



**COUNTRY CLUB PARK PUBLIC IMPROVEMENT
DISTRICT BOARD MEETING
OUTLAW'S BARBEQUE. 2334 S BELT LINE RD.
MONDAY, NOVEMBER 13, 2023 AT 7:00 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 approval of the 10/09/2023 meeting minutes.
2. Budget to Actual Financial Report as of 9/30/23 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 November 10, 2023.

A handwritten signature in black ink, appearing to read "Lee Harris", written over a horizontal line.

*Lee Harris, CPA
Special District Administrator, Finance Department*



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 11/06/2023

REQUESTER: Danielle Glover, Secretary/Treasurer

PRESENTER: Danielle Glover, Secretary/Treasurer

TITLE: Consider approval of the 10/09/2023 meeting minutes.

ANALYSIS:

COUNTRY CLUB PARK PUBLIC IMPROVEMENT DISTRICT - MEETING MINUTES

Item 1.

Meeting Date:	Monday, October 9th, 2033
Meeting Time:	18:30 to 19:30 (06:30 PM to 07:30 PM)
Location:	Grand Prairie Municipal Airport at 3116 S Great Southwest Parkway Grand Prairie TX 75052

BOARD ATTENDANCE RECORDS

Board Members	Attended (Yes, No or Proxy)	PID Board Roles
Richard Caskey	Yes	PID Board President – Country Club Park
Deon Dean	No	PID Board Vice President – Country Club Park
Danielle Glover	Yes	PID Board Secretary/Treasurer – CCP
Lincoln Dean	Yes	PID Board Member – Hunter’s Glen
Ray Bush	Yes	PID Board Member – Country Club Park
Sherry Easley	Yes	PID Board Member – Country Club Park
Meagan Litton	Yes	PID Board Member – Candler Park
Kevin Jackson	Yes	PID Board Member – Country Club Park
Debora Ebera	Yes	PID Board Member – Country Club Park
Additional Guests	Attended (Yes or No)	Additional Guest Roles
Lee Harris	Yes	GP Special District Administrator (PID’s)
Rechelle Bogle	Yes	PID Management Co. – First Service Residential
Lindsay Dunn	Yes	PID Management Co. – First Service Residential

Additional Attendees

(See attachment 1A. for meeting sign-in sheet)

MEETING NOTES

Call to Order – Richard announced at 18:38 (6:38 PM):

1. Meeting guidelines were reviewed.
2. All board members in attendance introduced themselves.
3. Proxies noted: N/A.
4. Quorum was confirmed: 8 out of 9 board members attended, including proxies (89%).

Citizens’ forum/comments – Richard announced at 18:38 (6:38 PM): N/A

Agenda items (1-5) – Richard announced at 18:38 (6:38 PM):

1. **Consider approval of the minutes of the 8.28.23 meeting:**
 - Richard presented the meeting minutes on pages 3-7 of the agenda packet.
 - I. **Discussion:** No comments or concerns.
 - II. **Motion:** Danielle motioned to approve the meeting minutes. Ray 2nd. Board members in favor that “aye’d:” Richard, Lincoln, Sherry, Meagan, Kevin, and Debora. Board members not in favor that “nay’d:” N/A.

Follow-up Status: No ETA needed. Decision was made so follow up is complete.
2. **Discussion with Brightview Landscape Account Representative William Houston of landscaping services per the contract to include warranty plants, irrigation repairs, water meter installation and service areas to the following streets:**

- Richard presented the discussion on pages 8-9 of the agenda packet.

I. **Discussion:** Account Manager, William Houston and Chris G. introduced themselves as new representatives from BrightView Landscape as of October 2023. They confirmed that our contract is for service every 2 weeks for maintenance, and they handle all irrigation and installations. Danielle presented images and videos to show the current conditions of our landscape, which included weeds, dead plants, and no evidence of proper maintenance according to our contract. Our PMC advised that we're supposed to receive a monthly report, but the last one we received was in March of 2023. Betty shared her concerns from her and her neighbors that they've only witnessed Brightview doing drive by inspections, but no actual work being done such as removing weeds and cleaning out dead plants. Chris from BrightView suggested weekly maintenance might be necessary, however the board would like to see BrightView honor their current commitment to biweekly visits before giving them more business. To rebuild trust with BrightView, Danielle suggested taking before and after photos regarding the work being done to 1) prove the work is being done and 2) to provide evidence if bi-weekly maintenance is sufficient or if an increase to weekly visits is necessary and Mr. Houston agreed. Richard stated in the future, we will consider requesting photographic evidence of work be included in contractual arrangements.

II. **Result:** Mr. Houston will work with Rechelle to schedule a walk through and follow up with our PMC regarding any plant warranties as well as recommendations for updates.

Follow-up Status: Rechelle will update the board in her weekly communications regarding the status of our landscaping. The board will follow up again in **November**.

3. Consider proposal from First Choice Lights in the amount of \$9,220 to install holiday decoration at:

- Richard presented the proposal on pages 10-15 of the agenda packet.

I. **Discussion:** The board reviewed the proposal, and it was noted that the main difference between this year and last year is for 2023 we will have electricity installed at all our community entrances therefore the decorations will include lights where in previous years we did not have the option for lighted decor. Per Rechelle, the decorations will be installed after Thanksgiving and taken down in January. This was the only quote Rechelle was able to obtain this year.

II. **Motion:** Ray motioned to approve the proposal as is. Sherry 2nd. Board members in favor that "aye'd:" Richard, Danielle, Lincoln, Meagan, Kevin, and Debora. Board members not in favor that "nay'd:" N/A.

Follow-up Status: No ETA needed. Decision was made so follow up is **complete**.

4. Budget and Financial Report as of 9/30/23:

- Richard presented the budget on pages 16-19 of the agenda packet.

I. **Discussion:** The ongoing issue of Flock Safety's contract being paid for 2023 is still at hand as they have not submitted an updated contract to accounting to be approved. The result of this occurring is our 2023 payment will have to be rolled over into our 2024 fiscal budget along with the 2024 contract.

II. **Result:** Rechelle will need to reach out to Flock Safety to help us move forward in getting our contract up to date with our budget.

Follow-up Status: Rechelle will update the board in her weekly communications regarding the status of our Flock Safety contract. The board will follow up again in **November**.

5. Consider Next Country Club Advisory Board Meeting Dates:

- Richard presented the discussion on page 20 of the agenda packet.

I. **Discussion:** Based on previous criteria where meetings are preferred to take place on Mondays, spaced out approximately every 4 to 8 weeks apart and no meetings during the month of December or the week of a holiday. The suggested dates in the agenda packet the board reviewed and decided to tentatively schedule is:

- Monday November 6th, 2023 – Main Topic: TBD
- Monday January 22nd, 2024 – Main Topic: Landscaping
- Monday March 4th, 2024 – Main Topic: Annual Elections
- Monday April 22nd, 2024 – Main Topic: TBD

- Monday May 20th, 2024 – Main Topic: City Council Members
- Monday July 15th, 2024 – Main Topic: Holiday Decorations
- Monday August 19th, 2024 – Main Topic: Annual Budget
- Monday September 30th, 2024 – Main Topic: Safety Meeting
- Monday, November 4th, 2024 – Main Topic: TBD

II. **Motion:** Richard motioned to approve the dates agreed upon by the board. Danielle 2nd. Board members in favor that "aye'd:" Lincoln, Ray, Sherry, Meagan, Kevin, and Debora. Board members not in favor that "nay'd:" N/A.

Follow-up Status: No ETA needed. Lee will update the PID site on gptx.org to reflect the agreed upon dates noted above. Decision was made so follow up is **complete**.

Citizens' forum/comments – Richard announced at 20:28 (8:28 PM):

1. Donna Talkington – Introduced herself and shared her thoughts on supporting more local Grand Prairie based businesses when obtaining quotes for work being done in our community.
2. Betty Hasty – No Comments
3. Karen Canter – No Comments
4. John Dubois – No Comments
5. Robert Glover – No Comments

Adjournment – Richard announced at 20:28 (8:28 PM):

Meeting Minute Signatures –

Meeting Notes Submitted by:

Danielle Glover

10/25/2023

Danielle Glover, PID Board Member

Date (MM/DD/YYYY)

Meeting Notes Approved by:

Optional

Date

Richard Caskey, PID Board President

Date (MM/DD/YYYY)

Color Legend for Meeting Notes:

Legend Descriptions and Definitions:



Results from discussion – no motion made.



Motion after discussion – board voted.



ETA and follow up information for next meeting.



Attachments



Info needs to be reviewed before notes are approved.

1A. Meeting sign-in sheet:

Country Club Park PID

October 9, 2023 Sign In

Richard Costrey	<u>Y</u> <u>N</u>	
Deon Dean		Deon Dean
Danielle Glaver	yes NA	Danielle Glaver
Lincoln Dean	yes	John W
Ray Bush	YES	Ray Bush
Sherry Easley	YES	Sherry Easley
Meagan Litton	yes	Meagan Litton
Kevin Jackson	YES	
Debra Ebera	yes AE	
Lee Harris	N Lutman	
Rochelle Bogle	yes RB Firstservice	
KENIN JACKSON	YES	
Chris Gony - Brightview		
Lindsay Dunn	yes RB Firstservice	
Ray Bush		
William Houston Brightview		

Members Sign In

name	address	
① Donna Talkington	[REDACTED]	(CCP)
② Betty Hasty	[REDACTED]	(CCP)
③ KAREN PANTER	[REDACTED]	(CCP)
④ John Dubois	[REDACTED]	(CCP)
⑤ Robert Glover	[REDACTED]	
⑥ Sherry Easley	[REDACTED]	



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 11/13/2023
REQUESTER: Lee Harriss
PRESENTER: Richard Caskey, President
TITLE: Budget to Actual Financial Report as of 9/30/23 and FY 2024 Budget

Budget/Actual Report for Fiscal 2023
322392
Country Club Park Public Improvement District
as of 9/30/23

	<u>10/1/2022 - 9/30/2023</u>				<u>Current</u> <u>Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
	322392				
Beginning Resource Balance	183,000	206,233.40			
Revenues					
Spec Assess Delinquent	42610	-	493.39	493.39	0%
Special Assessment Income	42620	141,483	143,138.52	1,655.52	101%
Interest On Pid Assessment	42630	-	622.55	622.55	0%
Lease Revenue	45500	-	-	-	0%
Devlpr Particip/Projects	46110	-	-	-	0%
Miscellaneous	46395	-	-	-	0%
Interest Earnings	49410	-	-	-	0%
Int Earnings - Tax Collections	49470	-	-	-	0%
Trnsfr-In Strt Cap Proj (4001)	49625	-	-	-	0%
Trsfr-In Risk Mgmt Funds (Prop	49686	-	10,204.40	10,204.40	0%
Trsf In/Parks Venue (3170)	49780	-	-	-	0%
Total Revenues	141,483	154,458.86	12,975.86	109%	52.93
Expenditures					
Office Supplies	60020	1,000	-	1,000.00	0%
Decorations	60132	20,000	6,550.62	13,449.38	33%
Beautification	60490	26,000	37,606.46	(11,606.46)	145%
Wall Maintenance	60776	15,000	26,767.40	(11,767.40)	178%
Professional Engineering Servi	61041	-	-	-	0%
Security	61165	-	-	-	0%
Mowing Contractor	61225	23,132	15,167.20	7,964.80	66%
Legal Services	61360	-	-	-	0%
Collection Services	61380	1,624	1,606.60	17.40	99%
Miscellaneous Services	61485	100	57.50	42.50	58%
Fees/Administration	61510	18,000	18,000.00	-	100%
Postage And Delivery Charges	61520	-	-	-	0%
Light Power Service	62030	1,500	1,111.77	388.23	74%
Water/Wastewater Service	62035	6,000	4,624.12	1,375.88	77%
Bldgs And Grounds Maintenance	63010	-	-	-	0%
Mailbox Maintenance	63042	5,000	-	5,000.00	0%
Irrigation System Maintenance	63065	10,000	7,211.17	2,788.83	72%
Decorative Lighting Maintencanc	63146	1,000	1,365.06	(365.06)	137%
Property Insurance Premium	64080	450	416.00	34.00	92%
Liability Insurance Premium	64090	400	419.15	(19.15)	105%
Fencing	68061	-	-	-	0%
Architect'L/Engineering Servcs	68240	-	-	-	0%
Landscaping	68250	40,000	-	40,000.00	0%
Irrigation Systems	68635	-	-	-	0%
Lighting	68637	-	-	-	0%
Lease Payment (Cameras)	68901	40,000	-	40,000.00	0%
Lease Interest Expense	91000	-	1,333.34	(1,333.34)	0%
Loss On Debt Write-Off	95030	-	-	-	0%
Total Expenditures	209,206	122,236.39	86,969.61	58%	4,967.10
Ending Resource Balance	115,277	238,455.87			

Country Club Park Public Improvement District

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

Budget/Actual Report for Fiscal 2023
322392
Country Club Park Public Improvement District
as of 9/30/23

	10/1/2022 - 9/30/2023					Difference	Current Month
	Budget	Actual					
		Country Club Park CCPID 322392	Candler Park CCPCP	Hunters Glen CCPHG	Total		
Beginning Resource Balance	183,000				206,233.40		
Revenues							
Spec Assess Delinquent	42610	-			493.39	493.39	28.38
Special Assessment Income	42620	141,483			143,138.52	1,655.52	10.31
Interest On Pid Assessment	42630	-			622.55	622.55	14.24
Lease Revenue	45500	-			-	-	-
Devlpr Particip/Projects	46110	-			-	-	-
Miscellaneous	46395	-			-	-	-
Interest Earnings	49410	-			-	-	-
Int Earnings - Tax Collections	49470	-			-	-	-
Trnsfr-In Surt Cap Proj (4001)	49625	-			-	-	-
Trsf-In Risk Mgmt Funds (Prop	49686	-			10,204.40	10,204.40	-
Trsf In/Parks Venue (3170)	49780	-			-	-	-
Total Revenues	141,483				154,458.86	12,975.86	52.93
Expenditures							
Office Supplies	60020	1,000	-	-	-	1,000.00	-
Decorations	60132	20,000	3,840.16	1,757.54	952.92	6,550.62	13,449.38
Beautification	60490	26,000	18,231.58	593.00	18,781.88	37,606.46	(11,606.46)
Wall Maintenance	60776	15,000	18,067.40	-	8,700.00	26,767.40	(11,767.40)
Professional Engineering Servi	61041	-	-	-	-	-	-
Security	61165	-	-	-	-	-	-
Mowing Contractor	61225	23,132	9,319.22	2,178.06	3,669.92	15,167.20	7,964.80
Legal Services	61360	-	-	-	-	-	-
Collection Services	61380	1,624	1,606.60	-	-	1,606.60	17.40
Miscellaneous Services	61485	100	38.45	13.70	5.35	57.50	42.50
Fees/Administration	61510	18,000	14,328.00	1,836.00	1,836.00	18,000.00	-
Postage And Delivery Charges	61520	-	-	-	-	-	-
Light Power Service	62030	1,500	690.71	287.14	133.92	1,111.77	388.23
Water/Wastewater Service	62035	6,000	4,242.44	-	381.68	4,624.12	1,375.88
Bldgs And Grounds Maintenance	63010	-	-	-	-	-	-
Mailbox Maintenance	63042	5,000	-	-	-	-	5,000.00
Irrigation System Maintenance	63065	10,000	6,604.61	-	606.56	7,211.17	2,788.83
Decorative Lighting Maintenanc	63146	1,000	446.31	918.75	-	1,365.06	(365.06)
Property Insurance Premium	64080	450	244.00	-	172.00	416.00	34.00
Liability Insurance Premium	64090	400	325.31	44.85	48.99	419.15	(19.15)
Fencing	68061	-	-	-	-	-	-
Architect'L/Engineering Servcs	68240	-	-	-	-	-	-
Landscaping	68250	40,000	-	-	-	-	40,000.00
Irrigation Systems	68635	-	-	-	-	-	-
Lighting	68637	-	-	-	-	-	-
Lease Payment (Cameras)	68901	40,000	-	-	-	-	40,000.00
Lease Interest Expense	91000	-	1,333.34	-	-	1,333.34	(1,333.34)
Loss On Debt Write-Off	95030	-	-	-	-	-	-
Total Expenditures	209,206	79,318.13	7,629.04	35,289.22	122,236.39	86,969.61	4,967.10
Ending Resource Balance	115,277				238,455.87		

Country Club Park Public Improvement District

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

Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 13
Country Club Park
Five Year Service Plan 2024 - 2028 BUDGET

Income based on Assessment Rate of \$0.08 per \$100 of appraised value.
 The FY 2023 rate was \$0.08 per \$100 of appraised value
 Service Plan projects a 10% increase in assessed value per year.

INCOME:		Value	Assess Rate	Revenue		
Appraised Value		\$193,929,950	\$ 0.08	\$ 155,144		
Description	Account	2024	2025	2026	2027	2028
Beginning Balance (Estimated)		\$ 137,000	\$ 46,020	\$ 34,214	\$ 32,542	\$ 42,397
P.I.D. Assessment	42620	\$ 155,144	\$ 170,658	\$ 187,724	\$ 206,497	\$ 227,146
TOTAL INCOME		\$ 155,144	\$ 170,658	\$ 187,724	\$ 206,497	\$ 227,146
Amount Available		\$ 292,144	\$ 216,678	\$ 221,939	\$ 239,039	\$ 269,544

EXPENSES:		2024	2025	2026	2027	2028
Description						
Office Supplies	60020	\$ 1,000	\$ 1,020	\$ 1,040	\$ 1,061	\$ 1,082
Decorations	60132	20,000	20,400	20,808	21,224	21,649
Public Relations	60160	1,000	1,000	1,000	1,000	1,000
Beautification	60490	30,000	10,000	10,200	10,404	10,612
Wall Maintenance	60776	20,000	20,400	20,808	21,224	21,649
Mowing Contractor	61225	25,000	26,250	27,563	28,941	30,388
Collection Service (\$2.90/Acct)	61380	1,624	1,624	1,624	1,624	1,624
Misc.	61485	100	100	100	100	100
Fees/Administration	61510	18,000	18,900	19,845	20,837	21,879
Postage And Delivery Charges	61520	5,000	5,000	5,000	5,000	5,000
Electric Power	62030	1,500	1,575	1,654	1,736	1,823
Water Utility	62035	6,000	6,300	6,615	6,946	7,293
Mailbox Maintenance	63042	5,000	5,250	5,513	5,788	6,078
Irrigation System Maint.	63065	15,000	5,000	5,100	5,202	5,306
Decorative Lighting Maintenance	63146	2,000	2,000	2,000	2,000	2,000
Property Insurance Premium	64080	450	473	496	521	547
Liability Insurance Premium	64090	450	473	496	521	547
Landscaping	68250	40,000	-	-	-	-
Irrigation System	68635	-	-	-	-	10,000
Lease Payment-Security Cameras	68901	54,000	56,700	59,535	62,512	65,637
		-	-	-	-	-
TOTAL EXPENSES		246,124	182,464	189,396	196,641	214,214
Ending Balance*		\$ 46,020	\$ 34,214	\$ 32,542	\$ 42,397	\$ 55,330

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.		
\$100,000	\$ 80		
\$200,000	\$ 160		
\$300,000	\$ 240		
\$400,000	\$ 320		
\$500,000	\$ 400		
\$600,000	\$ 480		
\$700,000	\$ 560		
		Avg. Property Value:	\$ 346,303
		Avg. Property Assessment:	\$ 277
		No. of Properties:	560

*Future wall replacement