



**OAK HOLLOW/SHEFFIELD VILLAGE PUBLIC
IMPROVEMENT DISTRICT BOARD MEETING
CROSSPOINT CHURCH OF CHRIST, 3020 BARDIN ROAD
THURSDAY, APRIL 18, 2024 AT 6:30 PM**

AGENDA

CALL TO ORDER

INVOCATION

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 the January 18, 2024 Meeting.
2. Consider Meeting minutes from previous meeting 02/15/2024.
3. Discuss updates from SPSD regarding reporting & repairing leaks at intersection of Claremont & Magna Carta.
4. Consider proposal from SPSD in the amount of \$3,533.33 for tree trimming near the wall along Magna Carta Blvd.
5. Discuss the irrigation report and irrigation issues on South Great Southwest, Claremont, Magna Carta.
6. Discuss landscaping on Claremont / Great Southwest replanting plants removed during flooding, along with the mulch installation and replacements of the trees and edging from car accident on Channing / Great southwest.
7. Discuss the status of the damage from car accident on Claremont / Great Southwest Pkwy
8. Discuss three new signs added to four-way intersections at Endicott/Claremont, Emerson/Claremont, and Walsh/Claremont
9. Discuss the status Lerch Bates Engineer inspection report for the wall repair on Magna Carta.
10. Discussion of Budget to Actual Financial Report for March 31, 2024

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.

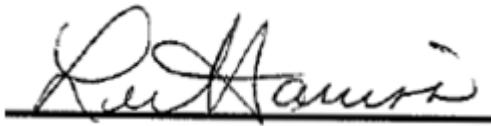
ADJOURNMENT

Message of Religious Welcome

As many of you are aware, we customarily begin our meetings with an invocation. This prayer is intended for the benefit of the board members and is directed to them and not the audience. Those who deliver the invocation may reference their own religious faith as you might refer to yours when offering a prayer. We wish to emphasize, however, that members of all religious faiths are welcome, not only in these meetings, but in our community as well. The participation of all our citizens in the process of self-government will help our fine city best serve the good people who live here. Employees and audience members are welcome to pray or not pray, and this choice will have no bearing on any vote made by the board.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, this meeting agenda was prepared and posted April 12, 2024.

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: 2.15.2024
REQUESTER: Greg Farkas
PRESENTER: Mary Garza, President
TITLE: Consider Minutes of the January 18, 2024 Meeting.

ANALYSIS:

Grand Prairie Oak Hollow/Sheffield Village Public Improvement District Board Meeting

Crosspoint Church of Christ, 3020 Bardin Road
January 18, 2024, 6:30 p.m.

Call to Order 6:30 p.m. by President, Mary Garza. Present were board members Mary Garza, Curtis Buchanan, Barbra Thomas, James VanCamp, Julia Perez, Tam Nguyen and others: Lee Harriss, City of Grand Prairie, and Ferronica Briggs, Associa. Absent was board member Raul Leal. There were no proxies.

Invocation – Mary Garza

Citizens' Forum – None

Agenda Items:

1. Consider Minutes from November 16, 2023, and December 14, 2023. Motion passed, none opposed.
2. Discuss proposal from Reconstruction Experts in the amount of \$4,994.03 to repair the perimeter wall along S Great SW Parkway north of Fairmont Drive behind 4406-4410 Lorraine.
 - a. Discussed the status of this claim.
 - b. This was due to an accident. A driver going northbound on S. Great SW Pkwy drove off the road and into the parkway. A police report was obtained. An insurance claim was made to repair damages. The work is scheduled to be completed.
3. Consider the proposal from Lerch Bates. Lerch Bates, Engineer, was selected at the last meeting. Proposal Services include on site evaluation and report on the wall on Magna Carta in the amount of \$7,625.00.
4. Consider proposal from Associa Oncall (AOC) for removing the wall along Magna Carta to ensure safety of pedestrians in an amount not to exceed \$80,674.90.
 - a. Board discussed and agreed to table this, pending information from the engineer.
5. Discuss proposal from Identitec in the amount of \$6,292 for the repair of four 12-ft pole/streets/stop signage assemblies located at Spinner at Magna Carta, Chanute at Magna Carta, Presto at Endicott, and Devon (SWC) at Hallmark.
 - a. The quote was approved 11/16/23. Work to be completed once the materials have been received. It is expected to be completed in the February/March timeframe.

Citizen's Forum – None

Adjournment – 7:15 pm

Next Meeting – February 15, 2024



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/18/2024
REQUESTER: Ferronica Briggs
PRESENTER: Mary Garza
TITLE: Consider Meeting minutes from previous meeting 02/15/2024.

ANALYSIS:

Grand Prairie Oak Hollow/Sheffield Village Public Improvement District Board Meeting

Crosspoint Church of Christ, 3020 Bardin Road
February 15, 2023, 6:30 p.m.

Item 2.

Call to Order 6:32 p.m. by President, Mary Garza. Present were board members Mary Garza, Curtis Buchanan, Barbra Thomas, James VanCamp, Julia Perez, Tam Nguyen and others: Lee Harriss, City of Grand Prairie, and Ferronica Briggs, Associa. Absent was board member Raul Leal.

Call to Order – 6:32 pm
Invocation – Mary Garza
Citizens' Forum – None

Agenda Items:

1. Consider proposal from SPSD in the amount of \$118,059.91 for 2024 landscape maintenance on Great Southwest, Claremont, and Magna Carta.
 - a. This proposal is for a calendar year. The board's budget is a fiscal period from Oct-Sep.
 - b. The proposal added a mulch change two times per year, which was requested by the board. This was the main reason for the increase. The last change in mulch was February 2023 and it has faded so the board requested the mulch.
 - c. Mulch is to be added in March and it will be a red color. Depending upon the appearance and feedback from the community, the September mulch color is to be determined.
 - d. The board discussed the color changes. There are three scheduled (March, June, and November). The board wants to stay with native landscaping which can tolerate the elements. We requested that Associa find out more information regarding this expense with SPSD.
 - e. The board also discussed the prickly pear cactus that didn't survive during the recent winter freeze. Associa is going to look into this as well with SPSD.
 - f. We requested the irrigation reports that are completed by SPSD be provided to the board. Associa to follow up with SPSD.
 - g. Motion passed, none opposed.
2. Discussion of Budget to Actual Financial Report for January 31, 2024 – presented by Lee Harriss.
 - a. Lease Payments for the Flock Cameras are on the report; however, we do not yet have a contract. It expired. The last payment was in May of 2022. The City says the attorneys are working on the contract.
 - b. The decorations line item amount. Comment made how residents liked the decorations. There were some electrical issues causing some areas not to work properly. We've asked Associa to help resolve this issue prior to the next installation.
3. Consider amending OHSV PID bylaws to reduce number of board members from seven to five.
 - a. Bylaws do not need to be amended because they have a range of three to nine. No specific number is required in the bylaws. Therefore, no vote is required. Although there is no urgency, the board will plan on reducing board member count to five thru attrition.
 - b. Julia Perez announced her resignation. We are grateful for her contributions, and she will be missed, but we understand why she is stepping away.

Citizen's Forum – None
Adjournment – 7:20 pm
Next Meeting – April 18, 2024



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/18/2024

REQUESTER: Ferronica Briggs

PRESENTER: Barbara Thomas

TITLE: Discuss updates from SPSD regarding reporting & repairing leaks at intersection of Claremont & Magna Carta.

ANALYSIS:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04.18.2024

REQUESTER: Greg Farkas

PRESENTER: Mary Garza, President

TITLE: Consider proposal from SPSD in the amount of \$3,533.33 for tree trimming near the wall along Magna Carta Blvd.

ANALYSIS:

This proposal was approved in the 11.16.2023 board meeting. However some of the work is in the private backyards of individual homeowners. The board is to discuss if they still want to move forward with the tree trimming at the easement line straight up, or contact the homeowners and ask them to complete the tree trimming on their own.



Tree Care -Magna Carta Residents

Date 11/2/2023
Customer Chastity Cook | Associa Principal Management Group | 9001 Airport Freeway, Suite 450 | North Richland Hills, TX 76180
Property Oak Hollow Sheffield Village PID | 2602 Claremont Dr | Grand Prairie, TX 75052

TRIMMING-

Locations: Magna Carta Blvd.

Count: 11 homes with backyard trees interfering with fence

Objectives: Trimming trees located along Magna Carta to help maintain clearance from retaining walls, and pedestrian sidewalk.

TREE REMOVAL- * as needed*

Locations: Magna Carta Blvd.

Count: 11 homes

Objectives: Possible Removals of Trees located in homeowner backyards along Magna Carta retaining wall.

**** as needed only for trees growing in direct contact with retaining wall to help reduce damage to walls.**

All resulting debris to be hauled off upon completion- * larger debris may take 24-48 hours for pick up and disposal.

Tree Care Services

| Scope | Quantity | Unit |
|-------------------------|----------|------|
| Labor - Tree | 32.00 | Hr |
| Debris Disposal - Waste | 2.00 | ea |

Tree Care Services: \$3,533.33

Project Subtotal: \$3,533.33

Tax: \$0.00
Project Total: \$3,533.33

Item 4.

Terms & Conditions

- This proposal is valid for 30 days.
- Underground utilities are responsibility of owner. S.P.S.D., Inc. will call Dig Tess to locate all utilities. If unmarked, unknown utilities are unearthed during construction, the cost of repair will be paid by the owner.
- This project assumes normal soil conditions. If rock excavation or trenching is needed, additional charges will apply.
- All plant material is subject to availability at time of planting.
- SPSD, Inc. warrants landscape shrubs, ground covers and grass for a period of ninety days and trees for one year after planting if professional maintenance contractor is currently maintaining property.
- Warranty for transplanted and non-irrigated plant material is excluded.
- This proposal includes applicable sales and use tax.
- Work to be performed during regular business hours. Overtime rates may apply for worked performed outside of normal business hours.
- Irrigation repairs are an estimation of probable cost only, all irrigation repairs will be performed on a time & material basis only.
- This proposal, when executed, constitutes as an authorization to proceed with above specified scope. All additional work, not included in scope, will be performed at a time & material basis only, unless otherwise stated and agreed upon by all parties involved.
- Existing irrigation infrastructure locations and site survey required prior to start.
- Excludes meters, water sources
- Excludes everything not listed in above inclusions. SPSD, Inc. standard payment terms are due upon receipt.

"Irrigation in Texas is regulated by the Texas Commission On Environmental Quality (TCEQ) (MC-178), P.O. Box 13087, Austin, Texas 78711- 3087. TCEQ's website is: www.tceq.state.tx.us."

By _____
Daniel Valenzuela
Date 11/2/2023

SPSD Inc.

By _____
Date _____
Associa Principal Management Group



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/18/2024

REQUESTER: Ferronica Briggs

PRESENTER: Mary Garza, Board President

TITLE: Discuss the irrigation report and irrigation issues on South Great Southwest, Claremont, Magna Carta.

ANALYSIS:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/18/2024

REQUESTER: Ferronica Briggs

PRESENTER: Mary Garza, Board President

TITLE: Discuss landscaping on Claremont / Great Southwest replanting plants removed during flooding, along with the mulch installation and replacements of the trees and edging from car accident on Channing / Great southwest.

ANALYSIS:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/18/2024

REQUESTER: Ferronica Briggs

PRESENTER: Mary Garza, Board President

TITLE: Discuss the status of the damage from car accident on Claremont / Great Southwest Pkwy

ANALYSIS:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/18/2024

REQUESTER: Ferronica Briggs

PRESENTER: Mary Garza, Board President

TITLE: Discuss three new signs added to four-way intersections at Endicott/Claremont, Emerson/Claremont, and Walsh/Claremont

ANALYSIS:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/18/2024

REQUESTER: Ferronica Briggs

PRESENTER: Mary Garza, Board President

TITLE: Discuss the status Lerch Bates Engineer inspection report for the wall repair on Magna Carta.

ANALYSIS:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/18/2023

REQUESTER: Lee Harriss

PRESENTER: Mary Garza, President

TITLE: Discussion of Budget to Actual Financial Report for March 31, 2024
