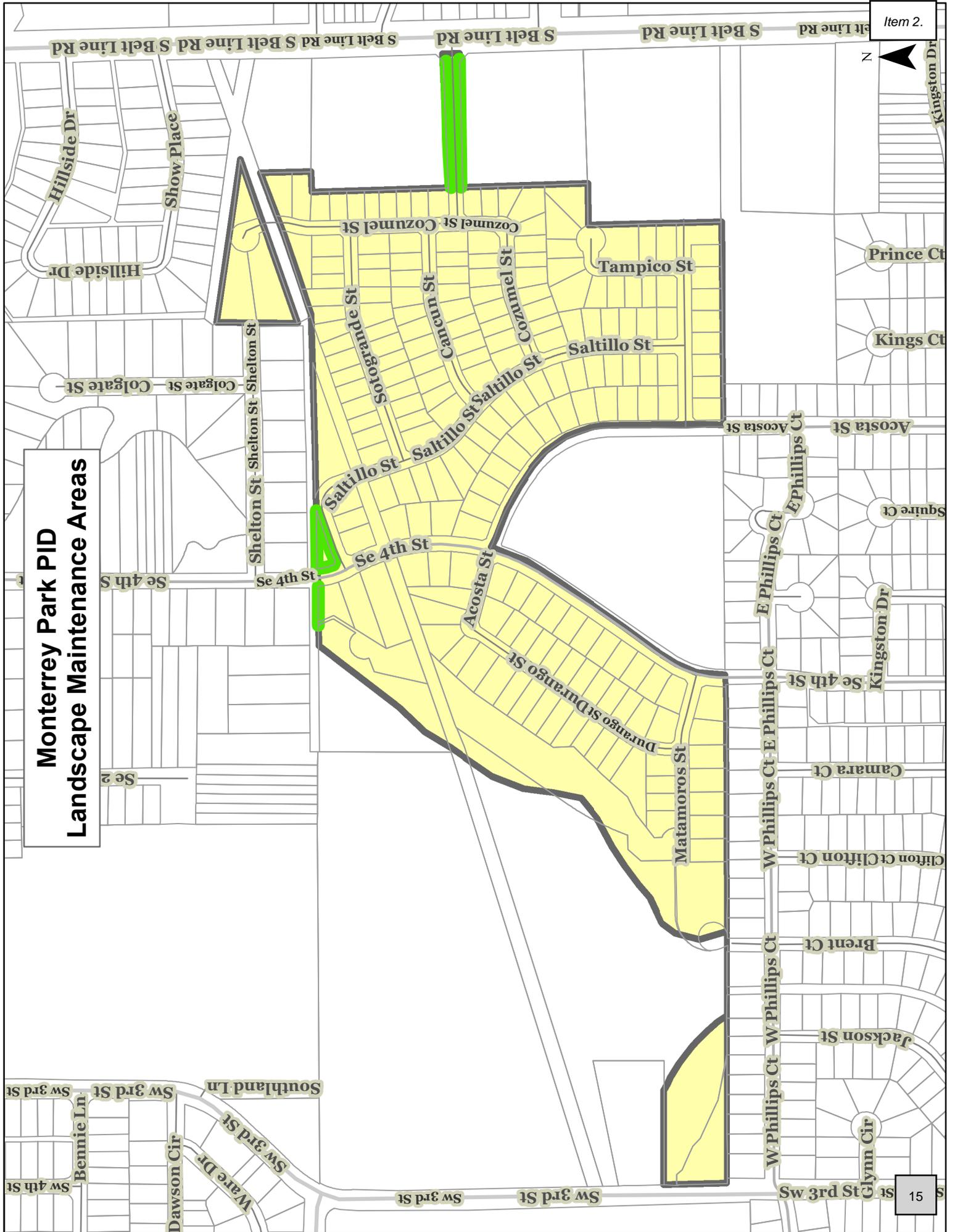
Strategic Planning

Aligning All the Moving Pieces

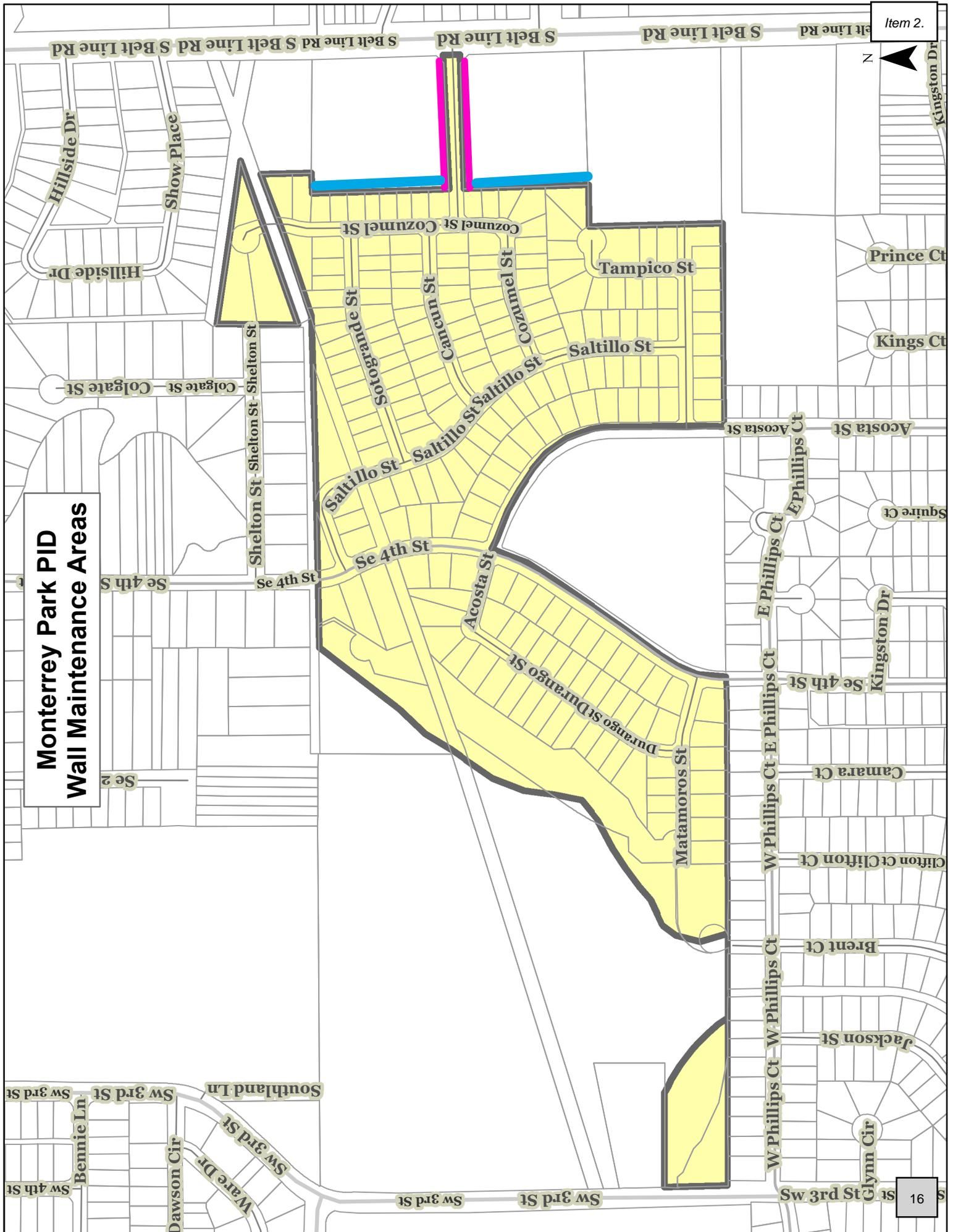
Proper planning from the very beginning sets appropriate expectations and ensures alignment on the vision and goals for the project. Associa Principal Management Group takes careful steps when planning for any project:

- **Review community PID budget to expenses**
- **Review funding requirements**
- **Inspect community PID areas routinely and provide Board updates**
- **Prepare preliminary project budget with Board and City**
- **Prepare preliminary project plan with Board and City**
- **Request vendor proposals on board's behalf**
- **Facilitate vendor interviews**
- **Prepare vendor bid matrix**
- **Present findings and recommendations to the board**

**Monterrey Park PID
Landscape Maintenance Areas**



Monterrey Park PID Wall Maintenance Areas



Item 2.



**Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 11
Monterrey Park
Five Year Service Plan 2022 - 2026 BUDGET**

Income based on Assessment Rate of \$0.11 per \$100 of appraised value.
Service Plan projects a 1% increase in assessed value per year.

INCOME:		Value	Assess Rate	Revenue		
Appraised Value		\$45,739,050	\$ 0.11	\$ 50,313		
Description	Account	2022	2023	2024	2025	2026
Beginning Balance (Estimated)		\$ 146,000	\$ 151,268	\$ 158,040	\$ 165,319	\$ 173,112
P.I.D. Assessment	42620	\$ 50,313	\$ 50,816	\$ 51,324	\$ 51,838	\$ 52,356
TOTAL INCOME		\$ 50,313	\$ 50,816	\$ 51,324	\$ 51,838	\$ 52,356
Amount Available		\$ 196,313	\$ 202,084	\$ 209,364	\$ 217,157	\$ 225,468
EXPENSES:						
Description		2022	2023	2024	2025	2026
Office Supplies	60020	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
Decorations	60132	7,228	7,228	7,228	7,228	7,228
Beautification	60490	6,000	12,000	12,000	12,000	12,000
Wall Maintenance	60776	10,000	3,000	3,000	3,000	3,000
Mowing Contractor	61225	7,361	7,361	7,361	7,361	7,361
Collection Service (\$2.90/Acct)	61380	586	586	586	586	586
Misc.	61485	500	500	500	500	500
Postage	61520	350	350	350	350	350
Electric Power	62030	400	400	400	400	400
Water Utility	62035	3,000	3,000	3,000	3,000	3,000
Irrigation System Maint.	63065	2,000	2,000	2,000	2,000	2,000
Decorative Lighting Maintenance	63146	2,500	2,500	2,500	2,500	2,500
Property Insurance Premium	64080	200	200	200	200	200
Liability Insurance Premium	64090	4,900	4,900	4,900	4,900	4,900
		-	-	-	-	-
TOTAL EXPENSES		\$ 45,045	\$ 44,045	\$ 44,045	\$ 44,045	\$ 44,045
Ending Balance*		\$ 151,268	\$ 158,040	\$ 165,319	\$ 173,112	\$ 181,423

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.	
\$150,000	\$165	
\$175,000	\$193	
\$200,000	\$220	Avg. Property Value: \$ 226,431
\$225,000	\$248	Avg. Property Assessment: \$ 249
\$250,000	\$275	No. of Properties: \$ 202
\$275,000	\$303	
\$300,000	\$330	
\$325,000	\$358	

*Brick wall repairs

Public Improvement District Management Pricing:

\$525.00 per month for monthly inspections or \$625.00 a month for twice monthly inspections.

At-A-Glance Service Management includes:

- ✓ Perform once or twice a month PID property inspection. Each inspection will be comprehensive and will monitor mowing, edging, visible sprinkler leaks or poor coverage, flower beds, wall fencing, trees, lighting, and monument signs. Prepare routine PID inspection report to the Board to include findings, project updates, need for repairs or proposals, and contract dates.
- ✓ Inspect and oversee landscape maintenance vendor for the common areas in the PID including turf, beds, entry features, color and irrigation for the common areas and perimeter fencing/walls.
- ✓ Inspect brick walls on the east side of the development and vinyl fencing on Monterrey Avenue routinely. (vinyl fencing will soon be replaced by a new development which is not part of the PID)
- ✓ Inspect lighting and signage.
- ✓ Oversee holiday decoration and holiday lighting install and removal process.
- ✓ Procure and screen vendor bids and proposals as needed for repairs, service contracts and improvements. Be familiar with all service contracts.
- ✓ Review all vendor invoices to verify work has been completed, pricing is correct and then send invoice to PID Board and Administrator for payment. If different protocol for invoices, please advise.
- ✓ Review City PID website page and request updates as needed.
- ✓ Work with the PID Board and PID Administrator to prepare agenda packets, meeting notices, minutes, and other important documents prior to each meeting.
- ✓ Prepare a routine Manager update report and updates on projects, proposals, and contract dates for PID Directors and PID Administrator in advance of the meeting. Review the report at the PID meeting.
- ✓ Attend all PID Board meetings and the Annual meeting as scheduled. Record meeting minutes and provide copies to Directors within 10 business days of the meeting.
- ✓ Facilitate and manage the annual Election of Directors PID meeting every year.
- ✓ Provide input with annual budget preparation, input and execution in tandem with the City and the PID BOD. The management company will not provide any financial services such as collecting assessments or financial reporting.
- ✓ Be available for calls and emails from the directors, City PID team as well as vendors.
- ✓ After hours call center for emergencies.
- ✓ Oversee any other PID related improvements, repairs, responsibilities and tasks.
- ✓ Encrypted Electronic Data Storage and technology fee included
- ✓ Mail meeting announcement postcards to each home address (207 homes) as provided by the City of Grand Prairie. Post cards are included, however, **postage is not included and is billed at market rate.**
- ✓ **Print copies of agendas and any items to be distributed at each meeting is billed at .27 per B/W copy or \$1.00 per color copy.**



FirstService
RESIDENTIAL

FIRSTSERVICE RESIDENTIAL

Making a Difference. Every Day.



Item 2.

A vision for a partnership between FirstService Residential and Monterrey Park PID



Dear Lee Harriss,

Monterrey Park PID should expect a management company to provide more than just core management services. You deserve a partner that provides both a team of empowered associates who pride themselves on delivering exceptional service, and management that understands the importance of protecting your bottom line. You want management that is proactive and doesn't need intense oversight, supported by an unmatched depth of resources and associates dedicated to making a difference, every day.

We are confident that FirstService Residential is uniquely qualified to achieve your objectives for the future through a combination of resources and expertise, state-of-the-art technology, and a holistic approach to spending, all of which are detailed in our recommendation to you.

Thank you for allowing us to participate in your management company selection process. We understand the importance of the task you have in finding the right fit for your POA, and we appreciate the opportunity to present this recommendation to you.

I look forward to continuing our discussion on how we can best be of service to Monterrey Park PID.

Sincerely,

Jennifer Spencer

Jennifer Spencer
Business Development Director
FirstService Residential
Direct: 214.451.5413
Email: Jennifer.Spencer@fsresidential.com

PROFESSIONAL MANAGEMENT

Our mission is to deliver exceptional service and solutions that enhance the value of every property and the lifestyle of every resident in the communities we manage. We achieve this by providing best-in-class property management solutions through a combination of local leadership and nationally supported technology, education, and best practices.

With a committed Advisory Board and FirstService Residential as the professional management company, Monterrey Park PID will:

- Exhibit financial health
- Increase property values
- Offer a great community to live in

Monterrey Park PID

- **Income Limitations:** Due to the fact that each Public Improvement District (PID) has different priorities as well as income limitations, FirstService Residential has always accommodated their requests to the best possible standards within its individual budget.
- **Management:** FirstService Residential surveys each prospective property before presenting a proposal. When a partnership is desired by both parties and the Management Agreement is signed, the PID is assigned an experienced PID manager.
- **PID Manager:** The assigned PID Manager is the key liaison between the management company, the Advisory Board and the City. The manager performs monthly inspections and supervises all vendors while overseeing the common areas. The manager keeps the Advisory Board fully informed at each board meeting with a written management report.

SCOPE OF WORK

The overall scope and approach of the improvements and/or services to be provided, furnished, or performed by FirstService Residential are more fully set forth in the approved service plan and budget. FirstService Residential's improvements and/or services shall consist of the following:

- Oversee the bidding and awarding of contracts for the maintenance and/or repair of hardscape systems, landscaping, irrigation, lakes and other public improvements
- Monitor work performed by subcontractors to ascertain that all work is performed completely, professionally, and with the appropriate level of quality

FirstService Residential will provide such improvements and/or services, in a sound, economical, and efficient manner, in accordance with the contract, its attachments and all applicable laws. In providing such services, FirstService Residential will take steps as are appropriate to insure that the work involved is properly coordinated with related work being performed by the City.

As a partnership, FirstService Residential's services are designed to fit the individual physical and financial needs of each Public Improvement District. Following are the general service areas utilized by most Public Improvement Districts. Additional services are available depending upon the individual need.

Advisory Board

An assigned professional PID manager works under the direction of the Advisory Board and the City. They prepare monthly board meeting packages, attend board meetings and they are responsible to see that projects and programs are completed in a timely, economical and efficient manner.

Maintenance

FirstService Residential interviews, hires, compensates, supervises and, if necessary discharges maintenance and other personnel for the Advisory Board and/or the City. FirstService Residential arranges for, and supervises normal maintenance on common elements, such as fence repair and landscape and acts as the PID liaison with special work crews involving capital improvement expenditures.

FirstService Residential shall inspect the areas maintained by PID 21 Las Vegas Trail to ensure such areas meet the standards set forth by the City for Fort Worth or reasonable standards set forth by the Advisory Board. FirstService Residential shall use reasonable commercial efforts in researching vendors and contractors, but cannot and does not make any warranties or representations of the capability or quality of the work or services of any particular vendor or contractor.

Reasonable standards include, but are not limited to, ongoing regular maintenance of all systems and property, including landscaping and all other customary maintenance repairs as may be reasonable and necessary. This agreement does not contemplate FirstService Residential's oversight of capital improvement projects, renovations to common areas, or improvement projects which, at FirstService Residential's sole discretion, are determined to be outside of the scope of ongoing regular maintenance.

Homeowner Relations

FirstService Residential will assist the Advisory Board with neighborhood meetings to seek input regarding the needs of the PID and any communication to all homeowners regarding events, activities or other news in the PID. All homeowners are provided the manager's phone number and email addresses as well as our 24-hour Customer Care number. Homeowners are able to talk directly to the assigned PID manager about community concerns.

Contracts

Representing the PID and with Advisory Board/City approval, FirstService Residential's professional staff secures contract bids for such things as insurance, landscape care, painting, exterminating and all capacity of common area repairs.

VIVE

VIVE is not a “feel good”, vendor referral system based on consumer testimonials. Referral based systems provide an outstanding reference, but is a service outside of VIVE's scope. VIVE services professionals, that need to know that the vendors they hire to service their properties are continually screened for proper licensing, adequate and current insurance, criminal activity, government watch lists, and financial capacity. VIVE has successfully woven this quality control fabric into a mutually beneficial operating system for its clients' and the vendors they work with, offering efficiencies, cost savings and opportunities for everyone. Features of VIVE include:

Custom Compliance Program

- Verify and Track Insurance Certificates
- Validate State Trade Licenses
- Government Watch List Searches
- Public Background Screenings Available
- W-9 and Vendor Agreements
- Document Retention

Vendor Ratings

- 10 Simple Survey Questions
- Objective Vendor Metrics Fairly Assign Ratings on a 1-5 scale
- Ratings Averages Across All FirstService Residential Associates
- User Rating details are Shared Among FirstService Residential Associates
- Sort and Search Vendors by Rating Value
- Ratings are Able to be Updated Over Time

Contract Management

- Load and Store PDF Copies of Contracts
- Contract Renewal or Termination Notification Requirements
- Use Specific Contract Notifications to Create New Proposals Through QuickSource Bids
- Contract Management Report Data Including:
 - Dollar Amounts
 - Specific Vendor Data
- Email Notifications and Dashboard Alerts Including:
 - Contract Expirations, Renewals and Terminations

QuickSource Bids

- Summary Bid Reports showing Number and Dollar Amounts by Trade Type
- Bid Submission Performance
- Permanent Proposal and Bid Archive
- Bid Submission Notices
- Bid Reminder Notices
- Award Notices

PID Manager

- Receives and acts upon all maintenance calls from homeowners
- Coordinates, oversees and documents repairs
- Places follow-up calls to vendors for verification that repairs have been accomplished
- Returns calls to homeowners to confirm satisfaction and quality of service performed
- Acquire bids and ensures that bids are attached to Management Reports for scheduled Advisory Board meetings and decisions
- Reviews all Advisory Board meeting minutes to be certain that maintenance items and repairs are disbursed and properly allocated

WHY FIRSTSERVICE RESIDENTIAL?

We understand the complexities of your specific city and county. Our working relationships with many vendors in the area who provide any last minute emergency support as needed. We proudly manage several Public Improvement Districts throughout the Dallas/Fort Worth area, including the largest PID in the City of Fort Worth.

The role we play as a property management provider when it comes to operating a PID is something we take very seriously. We believe that any community retaining our services has a right to expect a meaningful impact in their community, specifically by:

- Delivering exceptional service
- Enhancing property value
- Ensuring safety/ mitigating risk
- Improving resident lifestyle
- Reducing operating costs

Our focus on customer service extends to our 24 Hour Customer Care Center, which was created to enhance the prompt and responsive service our clients are currently receiving.

Monthly Management Fee: \$1500

PIDS MANAGED BY FIRSTSERVICE RESIDENTIAL

PID/MMD Name	City	Acreage of Green Space	Unit Count	Features (ponds, playgrounds, walking trails, etc.)
PID 6	Fort Worth	217 acres of park space	82 Commercial 4,471 Residential	Playgrounds, walking trails, doggy stations, trash cans, 18 hole disc golf course, city parks, outdoor exercise equipment, soccer goals, tennis and basketball courts, volleyball court baseball diamond, picnic tables, benches, shelters
PID 7	Fort Worth	1165.3 Total Acres	87 Commercial 3,199 Residential	Ponds, playgrounds, walking trails, fountains, doggy stations, and City parks
PID 12	Fort Worth		213	Pond with fountain, fencing, landscaping, playground, monument entry signage
Lancaster PID 20	Fort Worth			Security patrols through E Lancaster Ave
Brookfield PID #4	Grand Prairie		172	Irrigation systems, fencing, and landscaping in the Brookfield common areas and provides ongoing improvements to these areas
Peninsula PID 8	Grand Prairie	Approximately 1,904 acres	3,000+	Playgrounds, ponds, pond fountains, walking trails, community entry ways, screening walls, street and decorative lights, street light banners, extensive landscape beds, medians
Southwest Village PID 14	Grand Prairie	Approximately 4 acres	200	Screening fences, playground, common area landscape
Harvest/Northlake PID 1	Northlake/Argyle	Approximately 30 acres	Roughly 1500 homes occupied - build out is 3200 +	Parks, walking trails, 10 acre lake, detention areas, natural green spaces, medians, two entry barns, highway frontage



For more information, please contact:
Jennifer Spencer
Business Development Director
FirstService Residential
Direct: 214.451.5413
Email: Jennifer.Spencer@fsresidential.com

www.fsresidential.com

Community.
Bring it together.
Keep it up.

Hey, neighbor.

—
Monterrey Park PID





We love
PIDs!





VCM is the management company that makes you love where you live even more. We're here to ensure every board member is heard and your community vision is realized.



We work directly with PID board members to tailor our services to your community needs and pass on all of our “happy homeowner” know-how.

From maintenance and emergencies to anything you need, you can turn to us.



Because at the end of every day, we want to be the best neighbor you'll ever have.



**The neighbor that keeps
your community safe,
pretty, and fun.**



Executive Team



Amber Anderson, CEO & Owner

Since helping found VCM in 2008, Amber has been building communities that thrive. Today, as Owner, she continues to grow the business and see that each community's vision is realized.

Amber's passion for the people goes far beyond VCM – she has a heart for encouraging women to be independent, strive for successful careers, and achieve financial freedom. Still she always makes time for her family, the beach, and a good book with a glass of wine.



Michael Kingsbery, CFO & Corporate Vice President

Mike Kingsbery is a finance professional with over 16 years experience in Banking and Financial Services.

The majority of his career was spent at JPMorgan Chase in a variety of roles across multiple departments including Finance, Strategy and Project Management.

Michael holds a Bachelor's of Arts in Finance from the University of Washington's Foster School of Business and is FINRA Series 79 and 63 licensed. He lives in Prosper, TX and enjoys spending time outdoors with his wife and two young sons.



VCM at a glance.

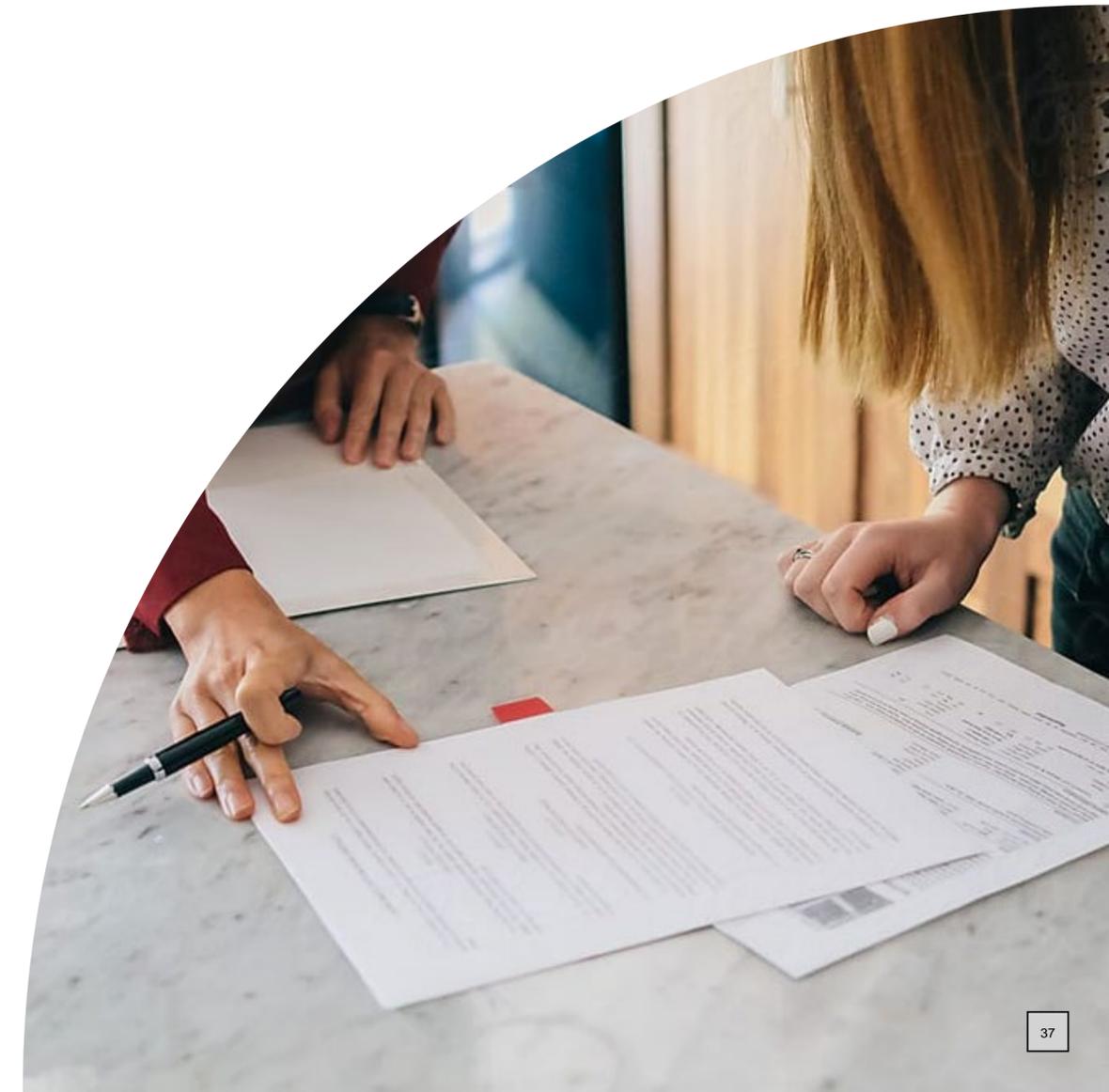
- **Association Manager to handle day-to-day oversight**
- **Association Manager to visit property and attend meetings**
- **Supervise maintenance of common areas and amenities**
- **Consistent, responsive communication**
- **24/7 on-call association manager for common area emergencies**





VCM at a glance.

- Hands-on leadership
- Maintenance and storage of association records
- Monthly financial preparation
- Accounts receivable processing
- Resale and refinance package preparation





Happy PIDs we serve.

- Grand Prairie PID
- Greenway Trails PID
- Lake Parks PID



Property Management

How we take care of your PID.





Property Management

Daily

- **Oversee association business**
- **Handle owner inquiries, disputes and concerns**
- **A VCM, Inc. manager is on call 24/7 for common area emergency response**

Weekly

- **Supervise maintenance of common areas and amenities, invoice approval and payment process**

Bi-Weekly

- **Perform common area inspections, with report and update to be provided to the board(s) of directors**
- **Oversee landscape maintenance including oversight of entry features and perimeter walls**



Property Management

Monthly / Bi-Monthly

- Monitor monthly utility usage
- Attend all PID Board Meetings, assist board with all meeting packets and agendas (approximately 6 per year)
- Prepare Meeting Minutes
- Mail out Postcard Reminders before each board meeting and Annual Meeting

Annually

- Process annual meeting notices, monitor quorum requirements, oversee voting and documentation requirements
- Prepare annual budget
- Additional services
- Solicit competitive bids for services

Proposal

**Prepared for Monterrey Park PID,
Grand Prairie, Texas**



.....



Proposal Outline:

- **Monthly Management Fee: \$850 per month**
- **Board Meeting Reminder Post Cards before each Board meeting and Annual Meeting: \$225 per mailing (202 homes)**
- **Applicable administrative expenses will be charged per month in accordance with the VCM administrative fee schedule (see following pages).**



Administrative Fee Schedule

Postage	At cost plus 5%
Copies	0.14 each
Color Copies	0.19 each
Misc. Supplies	Files, folders, binders, etc. at cost plus 5%
Invoices/Statements	At cost plus 5%
Checks	At cost
Community Wide Mailing	Postcards, copies and or envelopes at cost plus 5%
Long Distance Phone	No charge
Scans	No charge
Prep of 1099's	\$10.00 each
Physical/Electronic Storage	\$20.00 per month



Additional Services

More ways to love where you live.



VCM Sight-Line

Property Maintenance





Sight-Line | Project and Construction Management

- To take care of large-scale community projects, VCM Sight-Line employs a Construction Manager, with over 20 years experience in construction management, general contracting, site planning and engineering, as well as landscape and irrigation design, we know how to keep your project on time and on budget.
- Pricing based on services requested.

Thank you!



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Discussion of Landscaping Located on Monterrey Avenue and Saltillo Street and Entry Monument, Monument Lighting, and Brick Wall and Fence Located on Monterrey Avenue



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Discussion of Holiday Decorations Located on Monterrey Avenue



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Discussion of Installation of Security Cameras Located at:

- Beltline Rd./Monterrey Ave.
- SE 4th St. South of Shelton St.
- Acosta St. South of Vista Verde



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Discussion of Streets and Street Signs Located at:

- Acosta St
- Cancun St
- Cozumel St
- Durango St
- Matamoros St
- Monterrey Av
- Saltillo St
- Se 4th St
- Sotogrande St
- Tampico St



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Discussion of Budget to Actual Financial Reports for June 28, 2023 and September 30, 2022

Budget/Actual Report for Fiscal 2022
322192
Monterrey Park Public Improvement District
as of 9/30/22

	<u>10/1/2021 - 9/30/2022</u>				<u>Current Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
MPPID					
322192					
Beginning Resource Balance	146,000	148,271.57			
Revenues					
Spec Assess Delinquent	42610	-	-	0%	-
Special Assessment Income	42620	50,313	50,327.26	14.26	100%
Interest On Pid Assessment	42630	-	95.07	95.07	0%
Devlpr Particip/Projects	46110	-	-	-	0%
Miscellaneous	46395	-	-	-	0%
Int Earnings - Tax Collections	49470	-	-	-	0%
Trsf-In Risk Mgmt Funds (Prop	49686	-	-	-	0%
Trsf In/Parks Venue (3170)	49780	-	-	-	0%
Total Revenues	50,313	50,422.33	109.33	100%	0.05
Expenditures					
Office Supplies	60020	20	-	20.00	0%
Decorations	60132	7,228	9,280.00	(2,052.00)	128%
Beautification	60490	6,000	-	6,000.00	0%
Wall Maintenance	60776	10,000	600.00	9,400.00	6%
Security	61165	-	-	-	0%
Mowing Contractor	61225	7,361	6,534.25	826.75	89%
Tree Services	61226	-	-	-	0%
Legal Services	61360	-	-	-	0%
Collection Services	61380	586	585.80	0.20	100%
Miscellaneous Services	61485	500	30.00	470.00	6%
Fees/Administration	61510	-	-	-	0%
Postage And Delivery Charges	61520	350	129.34	220.66	37%
Street Lights	61905	-	-	-	0%
Light Power Service	62030	400	285.13	114.87	71%
Water/Wastewater Service	62035	3,000	3,509.34	(509.34)	117%
Bldgs And Grounds Maintenance	63010	-	-	-	0%
Irrigation System Maintenance	63065	2,000	630.00	1,370.00	32%
Roadway Markings/Signs Maint	63115	-	-	-	0%
Decorative Lighting Maintenananc	63146	2,500	740.36	1,759.64	30%
Property Insurance Premium	64080	200	216.00	(16.00)	108%
Liability Insurance Premium	64090	4,900	5,217.00	(317.00)	106%
Fencing	68061	-	-	-	0%
Landscaping	68250	-	-	-	0%
Signs	68390	-	-	-	0%
Lighting	68637	-	-	-	0%
Lease Payment	68901	-	-	-	0%
Total Expenditures	45,045	27,757.22	17,287.78	62%	3,691.14
Ending Resource Balance	151,268	170,936.68			

Monterrey Park Public Improvement District

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

Budget/Actual Report for Fiscal 2023
322192
Monterrey Park Public Improvement District
as of 6/28/23

	<u>10/1/2022 - 9/30/2023</u>				<u>Current Month</u>	<u>9/30/23 Estimated</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>		
MPPID						
322192						
Beginning Resource Balance	160,000	170,936.68				170,936.68
Revenues						
Spec Assess Delinquent	42610	-	-	0%	-	-
Special Assessment Income	42620	64,463	64,711.93	248.93	100%	64,711.93
Interest On Pid Assessment	42630	-	166.06	166.06	0%	166.06
Devlpr Particip/Projects	46110	-	-	-	0%	-
Miscellaneous	46395	-	-	-	0%	-
Int Earnings - Tax Collections	49470	-	-	-	0%	-
Trsf-In Risk Mgmt Funds (Prop	49686	-	-	-	0%	-
Trsf In/Parks Venue (3170)	49780	-	-	-	0%	-
Total Revenues	64,463	64,877.99	414.99	101%	-	64,877.99
Expenditures						
Office Supplies	60020	20	-	20.00	0%	-
Decorations	60132	9,500	9,280.00	220.00	98%	9,280.00
Beautification	60490	6,000	-	6,000.00	0%	6,000.00
Wall Maintenance	60776	10,000	-	10,000.00	0%	1,000.00
Security	61165	-	-	-	0%	-
Mowing Contractor	61225	8,505	3,806.25	4,698.75	45%	109.00
Tree Services	61226	-	-	-	0%	-
Legal Services	61360	-	-	-	0%	-
Collection Services	61380	586	580.00	6.00	99%	580.00
Miscellaneous Services	61485	500	(26.00)	526.00	-5%	500.00
Fees/Administration	61510	-	-	-	0%	-
Postage And Delivery Charges	61520	350	-	350.00	0%	-
Street Lights	61905	-	-	-	0%	-
Light Power Service	62030	400	242.00	158.00	61%	400.00
Water/Wastewater Service	62035	3,000	1,646.46	1,353.54	55%	377.50
Bldgs And Grounds Maintenance	63010	-	-	-	0%	-
Irrigation System Maintenance	63065	2,000	40.00	1,960.00	2%	2,000.00
Roadway Markings/Signs Maint	63115	-	-	-	0%	-
Decorative Lighting Maintenan	63146	2,500	-	2,500.00	0%	2,500.00
Property Insurance Premium	64080	250	243.00	7.00	97%	243.00
Liability Insurance Premium	64090	5,500	-	5,500.00	0%	5,500.00
Fencing	68061	100,000	-	100,000.00	0%	-
Landscaping	68250	-	-	-	0%	-
Signs	68390	-	-	-	0%	-
Lighting	68637	-	-	-	0%	-
Lease Payment	68901	16,500	-	16,500.00	0%	-
Total Expenditures	165,611	15,811.71	149,799.29	10%	486.50	38,870.00
Ending Resource Balance	58,852	220,002.96				196,944.67

Monterrey Park Public Improvement District

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



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Consider FY 2024 Budget and Assessment Rate

**Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 11
Monterrey Park
Five Year Service Plan 2024 - 2028 BUDGET**

Income based on Assessment Rate of \$0.11 per \$100 of appraised value.
The FY 2023 rate was \$0.11 per \$100 of appraised value
Service Plan projects a 10% increase in assessed value per year.

INCOME:		Value	Assess Rate	Revenue		
Appraised Value (Estimated)		\$59,188,485	\$ 0.11	\$ 65,107		
Description	Account	2024	2025	2026	2027	2028
Beginning Balance (Estimated)		\$ 196,000	\$ 96,648	\$ 101,332	\$ 12,201	\$ 29,920
P.I.D. Assessment	42620	\$ 65,107	\$ 71,618	\$ 78,779	\$ 86,657	\$ 95,323
TOTAL INCOME		\$ 65,107	\$ 71,618	\$ 78,779	\$ 86,657	\$ 95,323
Amount Available		\$ 261,107	\$ 168,265	\$ 180,111	\$ 98,858	\$ 125,244

EXPENSES:						
Description		2024	2025	2026	2027	2028
Office Supplies	60020	\$ 20	\$ 21	\$ 22	\$ 23	\$ 24
Decorations	60132	9,500	9,975	9,975	9,975	9,975
Beautification	60490	6,000	6,300	6,300	6,300	6,300
Wall Maintenance	60776	10,000	10,500	10,500	10,500	10,500
Mowing Contractor	61225	8,654	9,086	9,541	10,018	10,519
Collection Service (\$2.90/Acct)	61380	586	586	586	586	586
Misc.	61485	500	525	525	525	525
Fees/Administration	61510	-	-	-	-	-
Postage	61520	350	368	368	368	368
Electric Power	62030	400	420	441	463	486
Water Utility	62035	3,500	3,675	3,859	4,052	4,254
Irrigation System Maint.	63065	2,000	2,100	2,100	2,100	2,100
Decorative Lighting Maintenance	63146	2,500	2,625	2,625	2,625	2,625
Property Insurance Premium	64080	275	289	303	318	334
Liability Insurance Premium	64090	5,775	6,064	6,367	6,685	7,020
Fencing*	68061	100,000	-	100,000	-	-
Lease Payment-Security Cameras	68901	14,400	14,400	14,400	14,400	14,400
		-	-	-	-	-
TOTAL EXPENSES		\$ 164,460	\$ 66,933	\$ 167,911	\$ 68,938	\$ 70,016
Ending Balance*		\$ 96,648	\$ 101,332	\$ 12,201	\$ 29,920	\$ 55,228

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.	
\$100,000	\$110	
\$200,000	\$220	
\$300,000	\$330	Avg. Property Value: \$ 293,012
\$400,000	\$440	Avg. Property Assessment: \$ 322
\$500,000	\$550	No. of Properties: \$ 202

*Brick wall replacement



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Nomination and Election of Advisory Board Members - 2 Open Positions



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/06/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gomez, President

TITLE: Selection of Officers - President, Vice President, Secretary/Treasurer
