

FORUM ESTATES PUBLIC IMPROVEMENT DISTRICT

GRAND PRAIRIE MUNICIPAL AIRPORT, 3116 S GREAT SOUTHWEST PKWY.

MONDAY, SEPTEMBER 11, 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 10, 2023 meeting
- 2. Consider proposal from LandWorks in the amount of \$4,950 for replacement of 11 (eleven) 10'-12' Tuscarora Crape Myrtles that have freeze damage in the Misc. areas island (Great Southwest W & Forum)
- 3. Consider proposal from LandWorks in the amount of \$5,420 for 80' steel edging and 10 tons cobble with filter fabric in the Erosion Areas at Mayfield Screen Wall (Cimmaron Estates) in 2 areas and add cobble under tree in 1 area to expand cobble area
- 4. Consider proposal from LandWorks in the amount of \$650 to stump grind roots on large Live Oak & Crepe Myrtle pushing on screen wall foundation at Forum Drive, East of Baxter
- 5. Consider Qualifications of Reserve Study Analysts

Criterium – David H. Dotson, P.E., R.S, B.I.E.

Criterium – Sebastian Martinez, E.I.T

Lone Star – Alan Ruth, RS, PR

<u>6.</u> Discussion of Budget to Actual Financial Report for August 31, 2023 and FY 2024 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 8, 2023.

Lee Harris, CPA

Special District Administrator, Finance Department



MEETING DATE: 09/11/2023

REQUESTER: Lisa McBee

PRESENTER: John Sittmann, President

TITLE: Consider Minutes of August 10, 2023 meeting

FORUM PID ADVISORY BOARD MEETING MINUTES Main Library, 901 Conover Drive August 10, 2023

Call to Order - 6:39 PM

A quorum of the Board was established with: John Sittmann, Joe Tarrant and Troy Thorn of the Board of Directors Present. Also present were Special District Administrator Lee Harriss and Goodwin & Company Community Association Manager, Lisa McBee

Thorn made a motion to APPROVE the May 11, 2022 Meeting Minutes as presented, the motion was seconded by Sittmann and the motion carried unanimously.

Thorn made a motion to APPROVE the December 1, 2022 Meeting Minutes as presented, the motion was seconded by Sittmann and the motion carried unanimously.

Discussion of Landscaping Entry Monument, Lighting and Masonry Walls and Vinyl Fencing Located on: S. Forum Drive, Paladium Drive, Atrium Drive, S. Great Southwest Parkway, Mayfield Road, S. Hyw 360. No Action was taken by the Board.

A motion was made by Sittmann to APPROVE proposals from Future Outdoors to reset 3 sections of wall and patch concrete mow strip in the amount of \$2,862 at Forum Drive/North Side of Baxter, the motion was seconded by Thorn and the motion carried unanimously.

A motion was made by Sittmann to APPROVE proposals from Future Outdoors to replace 7 sections of mow strip in the amount of \$8,316 at Forum Drive/North Side of Baxter, the motion was seconded by Thorn and the motion carried unanimously.

A motion was made by Sittmann to APPROVE proposals from Future Outdoors to reset 2 sections of wall/mow strip in the amount of \$3,648.60 at Forum Drive and Forest Trail the motion was seconded by Thorn and the motion carried unanimously

Discussion Street Signs Located at:

ARROYO DR	FRONTIER DR	RANCHVIEW DR	SWALE ST
ASKERN CT	HARLOW LN	RIALTO WAY	TAMARACK DR
AUGUSTA LN	JASPER DR	RIO GRANDE DR	TIBER RIVER CT
BRYCE CANYON	LOST MESA	S FORUM DR	TIBER RIVER LN
CANYON RD	MAYFIELD RD	S GREAT SOUTHWEST PKWY	TIVOLI DR
CARSON TRL	MESA VERDE	SAGEBRUSH DR	VISTA CIR
COWBOY TRL	PECOS WAY	SAN REMO DR	WAYNE WAY
COYOTE TRL	PELAW LN	SEDONA DR	ZION HILL
DESERT SAGE	PONDEROSA DR	SEVEN HILLS DR	
FREEMON PL	PUEBLO RIDGE	STRESA LN	

Update from Harris was the decorative atelier will be completed soon, delays due to production issues. No Action was taken by the Board.

Item 1.

Consider installing two "Clean up after your Pet" signs on Forum Drive. A motion was made by Thorn to APPROVE installation of signs at west side of Great Southwest & Mayfield as part of a pilot program in the community, the motion was seconded by Sittmann and the motion carried unanimously. Harriss will forward design and location to Transportation for review and Approval.

Discussion of Holiday Decorations Located on S. Forum Drive, Paladium Drive, Atrium Drive, S. Great Southwest Parkway, Mayfield Road, S. Hwy. 360. Discussion of the new area of Brighton Estates who will be overseeing their own decoration installation. No Action was taken by the Board.

Discussion of Security Cameras Located at: • Mayfield Road • Forum Drive • Hwy. 360 • Parham Drive • Zion Hill Drive • Coyote Trail. Discussion of the Flock Contract expiration of 03/30/23 and need to find new contact who will be responsive. No Action was taken by the Board.

Consider contracting with Flock Safety not to exceed \$12,000 to install Security Cameras in the Brighton subdivision at Forum Drive/Freemon Drive and Great Southwest Parkway/Pelaw Lane. This item was TABLED by the Board until the Flock contract issue can be resolved.

Discussion of Budget to Actual Financial Reports for July 31, 2023. The Board reviewed reports with no questions.

Consider FY 2024 Budget and Assessment Rate. The Board took no Action. The budget will be reviewed and approved by the City in September.

CITIZENS' FORUM: No citizens were present.

ADJOURNMENT: With no further business to discuss, Sittmann motioned to ADJOURN the meeting at 7:43PM, Tarrant seconded and the motion carried unanimously.



MEETING DATE: 09/11/2023

REQUESTER: Lisa McBee

PRESENTER: John Sittmann, President

TITLE: Consider proposal from LandWorks in the amount of \$4,950 for

replacement of 11 (eleven) 10'-12' Tuscarora Crape Myrtles that have freeze damage in the Misc. areas island (Great Southwest W & Forum)

LandWorks

P.O BOX 151505 ARLINGTON, TX 76015



TDA 296752 LI 10801

WORK ORDER									
Project Name Forum PID					Project #				
Address	City					29.2023			
Basic Ma	aintenance		Irrigation						
Arbor Ca	are		X Enhancement						
Fertiliza	tion		Seasonal Color						
Holiday	Deco		Other						
Scope of Work Misc. areas island (GSW &	& Forum) replace 11	- 10'-12' Tı	ıscarora Crape Myrtl	es - that have fr	eeze	e damage			
				Labor	\$	4,950.00			
				Materials		Included			
				Tax	\$	-			
				Total Amount	\$	4,950.00			
Approved by		Date		Date Completed					



MEETING DATE: 09/11/2023

REQUESTER: Lisa McBee

PRESENTER: John Sittmann, President

TITLE: Consider proposal from LandWorks in the amount of \$5,420 for 80' steel

edging and 10 tons cobble with filter fabric in the Erosion Areas at Mayfield Screen Wall (Cimmaron Estates) in 2 areas and add cobble

under tree in 1 area to expand cobble area

LandWorks

P.O BOX 151505 ARLINGTON, TX 76015



TDA 296752 LI 10801

WORK ORDER						
Project Name	Forum PID			Project #		
Address			Date	07.29.2023		
	Basic Maintenance		Irrigation			
	Arbor Care		X Enhancement			
	Fertilization		Seasonal Color			
	Holiday Deco		Other			
Scope of Work Erosion Areas						
Mayfield screen w	vall (Cimmaron Estates) 2 a	areas add cob	bble under tree 1 area	expand cobble	area	•
80' steel edging, 1	0 tons cobble with filter fal	bric.				
				Labor	\$	5,420.00
				Materials		Included
				Tax	\$	-
				Total Amount	\$	5,420.00
Approved by		Date		Date Completed	,	



MEETING DATE: 09/11/2023

REQUESTER: Lisa McBee

PRESENTER: John Sittmann, President

TITLE: Consider proposal from LandWorks in the amount of \$650 to stump

grind roots on large Live Oak & Crepe Myrtle pushing on screen wall

foundation at Forum Drive, East of Baxter

LandWorks

P.O BOX 151505 ARLINGTON, TX 76015



TDA 296752 LI 10801

WORK ORDER						
Project Name Forum PID	Project #	Project #				
Address	City					
Basic Maintenance		Irrigation				
X Arbor Care		Enhancement				
Fertilization		Seasonal Color				
Holiday Deco		Other				
Scope of Work Forum drive east of Baxter - stump grind roo	ots on large I	Live oak & crepe myrtl	e pushing on so	creen	wall	
foundation, work to be done after wall is ren						
					650.00	
			Labor	\$	650.00	
			Materials	\$	-	
			Tax	\$	-	
			Total Amount	\$	650.00	
Approved by	Date		Date Completed			



MEETING DATE: 09/11/2023

REQUESTER: Lisa McBee

PRESENTER: John Sittmann, President

TITLE: Consider Qualifications of Reserve Study Analysts

Criterium – David H. Dotson, P.E., R.S, B.I.E.

Criterium – Sebastian Martinez, E.I.T

Lone Star – Alan Ruth, RS, PR

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE DAVID H. DOTSON, P.E., R.S., B.I.E.

Area of Expertise

Criterium-Dotson Engineers (CDE) was founded in June 2000. Mr. Dotson, as President of Criterium-Dotson Engineers, is responsible for the process and execution of all engineering projects. The firm's focus is comprehensive investigations of buildings and their property. Investigation may include all or some of the following: façade, structural, mechanical, electrical, plumbing, roofing, life safety systems, environmental, forensic engineering, repair design, construction document and bid specifications. CDE also provides independent Construction Document Review and Quality Assurance inspections for commercial building structures and envelopes.

Projects include commercial and residential structural engineering consulting services, Structural Warranty inspections, commercial Property Condition and Environmental Site Assessments for warehouse, apartment complexes, retail and office buildings, hospitals, and hospitality establishments; Property evaluations, repair or restorations



plans, specifications and Capital Reserve Studies for Homeowner, Townhome, and Condominium Associations; Structural forensic investigations and inspections for home owners and buyers; Structural repair design solutions, plans, and specifications; New construction Structural Engineering Construction Documents and Specifications; Document Review and Quality Assurance for commercial and multi-family, and Expert Witness services. Clients include business owners/investors, facility and property managers, relocation companies, construction companies, lenders, and individuals or companies who require professional engineering services. Mr. Dotson also serves as an expert witness for construction litigation cases.

Oualifications

Mr. Dotson has personally conducted thousands of property evaluations on everything from single family homes to high-rise condominiums ranging from new construction to buildings over 100 years old. He has designed structural systems for commercial office buildings, industrial warehouse facilities, and multi-family apartment and condominiums and has provided turn-key Architectural and Engineering services on commercial projects including office buildings, schools and remodels. He has performed building envelope evaluations and developed repair plans for roofs, masonry, stucco, EIFS, and siding wall systems and window systems for projects ranging from new construction to over 100 year old buildings. Expert Witness services have included single-family residential, commercial, multi-family, condominium and townhome construction defect litigation.

As evidenced by the experience above as well as the education and affiliations below, Mr. Dotson is committed as to the construction consulting and forensic engineering field and is well qualified for any project in which expert building evaluation and assessment is required.

Mr. Dotson has professional licenses in Texas and keeps other licenses and certifications current. He has been in the engineering field for over 30 years and continues to build on that experience through a large list of resources and his interest in new projects with new problems. His office philosophy, "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters." Col. 3:23, is what drives his integrity, motivation, ambition and goals for the office.

Education and Affiliations

Bachelor of Science in Architectural Engineering Degree, 1987, University of Texas at Austin State of Texas Professional Engineer, License #75982

Member - National Society of Professional Engineers, #30006248

Member - Texas Society of Professional Engineers

Member - Community Associations Institute

Designated Reserve Specialist (RS), #88

Certified Building Inspection Engineer (BIE)

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE SEBASTIAN MARTINEZ, E.I.T

Area of Expertise

Mr. Martinez, as an engineer for Criterium Dotson Engineers, is responsible for the process and execution of engineering projects for the firm. The firm's focus is comprehensive investigations of buildings and their property. Investigation may include all or some of the following: structural, mechanical, electrical, plumbing, roofing, life safety systems, environmental, conversion feasibility, repair design, and design of enhancements. Mr. Martinez also provides independent Construction Document Review and Quality Assurance inspections for commercial building structures and envelopes.

Projects include commercial and residential structural engineering consulting services, Structural Warranty inspections, commercial Property Condition and Environmental Site Assessments for warehouse, apartment complexes, retail and office buildings, hospitals, and hospitality establishments; Property evaluations



and Capital Reserve Studies for Homeowner, Townhome, and Condominium Associations; Structural forensic investigations and inspections for home owners and buyers and Structural repair design solutions, plans, and specifications.

Qualifications

Mr. Martinez is the newest addition to Criterium-Dotson Engineers. He is a graduate of Texas A&M University at Corpus Christi with a Bachelor of Science Degree in Mechanical Engineering.

As evidenced by the experience above as well as the education and affiliations below, Mr. Martinez is committed as an engineer to the construction consulting and forensic engineering field and is well qualified.

Education and Affiliations

Bachelor of Science in Mechanical Engineering Degree 2017 Texas A&M University – Corpus Christi, Texas EIT #62204



Lone Star Reserve Studies

Alan Ruth, RS, PRA, Professional Background:

- General contractor for twenty-five years active in seven states, (Texas, Georgia, North Carolina, California, Nevada, Illinois, and Wisconsin)
 - Senior Vice President in charge of building single family homes, townhomes, condos and light commercial with National builders and developers.
 - General contractor licensed in California and Nevada. (inactive).
 - Earned a certification as a building inspector with ICBO, (International conference of Building Inspectors).
- Overlapping that time as a general contractor, Mr. Ruth also owned an HOA community management company in Nevada for over 12 years.
- In 1998 began a consulting company for 16 years completing thousands of reserve studies, and community maintenance manuals for builder developers and homeowner associations.
- The first licensed reserve study professional in the State of Nevada with license number #1 in 2008.
- Relocated to the Dallas area in Texas and began Lone
 Star Reserve Studies completing hundreds of reserve
 studies to date in all areas of Texas.
- In 2023 elected by APRA membership as a director, on the Board of Directors for APRA, Association of Professional Reserve Analysts. (A national organization of reserve study specialists.)

LS Reserve Studies LLC
PO Box 682 Prosper, Texas 75078
469.712.8075
www.lonestarreservestudies.com



MEETING DATE: 09/11/2023

REQUESTER: Lee Harriss

PRESENTER: John Sittmann, President

TITLE: Discussion of Budget to Actual Financial Report for August 31, 2023

and FY 2024 Budget

Budget/Actual Report for Fiscal 2023 321592

Forum Estates Public Improvement District as of 8/31/23 Preliminary

			10/1/2022 -	Current	Estimate			
		Budget	Actual	Difference	% Used	Month	9/30/2023	
			FRPID 321592					
Beginning Resource Balance		300,000	716,513.57				716,514	
Revenues								
Spec Assess Delinquent	42610	-	3,187.67	3,187.67	0%	113.24	3,188	
Special Assessment Income	42620	512,195	505,876.17	(6,318.83)	99%	626.79	507,073	
Interest On Pid Assessment	42630	-	3,211.14	3,211.14	0%	77.49	3,211	
Devlpr Particip/Projects	46110	3,200	3,111.20	(88.80)	97%	-	3,111	
Miscellaneous	46395	-	-	-	0%	-	-	
Refunding Bond Proceeds	49050	-	-	-	0%	-	-	
Interest Earnings	49410	-	-	-	0%	-	-	
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	37,169	30,975.00	(6,194.00)	83%	-	37,169	
Total Revenues		552,564	546,361.18	(6,202.82)	99%	817.52	553,752	
Expenditures								
Office Supplies	60020	100	_	100.00	0%	_	100	
Decorations	60132	22,500	19,014.23	3,485.77	85%	_	19,014	
Beautification	60490	100,000	112,068.71	(12,068.71)		_	117,069	
Graffiti Cleanup	60775	100,000	112,000.71	(12,000.71)	0%	_	-	
Wall Maintenance	60776	20,000	_	20,000.00	0%			
Professional Engineering Servi	61041	5,000	_	5,000.00	0%	_		
Security	61165	3,000		3,000.00	0%	_		
Mowing Contractor	61225	111,812	92,773.00	19,039.00	83%	20,700.00	136,578	
Data Processing Services	61315	350	72,773.00	350.00	0%	20,700.00	130,370	
Collection Services	61380	4,693	4,693.40	(0.40)		_	4,693	
Miscellaneous Services	61485	2,000	74.90	1,925.10	4%	-	75	
Fees/Administration	61510	11,124	7,200.00	3,924.00	65%	1,800.00	11,124	
Postage And Delivery Charges	61520	100	7,200.00	100.00	03%	1,800.00	-	
Fiscal Fees	61950	100	-	100.00	0%	-		
	62030	2,800	1,374.78	1,425.22	49%	197.17	2,800	
Light Power Service Water/Wastewater Service							38,304	
	62035	28,000	31,303.75	(3,303.75)	112% 0%	6,658.37	-	
Bldgs And Grounds Maintenance Mailbox Maintenance	63010	5 000	-	5 000 00	0%	-	-	
	63042	5,000	29,404.00	5,000.00			34,404	
Irrigation System Maintenance	63065	20,000		(9,404.00)		7,218.00		
Roadway Markings/Signs Maint	63115	104,100	145,555.00	(41,455.00)		-	145,555	
Decorative Lighting Maintenanc	63146	9,000	35,251.70	(26,251.70)		-	35,252	
Property Insurance Premium	64080	2,500	2,353.00	147.00	94%	-	2,353	
Liability Insurance Premium	64090	1,500	1,119.03	380.97	75%	-	1,119	
Fencing	68061	-	280,316.00	(280,316.00)		-	280,316	
Architect'L/Engineering Serves	68240	-	-	-	0%	-	-	
Landscaping	68250	-	-	-	0%	-	-	
Irrigation Systems	68635	-	-		0%	-	-	
Lease Payment (Cameras)	68901	25,000	-	25,000.00	0%	-	25,000	
Interest Expense Bonds	91070	7,950	-	7,950.00	0%	-	7,950	
Fiscal Fees	91110	-	-	-	0%	-	75.000	
Principal Payment Bonds Total Expenditures	95015	75,000 558,529	75,000.00 837,501.50	(278,972.50)	100% 150%	36,573.54	75,000 936,706	
Zapenunures			05/3001.50	(210,712,30)	150 / 0	50,515154		
Ending Resource Balance		294,035	425,373.25				333,560	

Forum Estates Public Improvement District

These are Forum Estates PID assessments collected from PID residents to pay for PID maintenance.

^{* 50%} down payment

Exhibit A GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 5

Forum Estates

Five Year Service Plan 2024 - 2028 BUDGET

Income based on Assessment Rate of \$0.10 per \$100 of appraised value. The FY 2023 rate was \$0.10 per \$100 of appraised value Service Plan projects a 10% increase in assessed value per year.

INCOME: Appraised Value		Valu \$6	ue 25,351,298	Ass \$	sess Rate 0.10	F \$	Revenue 625,351				
Description Beginning Balance (Estimated)	Account	\$	2024 337,000	\$	2025 101,197	\$	2026 184,089	\$	2027 527,322	\$	2028 933,150
P.I.D. Assessment Devlpr Particip/Projects* City Contribution	42620 46110 49780	\$	625,351 3,200 37,169	\$	687,886 3,200 37,169	\$	756,675 3,200 37,169	\$	832,343 3,200 37,169	\$	915,577 3,200 37,169
TOTAL INCOME		\$	665,720	\$	728,255	\$	797,044	\$	872,712	\$	955,946
Amount Available		\$	1,002,720	\$	829,452	\$	981,133	\$	1,400,033	\$	1,889,096
EXPENSES: Description			2024		2025		2026		2027		2028
•	60000	\$	-	\$		\$		\$		\$	
Office Supplies	60020	Ф	100	Ф	100	Ф	100	Ф	100	Ф	100
Decorations	60132		22,500		22,500		22,500		22,500		22,500
Beautification	60490		100,000		75,000		100,000		100,000		100,000
Wall Maintenance	60776		20,000		20,000		20,000		20,000		20,000
Professional Engineering Svc**	61041		5,000		-		-		400 500		400 740
Mowing Contractor	61225		158,543		166,470		174,794		183,533		192,710
Website	61315		350		368		386		405		425
Collection Service (\$3.10/Acct)	61380		4,690		4,690		4,690		4,690		4,690
Misc.	61485		2,000		2,000		2,000		2,000		2,000
Admin./Management	61510		11,124		11,680		12,264		12,877		13,521
Postage	61520		100		100		100		100		100
Electric Power	62030		2,800		2,940		3,087		3,241		3,403
Water Utility	62035		35,000		36,750		38,588		40,517		42,543
Mailbox Maintenance	63042		5,000		5,000		5,000		5,000		5,000
Irrigation System Maint.	63065		25,000		25,000		25,000		25,000		25,000
Roadway Markings/Signs***	63115		104,100		100,000		3,000		3,000		3,000
Decorative Lighting Maintenance	63146		10,000		10,000		10,000		10,000		10,000
Property Insurance Premium	64080		2,800		2,940		3,087		3,241		3,403
Liability Insurance Premium	64090		1,500		1,575		1,654		1,736		1,823
Fencing	68061		280,316		50,000		-		-		-
Row/Easement Title Purchase	68091		-						<u>-</u>		-
Lease Payment-Security Cameras			25,000		26,250		27,563		28,941		30,388
Int. Exp. Bonds	91070		5,600		2,000		-		-		-
Princpl. Pmts. Bonds	95015		80,000		80,000					_	
TOTAL EXPENSES		\$	901,523	<u>\$</u>	645,363	<u>\$</u>	453,812	\$	466,883	<u>\$</u>	480,607
Ending Balance****		\$	101,197	\$	184,089	\$	527,322	\$	933,150	\$	1,408,489
Avg. Annual Assessment by Hor	ne Value:										
Value			ly Assmnt.								
\$100,000		\$	100								
\$200,000		\$	200						erty Value:		413,319
\$300,000		\$	300			A۷			sessment:	\$	413
\$400,000		\$	400	•			1,513				
\$500,000	\$	500									
*Paimburgement for additional holi	day decor	ation	ne								

^{*}Reimbursement for additional holiday decorations.

^{**}Reserve Study

^{***}Wrought iron street signs

^{****}Fence replacements