



**FORUM ESTATES PUBLIC IMPROVEMENT
DISTRICT BOARD MEETING**
GRAND PRAIRIE MUNICIPAL AIRPORT, 3116 S GREAT SOUTHWEST
PKWY.
MONDAY, OCTOBER 16, 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 October 2, 2023 Meeting
2. Community Updates:
 - (1) Trucks Illegally Parked within the community to include Residential & Business areas
 - (2) Marketing Signs: Stakes & Banners - Apartments & Businesses
 - (3) Short Term Rentals within the Forum Estates PID
 - (4) Solicitation - Grand Prairie Police Non-Emergency 972-237-8790
 - (5) Food Trucks - Annual Permit: Public Health & Environmental Quality
 - (6) City Wide Alerts & Notifications - TextMyGov
 - (7) Trash Collection Days Changing Effective 10/2/23 - Forum Estates is in Area 1 (North of Warrior Trail)
3. Consider proposals for management services from:
 - Associa - Principal Management Group of North Texas in the Amount of \$10,800
 - First Service Residential in the Amount of \$21,600
 - Goodwin & Company Association Management in the Amount of \$10,800
 - SBB Community Management in the Amount of \$12,600
 - VCM, Inc. in the Amount of \$54,000
4. Discussion of Landscaping, Entry Monuments, Monument Lighting, Walls, and Fencing Located on Forum Drive, S. Great Southwest Parkway, Paladium Drive, Atrium Drive, Mayfield Road, and S. Hwy. 360

5. 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
6. Consider proposal from LandWorks in the amount of \$2,160 per day for daily tree maintenance rate for tree crews to do tree pruning, code compliance, fence clearing, and debris disposal as directed located on Mayfield Road, Great Southwest Parkway, S. Forum Drive, S. Hwy. 360, Atrium Drive, Paladium Drive, and Atrium Drive.
7. Consider proposal from LandWorks in the amount of \$1,753 for irrigation repairs located on Mayfield Road, Great Southwest Parkway, S. Forum Drive, and S. Hwy. 360
8. Consider contracting with Identitec in an amount not to exceed \$8,780 to install signs located on:
 - Mayfield Road
 - Great Southwest Parkway,
 - S. Forum Drive
 - S. Hwy. 360
 - Atrium Drive
 - Paladium Drive
 - Atrium Drive
9. Discussion of Holiday Decorations Located on Forum Drive, S. Great Southwest Parkway, Paladium Drive, Atrium Drive, Mayfield Road, and S. Hwy. 360
10. Discussion of Budget to Actual Financial Report for September 30, 2023 and FY 2024 Budget
11. Selection of Officers - President, Vice President, Secretary/Treasurer

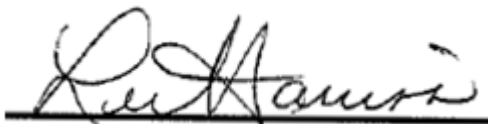
CITIZENS' FORUM

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 October 13, 2023.



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



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023
REQUESTER: Lee Harriss
PRESENTER: John Sittmann, President
TITLE: Consider Minutes of October 2, 2023 Meeting

MINUTES OF
Forum Estates Public Improvement District No. 5
Annual Meeting
Airport
3116 S Great Southwest Parkway
October 2, 2023
6:30 PM

Call to Order & Introductions

Chandra Charles, Vice President, called the meeting to order at 6:32 p.m. Present included Board members Chandra Charles, Troy Thorn, John Sittmann by proxy to Chandra Charles, Shawn Connor by proxy to Chandra Charles, and others—Special District Administrator Lee Harriss and about 9 others. Absent was Board member Joe Tarrant.

Citizens' Forum

There were no citizen comments.

1. Consider proposals for management services from:

- Associa - Principal Management Group of North Texas in the Amount of \$10,800
- First Service Residential in the Amount of \$21,600
- Goodwin & Company Association Management in the Amount of \$10,800
- SBB Community Management in the Amount of \$12,600
- VCM, Inc. in the Amount of \$54,000

This was tabled until the next meeting.

2. Discussion of Landscaping, Entry Monuments, Monument Lighting, Walls, and Fencing Located on Forum Drive, S. Great Southwest Parkway, Paladium Drive, Atrium Drive, Mayfield Road, and S. Hwy. 360

Ms. Charles presented an update on these projects.

3. Discussion of Holiday Decorations Located on Forum Drive, S. Great Southwest Parkway, Paladium Drive, Atrium Drive, Mayfield Road, and S. Hwy. 360

Ms. Charles presented an update on the decorations.

4. Consider Proposal from Bob Ownes Electric in the total amount of \$30,725 for Lighting Installation on Forum Drive, Mayfield Road, and Great Southwest Pkwy at:

- Forum Drive and Mayfield Road – lighting for eight locations in the amount of \$16,970
- Brighton Estates – Freemon @ Forum in the amount of \$8,435.00
- Brighton Estates – Pelaw @ Great Southwest Pkwy. in the amount of \$5,320.00

Approved.

5. Consider Proposal from Identitec in the amount of \$920 for Two Pet Owner Responsibilities Signs on Forum Drive at Olympia Drive and Trophy Drive
Approved.

6. Consider contracting with Identitec in an amount not to exceed \$5,000 to install four stop signs located at:

- Seven Hills Drive at San Remo Drive
- Rialto Way at Tivoli Drive
- Stresa Lane at Tivoli Drive
- Augusta Lane Tivoli Drive

Approved.

7. Discussion of Budget to Actual Financial Report for August 31, 2023 and FY 2024 Budget

Ms. Harriss reviewed the 8/31/23 budget to actual report and the FY 2024 budget.

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

Cynthia Dorgan and LaPaula Davis were elected to the board.

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

This was tabled until the next meeting.

Citizens' Forum

There were no citizen comments.

Adjournment

The meeting adjourned at 9:00 pm.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023

REQUESTER: Lee Harriss

PRESENTER: Chandra Charles, Vice President

TITLE: Community Updates:

- (1) Trucks Illegally Parked within the community to include Residential & Business areas
- (2) Marketing Signs: Stakes & Banners - Apartments & Businesses
- (3) Short Term Rentals within the Forum Estates PID
- (4) Solicitation - Grand Prairie Police Non-Emergency 972-237-8790
- (5) Food Trucks - Annual Permit: Public Health & Environmental Quality
- (6) City Wide Alerts & Notifications - TextMyGov
- (7) Trash Collection Days Changing Effective 10/2/23 - Forum Estates is in Area 1 (North of Warrior Trail)

Community Updates

(1) Trucks Illegally Parked within the community to include Residential & Business areas – **Department - Code Enforcement:** Main Line (972)237-8296 & Alternate (972)237-8049

(2) Marketing Signs: Stakes & Banners - Apartments & Businesses
Department - Housing & Neighborhood Services: (972)237-8176

(3) Short Term Rentals (STR) within the Forum Estates PID (FAQ & Quick Reference Guide) – **Department - Code Compliance (STR):**
Jimmy Cervantes, 972-237-8098, scervantes@gptx.org

a. As of 9/29/23 in reviewing the City’s Interactive Map, there are 15 Short Term Rentals in the Forum Estates Community

- i. **Brighton Estates** – 2: 2643 Harlow Ln & 2630 Pelaw Ln
- ii. **Brookfield Estates** – 1: 3332 Stoneway Dr
- iii. **Cimmaron Estates** – 6: 2442 Lost Mesa, 3516 Pecos Way, 2468 Ranchview Dr, 3516 Tamarack, 2450 Wayne Way
- iv. **Forum Village on the Creek:** 2: 2913 Spartacus Dr & 2922 Spartacus Dr
- v. **Harbourtown** - 2: 3469 Braes Meadow Dr. & 2910 Hollow Oak Dr
- vi. **Oak Highlands** - 2: 3660 San Remo & 3634 Tivoli Dr.

(4) **Solicitation – Department – Grand Prairie Police:** 972-237-8790, Non-Emergency Number

(5) **Food Trucks - Department: Public Health & Environmental Quality:** 972-237-8055 Annual Permit (Permit Sample)

(6) **Bandit Signs – We Buy Cars / We Buy Houses Department:** Code Compliance (972)237-8296

(7) **City Wide Alerts & Notifications** - TextMyGov (Get Fast Assistance Text the City of Grand Prairie)

(8) **Trash Collection Days Changing Effective 10/2/23** - Forum Estates is in Area 1 (Grand Prairie, Texas Solid Waste & Recycling) – Garbage Collection & Bulk Trash **Republic Services 817-261-8812 / Alternative City of Grand Prairie 972-237-4550** All garbage and recycling must be set out by 7 a.m. on your scheduled collection day but no earlier than 8 p.m. the night before your collection day.

Get Fast Assistance

Text the City of Grand Prairie

City of Grand Prairie
972.640.4789

Report

Pay My Bill

Water Leak

Agenda

Street Light Outage

Garbage Collection

Code Violation

FAQ

Find Information & Report Issues

Skip a phone call and use your mobile phone's text messaging service to quickly access information and report issues.

Simply text the word **Hi** to the city's smart texting number or send a message containing keywords relevant to your request, such as: **WATER BILL, BRUSH PICKUP, ELECTIONS, PERMITS, CODE VIOLATION, BARKING DOG, POTHOLE, or MISSED PICKUP.**

24/7 Texting Service

Smart texting technology identifies keywords texted in to provide immediate assistance. It can relay information back to you or guide you through a few steps to submit a report.

Get Started

Text **Hi** to the City of Grand Prairie at:

972.640.GPTX

Save our number to your phone and text **HI** anytime you need it.



Get updates delivered directly to your phone

Additional service option

Sign up to receive city-wide text alerts!

Text **GRANDPRAIRIE** to **91896**

What to Expect:

- After the initial keyword is sent to join the text message notification list, you will receive a confirmation message asking you to reply **YES** to verify opt-in.
- You may receive multiple text alert notifications a month. Notifications may include: **Upcoming Events, Garbage Delays, Road Closures, and Storm Warnings**
- You can text **STOP** at any time to remove yourself from the notification list.



Obtenga asistencia rápida

Ciudad de Grand Prairie

Ciudad De Grand Prairie
972.640.4789

Reporte

Pagar Mi Factura

Violación De Código

Recolección De Basura

Fuga De Agua

Agenda

Corte De Luz

Preguntas Frecuentes

Encuentre información

Ahórrese una llamada telefónica y utilice su servicio de mensajes de texto para acceder información rápidamente.

Simplemente envíe la palabra **Hola** al número proveído, o envíe un mensaje que contenga las palabras clave relevantes a su búsqueda, tales como: **FACTURA DE AGUA, COLECCIÓN DE RAMAS, ELECCIONES, PERMISOS, VIOLACION DE CODIGO, PERRO LADRANDO, BACHES, o FALTA DE RECOGIDA.**

Asistencia las 24 horas

Tecnología de textos automáticos identifica palabras clave para brindarle asistencia inmediata. Le puede proveer información o guiarle por los pasos necesarios para enviar un informe.

Para empezar

Envíe **Hola** a la ciudad de Grand Prairie al:

972.640.GPTX

Guarde nuestro número en su teléfono y envíenos un **Hola** cuando lo necesite.



Reciba las novedades directamente en su teléfono

[Opción de servicio adicional](#)

¡Inscríbese para recibir alertas de texto de la ciudad!

Envíe **GRANDPRAIRIEES** al: **91896**

Qué anticipar:

- Tras el envío de la palabra clave inicial, recibirá un mensaje de confirmación en el que se le pedirá que responda **SÍ** para verificar su participación.
- Es posible que reciba varios mensajes de texto al mes con una notificación. Las notificaciones pueden incluir: **Próximos eventos, retrasos de recogida de basura, cierres de carreteras y avisos de tormentas.**
- Puede enviar la palabra **STOP** en cualquier momento para cancelar.





Short-Term Rental (STR) Frequently Asked Questions

Please refer to the City's Code of Ordinances for all requirements for Short-Term Rentals.

What is a Short-Term Rental (STR)?

- An STR is a residence that is used for lodging of occupants for a duration of one to thirty consecutive days.

Where are STRs allowed?

- STRs are allowed in all residential areas. HOAs or property management companies may add further restrictions on the use of properties as STRs.

How do I know if an STR is on my street?

- STRs are required to notify property owners within 200' of the location, upon issuance of an STR permit. A map of STR locations is available on the Code Compliance website at: www.gptx.org/Departments/Code-Compliance/Short-term-Rentals

Can an HOA create their own requirements for STRs?

- HOAs may create their own requirements for STRs. Code Compliance cannot enforce any additional requirements created by HOAs.

What are the parking requirements for STRs?

- All STR parking must be off-street. No on-street parking is allowed. Sidewalks may not be obstructed.

Do other City ordinances apply to STRs?

- Yes. STRs must abide by all ordinances, including those related to noise, trash, and parking.

When does the STR ordinance apply to a residence?

- The STR ordinance and requirements apply when a residential property is used for lodging for not less than one, or not more than 30 consecutive days. If a property is no longer advertised as an STR, and no longer rents for the defined STR duration, the STR ordinance does not apply.

How do I file a complaint on an STR?

- There are multiple ways to file a complaint. Email codecomplaints@gptx.org; call Code Compliance at 972-237-8296 (during regular hours); call Police Non-Emergency at 972-237-8790 (after-hours). Call 911 for any emergencies.

Short-Term Rental (STR) Requirement Quick-Reference

This is not an all-inclusive list. Please refer to the City's Code of Ordinances for all requirements for Short-Term Rentals.

Properties operating as a Short-Term Rental (STR) must obtain an annual permit. The permitting process includes a mandatory safety inspection. The current permit fee is \$480.

Upon issuance of STR permit, operators must provide written notice to neighbors within 200 feet. Notice shall include the Local Contact Person's information.

Each STR must designate a Local Contact Person that can respond to the location within one hour. This information must be posted inside the STR, and provided to Code Compliance and Police Dispatch.

STR operators must pay hotel occupancy taxes, monthly. The hotel occupancy tax rate is 7% of taxable receipts (rent and fees).

STR operators may not convert a garage to a living space, or otherwise modify the property to add additional bedrooms.

STR occupancy limit is one guest per 200 sq. ft. In no case may occupancy exceed 12 persons, regardless of square footage.

All STR parking must be off-street (in driveway). No on-street parking is allowed while operating as an STR. Sidewalks may not be obstructed.

STRs must comply with all requirements, including other applicable city ordinances (noise, lighting, etc...). STR permits may be revoked for non-compliance.

If you have an issue with an STR, please contact Code Compliance at 972-237-8296 *(during regular business hours)* or Police Non-Emergency at 972-237-8790 *(after-hours)*. In case of emergency, call 911.

Jan.

Feb.

Mar.

Apr.

May

June



Mobile Vending Permit

2021

APPROVED MOBILE FOOD VENDOR PERMIT
This Permit is Valid for 1 year from month and year indicated.

Item 2.

Aug.

Sept.

Oct.

Nov.

12

Dec.



Waste Collection

Beginning Oct. 2, 2023

Garbage Pick-Up Days will be:

Area 1

(North of Warrior Trail)

Garbage Days:
Tuesday, Friday


Area 2

(South of Warrior Trail)

Garbage Days:
Monday, Thursday

**For more information about
Garbage Collection and
Holidays, please visit:**

 gptx.org/garbage

 972-237-8159

On holidays, your garbage collection will slide one day.

For instance, if the holiday is on a Thursday and your garbage collection is Thursday, please set out your garbage on Friday.

Grand Prairie

TEXAS

SOLID WASTE AND RECYCLING



Recycling Collection

Beginning October 2, 2023,
**Recycling will be Collected
on Wednesday**

Area 1

Recycling Day:
Wednesday

For more information about
**Recycling Collection and
Holidays**, please visit:

-  gptx.org/recycling
-  972-237-8159



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023

REQUESTER: Lee Harriss

PRESENTER: John Sittmann, President

TITLE: Consider proposals for management services from:

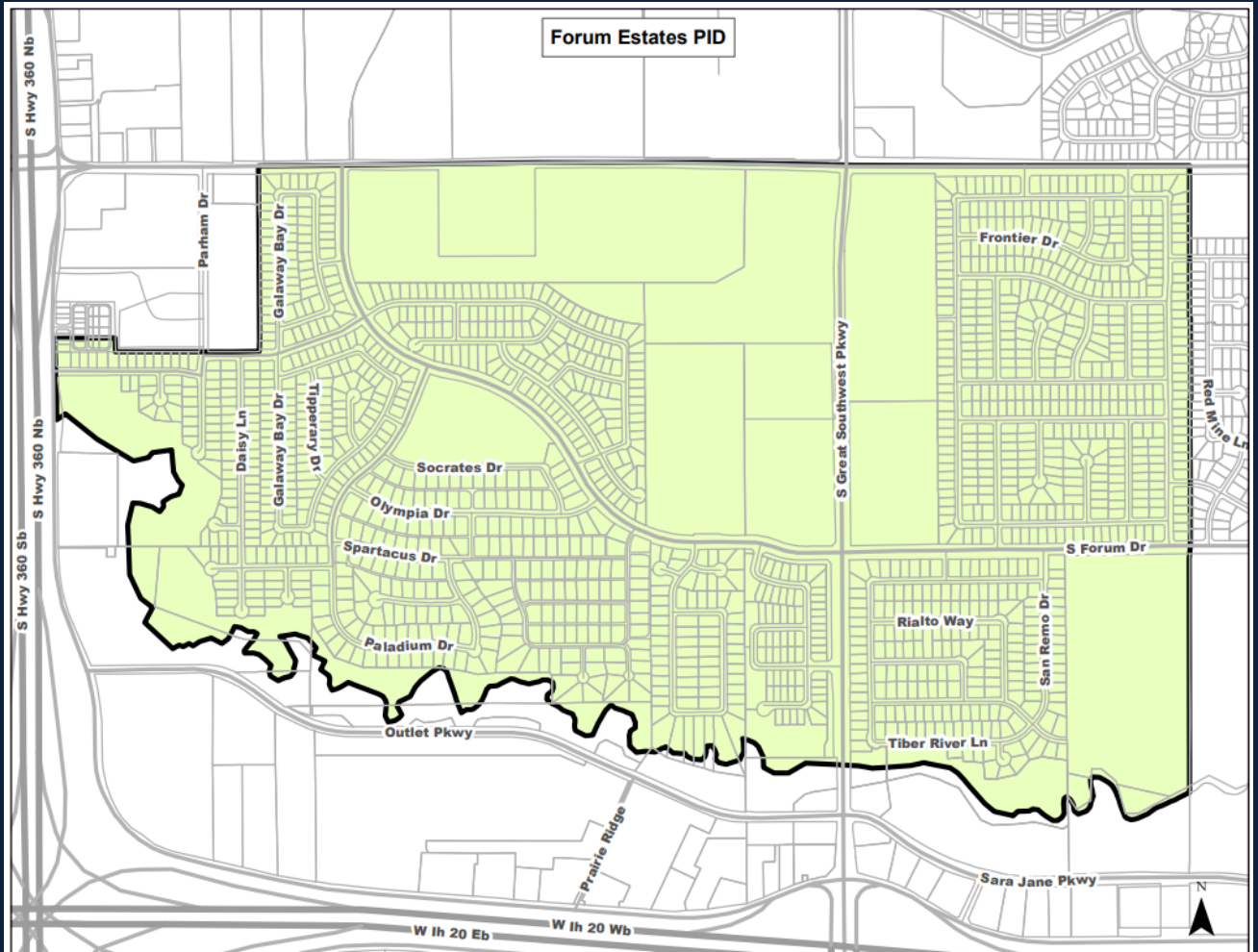
- Associa - Principal Management Group of North Texas in the Amount of \$10,800
- First Service Residential in the Amount of \$21,600
- Goodwin & Company Association Management in the Amount of \$10,800
- SBB Community Management in the Amount of \$12,600
- VCM, Inc. in the Amount of \$54,000

**Management Companies:
Proposals for Management Services**

Company	Contact Name	Phone	Monthly Cost	Annual 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	\$900.00	\$10,800	Currently manages: Parkview PID, Oak Hollow/Sheffield Village PID, & High Hawk PID	
FirstService Residential	Cody Watson, Business Development Director	Office: 214-552-6895 cody.watson@fsresidential.com	\$1,800.00	\$21,600	Currently manages: Peninsula PID, Brookfield PID, Country Club Park PID, & Southwest Village PID	
SBB Community Management, LLC	Linda Razzano Director of Business Development	Office 972-960-2800 l.razzano@sbbmanagement.com	\$1,050.00	\$12,600		Meetings attended by the Community Manager conducted during business hours are included. This agreement also includes 4 Board Meetings and one Annual Meeting per 12-month period that can be held M-Thursday before 8 p.m (up to 2 hours). Meetings later in the evening or longer in duration will be billed at the hourly rate in 30-minute increments. This hourly fee will be billed for extra meetings required outside of business hours, or if attendance is required from other staff.
VCM, Inc.	Michael Kingsbery Vice President/Chief Financial Officer Amber Anderson Owner	972-612-2303 x3207 972-612-2303 x3154	\$4,500.00	\$54,000	Currently manages: Lake Parks PID, Westchester PID, & Greenway Trails PID	
Goodwin & Company Association Management	Josh Crawford Business Development Gary Josephson Director – Community Management	Cell:214-445-2725 Office: 214-445-2774	\$900.00	\$10,800	Currently manages: Forum Estates PID, Lone Star Meadows PID, & Walingford Village PID	Current management company

COMMUNITY. PID. PARTNERSHIP. ASSOCIA.

PROPOSAL FOR PID MAINTENANCE SERVICES
PREPARED BY ASSOCIA PRINCIPAL MANAGEMENT GROUP OF NORTH TEXAS



RE: Proposal for Client Common area and Maintenance Oversight Services

Attn: PID Advisory Board

- John Sittmann - President
- Chandra Charles - Vice President
- Joe Tarrant - Secretary/Treasurer
- Shawn Conndor
- Troy Thorn

Dear Board of Directors,

Thank you for the opportunity to present Principal Management Group of North Texas, an Associa company, as an option for the management of your your Public Improvement District in Grand Prairie. We have been providing the full spectrum of management services to communities with PIDS like yours for more than 43 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 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 I can provide any additional information you may need, answer questions or if you would like to meet to review together .

Sincerely,

Maria Rust

Principal Management Group of North Texas, an Associa company

817-714-3124 or maria.rust@associa.us

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 Minor and 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 fiscally responsible and protects their most important assets – their homes.

Communities suffering from such challenges happens all too often. That's why Associa OnCall is an option 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 projects 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.





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 great care to inspect your common areas on a routine basis as well as when planning for any project:

- Inspect community PID areas routinely and provide Board updates
- Oversee landscape maintenance for the common areas in the PID including the entry features
- Oversee the perimeter walls maintenance which is constructed of brick, concrete and vinyl fencing.
- Request vendor proposals on PID board's behalf
- Facilitate vendor interviews when BOD requests a meeting
- Manage capital projects
- Work with the PID board and PID administrator to prepare agenda packets and any other items requested., and attend all PID board meetings and the annual meeting.
- The manager will attend all PID board meetings and one annual meeting.
- The manager will take meeting minutes and prepare report for the board within 10 business days after the meeting.
- The property manager will provide input for the annual budget where needed.

The management company will not provide any financial services, such as collecting assessments or financial reporting.

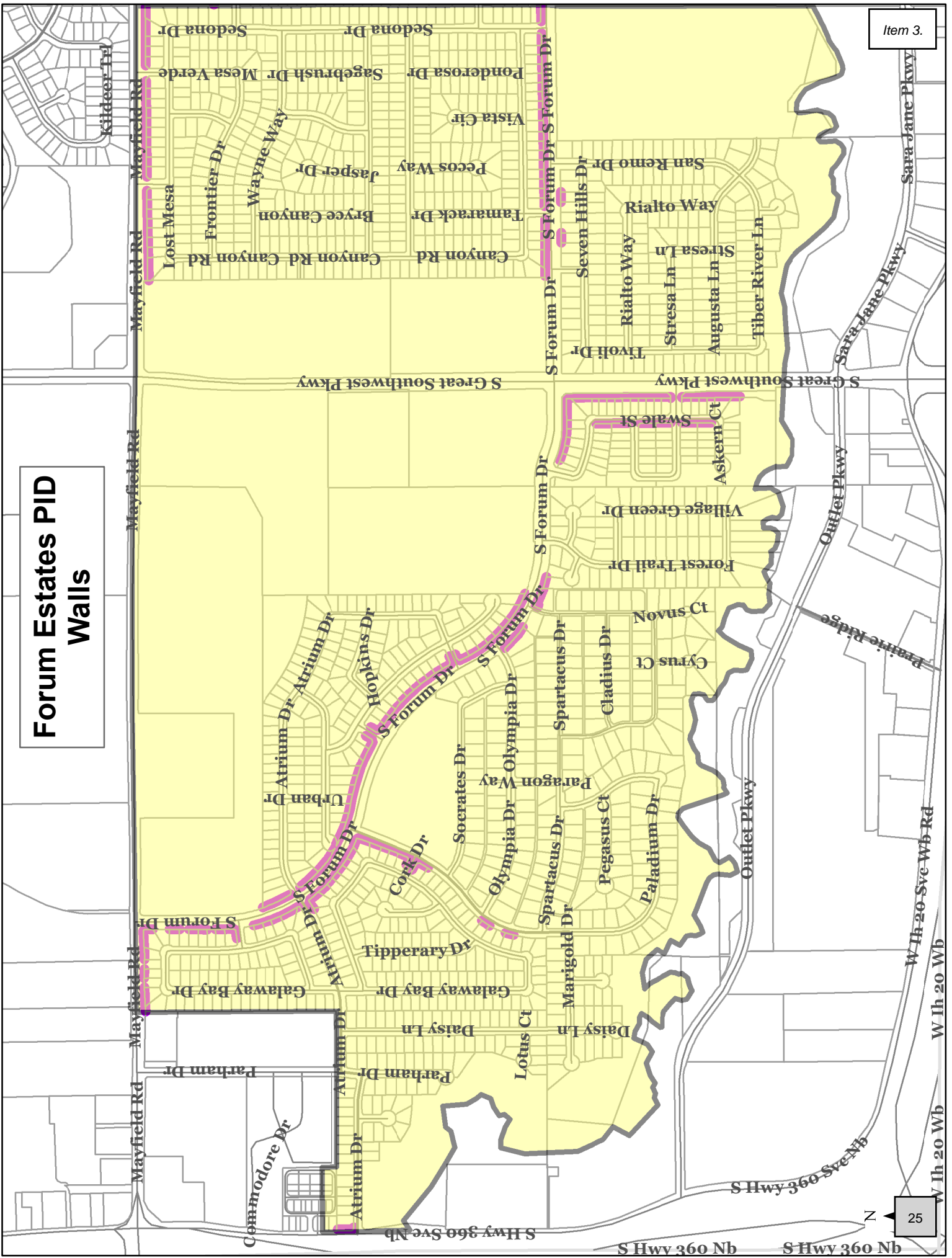


Clear communication is vital to providing a smooth project workflow for giving the board the information needed to make sound decisions. To keep every stakeholder informed throughout the project, Associa Principal Management Group of North Texas will:

- **Act as a board resource for guidance on projects**
- **Advocate for the board in contractor negotiations**
- **Manage communication to necessary parties affected such as the HOA management, Board and the City.**
- **Monitor and provide updates on milestone and goal completion**
- **Attend board meetings to facilitate communication**
- **Survey at close of project**

Complete Communication Transparency at Every Step

Forum Estates PID Walls



Item 3.

Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 5
Forum Estates
Five Year Service Plan 2023 - 2027 BUDGET

Income based on Assessment Rate of \$0.10 per \$100 of appraised value.
 The FY 2022 rate was \$0.12 per \$100 of appraised value
 Service Plan projects a 10% increase in assessed value per year.

INCOME:		Value	Assess Rate	Revenue		
Appraised Value		\$512,194,583	\$ 0.10	\$ 512,195		
Description	Account	2023	2024	2025	2026	2027
Beginning Balance (Estimated)		\$ 300,000	\$ 294,034	\$ 121,584	\$ 311,463	\$ 635,225
P.I.D. Assessment	42620	\$ 512,195	\$ 563,414	\$ 619,755	\$ 681,731	\$ 749,904
Devlpr Particip/Projects*	46110	3,200	3,200	3,200	3,200	3,200
City Contribution	49780	37,169	37,169	37,169	37,169	37,169
TOTAL INCOME		\$ 552,564	\$ 603,783	\$ 660,124	\$ 722,100	\$ 790,273
Amount Available		\$ 852,564	\$ 897,818	\$ 781,709	\$ 1,033,563	\$ 1,425,498

EXPENSES:		2023	2024	2025	2026	2027
Description						
Office Supplies	60020	\$ 100	\$ 100	\$ 100	\$ 100	\$ 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	-	-	-	-
Mowing Contractor	61225	111,812	117,402	123,272	129,436	135,908
Website	61315	350	368	386	405	425
Collection Service (\$3.10/Acct)	61380	4,693	4,693	4,693	4,693	4,693
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	28,000	29,400	30,870	32,414	34,034
Mailbox Maintenance	63042	5,000	5,000	5,000	5,000	5,000
Irrigation System Maint.	63065	20,000	20,000	20,000	20,000	20,000
Roadway Markings/Signs***	63115	104,100	340,000	3,000	3,000	3,000
Decorative Lighting Maintenance	63146	9,000	9,000	9,000	9,000	9,000
Property Insurance Premium	64080	2,500	2,625	2,756	2,894	3,039
Liability Insurance Premium	64090	1,500	1,575	1,654	1,736	1,823
Fencing	68061	-	-	-	-	-
Row/Easement Title Purchase	68091	-	-	-	-	-
Lease Payment-Security Cameras	68901	25,000	26,250	27,563	28,941	30,388
Int. Exp. Bonds	91070	7,950	5,600	2,000	-	-
Princpl. Pmts. Bonds	95015	75,000	80,000	80,000	-	-
TOTAL EXPENSES		\$ 558,529	\$ 776,233	\$ 470,245	\$ 398,338	\$ 408,935
Ending Balance****		\$ 294,034	\$ 121,584	\$ 311,463	\$ 635,225	\$ 1,016,563

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.	
\$100,000	\$ 100	
\$200,000	\$ 200	
\$300,000	\$ 300	
\$400,000	\$ 400	
\$500,000	\$ 500	
		Avg. Property Value: \$ 338,306
		Avg. Property Assessment: \$ 338
		No. of Properties: 1,514

*Reimbursement for additional holiday decorations.
 **Reserve Study
 ***Wrought iron street signs
 ****Fence replacements

Forum Estates **Public Improvement District**

Location is Grand Prairie, south of Mayfield Road on the east and west sides of Great SouthWest Parkway.

Monthly Management Fee proposed is \$900.00 per month.

At-A-Glance Service Management includes:

- ✓ Perform routine PID property inspection. Each inspection will be comprehensive and will oversee all landscape maintenance such as mowing, edging, visible sprinkler leaks or poor coverage, flower beds, perimeter walls, trees, medians, drainage areas, signage, lighting, and entry features. Prepare routine PID inspection report to the Board to include findings, project updates, need for repairs or proposals, and contract dates.
- ✓ Routinely inspect perimeter walls located per the provided map.
- ✓ Oversee holiday decoration and holiday lighting install and removal process if applicable.
- ✓ Procure and screen vendor bids and proposals as needed for repairs, service contracts and improvements.
- ✓ 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 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 service for emergencies.
- ✓ Oversee any other PID related improvements, repairs, responsibilities and tasks.
- ✓ Encrypted Electronic Data Storage and technology fee included. Copies, mailings and postage are an additional cost not included in the management fee.





FirstService
RESIDENTIAL

FIRSTSERVICE RESIDENTIAL

Making a Difference. Every Day.



Item 3.

**A vision for a partnership
between FirstService Residential
and Forum Estates PID**



PROFESSIONAL MANAGEMENT

Our mission is to deliver exceptional service and solutions that enhance the value of every property and the lifestyle of every member 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, your PID will:

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

Forum Estates 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 individual needs.

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 Forum Estates PID to ensure such areas meet the standards set forth by the City 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.

PID Member 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 members regarding events, activities or other news in the PID. All PID members are provided the manager's phone number and email addresses as well as our 24-hour Customer Care number. PID members are able to talk directly to the assigned PID manager about 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 PID members
- Coordinates, oversees and documents repairs
- Places follow-up calls to vendors for verification that repairs have been accomplished
- Returns calls to PID members 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 PID member 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: \$1,800.00

PIDS MANAGED BY FIRSTSERVICE RESIDENTIAL

PID 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	unknown	213	Pond with fountain, fencing, landscaping, playground, monument entry signage
Lancaster PID 20	Fort Worth	Commercial	370 commercial	Manage Security, Developer Events
Las Vegas Trail PID 21	Fort Worth	Commercial	160 commercial	Manage Security
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
Brookfield PID #4	Grand Prairie	unknown	172	Irrigation systems, fencing, and landscaping in the Brookfield common areas and provides ongoing improvements to these areas
Country Club PID 13	Grand Prairie	unknown	564	Perimeter walls and fencing, fountain, common area landscape
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



14951 N. Dallas Pkwy, Suite 600
Dallas, TX 75254

9800 Hillwood Pkwy, Suite 210
Fort Worth, TX 76177

www.fsresidential.com

EXHIBIT "A"
PROPOSAL OF SERVICES

GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 5 "FORUM ESTATES" (hereinafter called the OWNER) located in Grand Prairie, Texas, Dallas County, and GOODWIN & COMPANY, INC., whose business address as of this contract execution date is 2425 N. Central Expressway, Suite 500, Richardson, Texas 75080.

Goodwin & Company, Inc., hereby provides the following proposal for services for 2023:

A. TASKS & DUTIES:

Act only within the scope of this Agreement as expressly set forth herein or as otherwise directed by the Board of Directors for the District or their designated Agent or Representative (herein referred to as "Owner") to administrate District tasks and duties and provide services on behalf of and for the benefit of the Owner, including:

1. Send approved work orders or service requests to Service Providers that are contracted by the Owner to provide services for the Owner.
2. Obtain bids and proposals for services for the Owner as requested by the Owner
3. Present reports on activities related to the District to the Owner
4. Coordinate service requests for areas maintained by the Owner
5. Maintain files related to services and activities provided to the Owners by the Contractor
6. Send correspondence for the Owner as it relates to District activities
7. Attend one (1) evening Board meetings per year on mutually agreed to dates and times (Monday-Thursday) with a two-hour attendance allocated for each meeting based on ***additional charge for evening meeting*** attendance noted below. Daytime (Weekday) Conference Call Board Meetings can be scheduled at no additional charge.
8. Attend one (1) evening Citizens/Annual meeting per year on mutually agreed to dates and times (Monday-Thursday) with two-hours attendance allocated for the meeting based on ***additional charge for evening meeting*** attendance noted below
9. Provide Insurance information for the District to the Owner or City of Grand Prairie as needed
10. Assist in processing Insurance Claim for the District as needed
11. Assist the Owner in developing an annual budget and 5-year service plan
12. Perform District site visits as needed to review work performed by Service Providers contracted by the Owner or to plan Capital Improvement Projects
13. Assist the Owner in planning and implementing Capital Improvement Projects for the District that are approved by the Owner
14. Provide response to after-hours service requests that need immediate attention, by contacting District service providers contracted by the Owner

EXHIBIT "A"

PROPOSAL OF SERVICES TO OWNER (Continued)

BASE MANAGEMENT FEES

B. Goodwin & Company Inc., shall be compensated for base management costs as follows:

\$ 900.00 per month base management fee covers all related labor costs noted above unless an additional fee or service parameter is established in this exhibit.

C. **ADDITIONAL FEES**

The District shall be responsible for all Management expenses noted under the attached Schedule of fees unless otherwise specified. This is an exhaustive list of all components and features for administrative functions, which Management expects to provide to the District. Management, however, cannot anticipate potential expense for service needs which are beyond the normal operations of the District or which post-date this agreement including natural disasters or Acts of God. The following services and fees will be calculated at the end of each month and subsequently billed on the first day of each month for the previous month's services as follows:

- 1. Coping \$.20 cents per copy
- 2. Postage Standard U.S. Postal Rates
- 3. Notarization \$ 5.00 per notarization
- 4. Record Storage \$ 15.00 per box per year
- 5. District Supplies/Stock Based on actual cost of supplies
- 6. District Letterhead Based on actual cost of supplies
- 7. Membership Mailings \$ 250.00 per mailing
- 8. Attend Board Meetings \$ 200.00 per two-hour meeting
- 9. Attend Citizens Meetings \$ 200.00 per two-hour meeting
- 10. Develop/Maintain Website Quoted upon request
- 11. Filing Police Reports \$ 25.00 per report
- 12. Insurance Claim Administration No Additional Charge
- 13. Capital Improvement Administration No Additional Charge

Public Improvement District Management Agreement

A. Parties.

The parties to this Public Improvement District Management Agreement are Forum Estates Public Improvement District (located in Grand Prairie, TX) and SBB Community Management, LLC. The parties are sometimes referred to herein collectively as the “Parties” and individually as a “Party.”

B. Additional Defined Terms.

As used herein, the following terms have the following meanings:

The “**Agent**” means SBB Community Management, LLC and the shareholders, directors, officers and employees of the **Agent**.

This “**Agreement**” means this Public Improvement District Management Agreement, as same may be amended from time to time in accordance with the provisions of this **Agreement**.

The “**PID**” means Forum Estates Public Improvement District.

The “**PID Representative**” means the person appointed pursuant to Section H.2. of this Agreement.

The “**Board**” means the Board of Directors of the **PID** as same may be elected, appointed, and/or constituted from time to time.

The “**Budget**” means the 12-month financial projection for the operations of the **PID**, which has been most recently approved by the **Board**.

The “**By-Laws**” means the **By-Laws** of the **PID**, which have been most recently approved or amended.

The “**Common Areas**” means the elements, property and improvements specified in the **Declaration** as belonging to the **PID**.

The “**Declaration**” means the Declaration of Covenants, Conditions and Restrictions for the **PID**, which is recorded in the Real Property Records of the **PID**’s county, as same may have been or may be amended from time to time.

The “**Effective Date**” means October 1, 2023.

An “**Emergency**” is a situation involving manifest danger to persons or property, or in which action is immediately necessary for the preservation and safety of persons or property or to avoid interruption or suspension of any necessary services for the **PID**.

The “**Expiration Date**” is defined as the last day of the Initial Term or a subsequent Renewal Term.

The “**Governing Documents**” means the **Declaration**, the Articles of Incorporation, the **By-Laws**, design guidelines, collection policies, Board Resolutions, rules and regulations and any other dedicatory instruments pertaining to the **PID**.

The “**Management Representative**” means the person appointed pursuant to Section H.1. of this Agreement.

“**Owners**” means the persons or entities who own **Lots**, and “**Owner**” means a particular person or entity which owns one or more **Lots**.

The “**Rules**” means such rules and regulations for use of the **Common Areas** as the **Board** may promulgate from time to time.

The “**Surveillance Systems**” means any and all fire protection, burglar alarms, access controls, patrols, guards, surveillance equipment, monitoring devices or other measures or services, if applicable, which may be put in place by the **PID** or **Owners** at any time.

C. Recitals.

1. The PID is obligated under the Declaration, Articles of Incorporation, and the By-Laws to manage the PID in accordance with the terms and provisions of the Declaration and the By-Laws.
2. The PID desires to engage the Agent to manage the operations of the PID in accordance with the Declaration, Articles of Incorporation, and the By-Laws and the instructions of the Board, and the Agent desires to accept the engagement under the covenants, terms and conditions of this Agreement.

D. Covenants, Terms and Conditions.

For and in consideration of the mutual covenants, terms and conditions set forth in this Agreement, the PID and the Agent agree as follows:

1. Appointment of the Agent and Acceptance of Appointment

The PID hereby appoints the Agent as its exclusive agent to manage the affairs of the PID, and the Agent hereby accepts said appointment, subject to the covenants, terms and conditions set forth in this Agreement, the Declaration, Articles of Incorporation, and the By-Laws.

2. Standard of Care Applicable to the Agent

The Agent will use its best efforts to perform its duties under this Agreement with ordinary care as established by prevailing industry standards for Public Improvement District managers and the Agent will not be held to any higher standard of care.

3. Relationship Between the PID and the Agent

The PID acknowledges that it has control of the Common Areas and the primary responsibility for enforcing the Declaration, Articles of Incorporation, and the By-Laws, and that the role of the Agent is to implement the decisions and policies adopted by the PID, through the Board, in accordance with the Declaration, Articles of Incorporation, and the By-Laws. The relationship between the PID and the Agent is that of principal and agent. The Agent is an independent contractor and, as such, is not an employee of the PID. All duties to be performed by the Agent under this Agreement shall be for and on behalf of the PID. Nothing in this Agreement creates or shall be construed as creating a partnership, joint venture or any relationship other than that of principal and agent between the Parties or as requiring the Agent to be responsible for costs or expenses incurred, or losses suffered by, the PID in operating the PID. Neither Party shall have the right or authority to obligate or bind the other Party, other than as expressly provided in this Agreement, except that the Agent shall have implied authority to take such action as may be necessary to carry out its duties and responsibilities under this Agreement.

4. Term, Termination and Renewal of This Agreement

The initial term of this Agreement shall be three (3) years beginning on the Effective Date (the “Initial Term”)

This Agreement will automatically renew for successive 3-year terms (each a “Renewal Term”) unless terminated by either party according to the terms herein. In the event of such an automatic renewal, the Agent may increase some or all of the additional charges set forth on Addendum A to comport with industry standards, after giving the PID sixty (60) days written notice of the increase.

This Agreement may be terminated by either party, with or without cause and without penalty, upon giving sixty (60) days written notice prior to the end of the Initial Term or any Renewal Term, with such termination to be effective as of the end of such Initial Term or Renewal Term (the “Termination Date”).

Either Party may terminate this Agreement for Cause (as defined below) upon the breaching Party’s failure to cure the breach within sixty (60) days of the non-breaching Party’s written notice of breach. For purposes of this Agreement, “Cause” shall mean a Party’s failure to substantially and materially comply with this Agreement, a Party’s willful misconduct or gross negligence, or as a result of Agent violating Title 11 of the Texas Property Code or any other source of applicable law.

Upon the expiration or other termination of this Agreement, the agency hereby created shall cease on the Expiration Date or other date of termination of this Agreement, and the Agent shall have no further right and authority to act for and on behalf of the PID, and the right of the Agent to receive compensation shall immediately cease. However, the Agent shall continue to perform its duties and responsibilities, and have the authorities and powers, provided in this Agreement prior to the date of expiration or termination of this Agreement, unless otherwise determined by Board resolution, and shall be entitled to receive compensation for services rendered under this Agreement prior to the date of expiration or termination. If, on the effective date of any expiration or termination, there are any billed or unbilled expenses outstanding which have been incurred by the Agent with contractors, vendors or service providers for and on behalf of the PID and in accordance with the provisions of this Agreement, the PID will timely pay such expenses and hold the Agent harmless from any liability on the part of the Agent to pay such expenses.

5. Compensation of the Agent

The PID will pay to the Agent the monthly management fee set forth on Addendum A. The management fee is payable on the first day of each and every calendar month during the term of this Agreement, commencing on the Effective Date. In addition to the management fee, the PID will pay to the Agent the additional charges set forth in Addendum A for the services enumerated therein. Such charges are payable on the first day of each month next following the month in which additional charges were incurred. The PID hereby authorizes the Agent to deduct the management fee on the first day of each month, and the additional charges on the first day of the month after the month in which they are incurred by the PID, from the money collected by the Agent for and on behalf of the PID and deposited to the Operating Account. The Agent shall also be entitled to bill individual Owners for the administrative fees set forth in Addendum A for the services enumerated therein.

The Base Management Fee listed in Addendum A will remain in effect through 12/31 of the year of this Agreement’s Effective Date. For subsequent calendar years covered by this Agreement, the base monthly management fee shall be the greater of: (i) the previous year’s base monthly management fee increased by 3.0%, or (ii) the Annual Consumer Price Index published by the Bureau of Labor Statistics on the anniversary of the Effective Date.

6. General Duties, Responsibilities, Authorities and Powers of the Agent

The PID grants to the Agent, and the Agent accepts, the duties, responsibilities, authorities and powers set forth in Sections D.7 through D.15 regarding certain specific aspects of the operation of the PID, and the PID will assume and pay any reasonable expenses incurred by the Agent with contractors, vendors or service providers in connection with the discharge of such duties and responsibilities and the exercise of such

authorities and powers. In this latter connection, the Agent shall not be required to advance its money to pay expenses incurred by the PID, whether same are incurred through the Agent or otherwise. If Agent does advance its own money to pay for PID expenses, a service fee will apply.

7. Common Areas

With respect to the Common Areas and related matters, the Agent will:

- a. make on-site visual tours of the Common Areas to identify repair needs, recommend repairs and monitor the quality of work performed by contractors with respect to the Common Areas pursuant to Addendum A;
- b. assist the Board in implementing regular and preventative maintenance programs to address maintenance issues which are of a continuing nature;
- c. subject to Board approval, prepare specifications and requests for proposals, solicit bids, and negotiate contracts with contractors, vendors and service providers for maintenance and repair of the Common Areas, utilities, pest control, trash removal, landscaping or other services; provided, however, that the management fee only covers these types of activities for matters which are included in the Budget and that the Agent will perform these types of activities for matters which are not included in the Budget in exchange for the hourly fees set forth in Addendum A; further provided that the Agent reserves the right to charge the hourly fees set forth on Addendum A for large improvement or renovation projects or extensive repair or replacement work performed as the result of insurance claims or otherwise; and
- d. generally assist the PID in performing its obligations under the Declaration with respect to the Common Areas.

8. Fiscal and Accounting Services

Agent will provide NO Fiscal or Accounting Services to the PID.

9. Banking, Collection, and Disbursement of Money

- a. Agent will provide NO banking, collection, nor distribution of money for the PID.
- b. Agent will provide input for the production of the Annual Budget.

10. Meetings

With respect to meetings, the Agent will:

- c. prepare and present for approval at meetings, such reports regarding the operations of the PID as the Board may reasonably request to support the PID administrator in the preparing agenda packets; and
- d. for each twelve (12)-month period while this Agreement is in effect, arrange, schedule and attend meetings of the Board and an annual meeting of the Owners as outlined in Addendum A. In consultation with the Board, the Agent and the Board may allow for virtual meeting attendance as appropriate. The Agent will not attend any meetings on weekends (5:00 p.m. on Friday through 8:00 a.m. on Monday), and the Agent will charge the PID the hourly fee set forth in Addendum A for attendance at any meetings not covered by this Agreement, and for attendance at late or lengthy

meetings, as defined in Addendum A.

11. Insurance, Claims, and Litigation

With respect to insurance, claims and litigation, the Agent will:

- a. promptly investigate and make full written reports on all accidents, claims and potential claims for damages relating to the PID and comply with and fulfill all requirements applicable to the accidents, claims or potential claims under the insurance policy or policies covering the accidents, claims or potential claims, including submitting proofs of loss, if necessary; and
- b. assist the PID's legal counsel in preparing for trials, mediations or hearings in any litigation or arbitrations involving the PID, in exchange for the hourly fee described in Addendum A.
- c. any other insurance, claims, or litigation support or administration will be provided in exchange for the hourly fee described in Addendum A.

12. Enforcement of the Governing Documents and Rules

Agent will provide no enforcement services.

13. Responding to Messages or Complaints

With respect to messages or complaints received by the Agent from members of the Board or Owners, the Agent will respond promptly to messages received via telephone, email, or other channels (provided contact information is provided).

14. Identifying and Engaging Professionals

The Agent will assist the PID in identifying and engaging professionals (such as attorneys, certified public accountants, engineers, and security providers) whose services the PID may require from time to time and whose fees and other attendant expenses will be paid by the PID.

15. Facilitating Communications

With respect to facilitating communications between and among Owners, the Board and committees of the Board, the Agent will:

- a. assist the Board in the development of good communication with Owners including necessary updates to the web portal and distribution of electronic notices; and

E. Undertakings and Acknowledgments of the PID.

1. Undertakings

- a. At the commencement of the relationship between the PID and the Agent under this Agreement, the PID will promptly provide the Agent with accurate accounting and other records of the PID, including membership rolls, the Declaration, Articles of Incorporation, the By-Laws, the minute book and other corporate records, for the Agent's use in managing the PID. The PID will pay any expenses and legal or accounting fees incurred by the Agent as a result of the inaccuracy or incompleteness of the PID's records.

- b. The PID will maintain sufficient funds in the Operating Account to enable the Agent to pay the obligations of the PID in a timely manner and will provide such assurances as may be reasonably requested by the Agent regarding the availability of funds to pay particular obligations of the PID.
- c. The PID will cooperate with the Agent to the extent reasonably necessary to allow the Agent to perform its duties and discharge its responsibilities under this Agreement expeditiously, efficiently and economically.
- d. The PID will provide the Agent with such documentation (by way of certified Board resolutions or otherwise) which may be reasonably requested by the Agent in order to confirm the authority of the PID to enter into this Agreement and the authority of the Agent to take action under this Agreement on behalf of the PID.
- e. The PID will provide the Agent with such specific written directions or instructions as the Agent may reasonably require.
- f. The PID will approve the Budget for the next fiscal year prior to thirty (30) days before the end of the preceding fiscal year.
- g. During the term of this Agreement and for a period of three (3) years after the date of termination of this Agreement, the PID will not directly or indirectly solicit, employ or otherwise engage for the performance of services, or accept or utilize the services of, any person who is or was employed by the Agent and performed services for the PID while employed by the Agent. The PID agrees that the Agent shall be entitled as a matter of right to preliminary and permanent injunctive or other equitable relief to prevent or enjoin any breach or violation of any of the foregoing provisions in this section. However, resorting to such equitable relief shall not be deemed or construed to be a waiver of any other rights or remedies which the Agent might have, or to which Agent might be entitled, in respect of any such breach or violation.

2. Acknowledgments

- a. The PID acknowledges that the Agent shall have no responsibility for compliance by the PID or any of its equipment with the requirements of any ordinances, laws, rules or regulations (including those relating to the disposal of solid, liquid and gaseous wastes) of the city, county, state or federal government, or of any public authority or official thereof having jurisdiction over the particular matter, except to promptly notify the PID with respect to, or promptly forward to the PID, any complaints, warnings, notices or summonses received by the Agent relating to such matters. The PID represents that, to the best of its knowledge, the PID and its equipment comply with all such ordinances, laws, rules and regulations and authorizes the Agent to disclose the ownership of the PID to any government agencies or officials. The PID will indemnify the Agent against, and hold the Agent harmless from, all loss, cost, expense and liability whatsoever which may be imposed on the Agent by reason of any present or future violation or alleged violation of such ordinances, laws, rules or regulations.
- b. The PID also acknowledges that:
 - (1) the Agent is not a law firm, is not licensed to practice law and does not provide legal services, and the services of the Agent under this Agreement do not include the rendering of legal services by the Agent or any attorney employed or engaged by the Agent.
 - (2) the Agent is not an accounting or auditing firm, is not licensed to practice accounting or auditing, and the Agent will provide only the accounting services expressly described in Section D.8 of this

Agreement.

- (3) the Agent is not in the business of providing security guards or other security services, is not licensed to provide such guards or services, the services of the Agent under this Agreement do not include providing the Security Systems to protect the Common Areas or the real or personal property of any Owner, the Agent does not warrant or guarantee the adequacy or effectiveness of the Security Systems, and the Agent shall not be liable for any loss or damage caused by the inadequacy or ineffectiveness of any of the Surveillance Systems.

F. Other Activities of the Agent.

During the term of this Agreement and any renewal term, the Agent may render services identical or similar to those required of the Agent under this Agreement to other owners of real property or other Public Improvement Districts.

G. Indemnification and Insurance Protection for the Agent.

1. Indemnification

- a. To the fullest extent allowed by applicable law, the PID shall defend and indemnify the Agent against, and hold the Agent harmless from, any and all losses, costs, damages, liabilities, expenses (including reasonable attorneys' fees), actions, claims, rights of action or causes of action of whatsoever nature, including but not limited to claims for breach of contract, common law, torts, statutory and/or regulatory liability, strict liability, whether seeking damages or recovery for bodily injury, personal injury, property damage, economic or consequential loss and/or equitable relief, arising out of the management and operation of the PID and/or the performance or failure to perform the obligations set forth in this agreement. **IT IS EXPRESSLY UNDERSTOOD THAT THIS AGREEMENT TO DEFEND AND INDEMNIFY APPLIES TO AND/OR INCLUDES THE SOLE, JOINT OR CONCURRENT NEGLIGENCE OF THE AGENT. THIS AGREEMENT TO DEFEND AND INDEMNIFY DOES NOT APPLY IN THE EVENT OF AN ACTUAL ADJUDICATION AFTER A FULL TRIAL FINDING AND ENTERING JUDGMENT BASED ON GROSS NEGLIGENCE, WILLFUL MISCONDUCT, FRAUD OR CRIMINAL ACTIVITY ON THE PART OF THE AGENT.** These obligations of indemnification are not limited to amounts payable under insurance policies and shall survive and remain in effect after the Expiration Date or any other date of termination of this Agreement.
- b. To the fullest extent allowed by applicable law, the Agent shall defend and indemnify the PID against, and hold the PID harmless from, any and all losses, costs, damages, liabilities, expenses (including reasonable attorneys' fees), actions, claims, rights of action or causes of action of whatsoever nature, including but not limited to claims for breach of contract, common law, torts, statutory and/or regulatory liability, strict liability, whether seeking damages or recovery for bodily injury, personal injury, property damage, economic or consequential loss and/or equitable relief, arising out of the management and operation of the PID and/or the performance or failure to perform the obligations set forth in this agreement. **IT IS EXPRESSLY UNDERSTOOD THAT THIS AGREEMENT TO DEFEND AND INDEMNIFY APPLIES TO AND/OR INCLUDES THE SOLE, JOINT OR CONCURRENT NEGLIGENCE OF THE PID. THIS AGREEMENT TO DEFEND AND INDEMNIFY DOES NOT APPLY IN THE EVENT OF AN ACTUAL ADJUDICATION AFTER A FULL TRIAL FINDING AND ENTERING JUDGMENT BASED ON GROSS NEGLIGENCE, WILLFUL MISCONDUCT, FRAUD OR CRIMINAL ACTIVITY ON THE PART OF THE PID.** These obligations of indemnification are not limited to amounts payable under insurance policies and shall survive and remain in effect after the Expiration Date or any other date of termination of this Agreement.
- c. Each Party shall promptly advise the other Party in writing of any demand, claim, investigation

lawsuit or administrative proceeding as to which the other Party's obligations of indemnification may apply and the indemnifying Party shall provide the indemnified Party with representation and defense by legal counsel acceptable to the indemnified Party, which may be chosen by the indemnifying Party's insurance carrier. The same counsel can advise and represent both the PID and the Agent, if such counsel will certify in writing to the PID and the Agent that such counsel is not precluded from representing both Parties under the rules governing legal ethics and professional responsibility for attorneys and provided each Party consents. The indemnified Party may, at its option and expense, engage additional legal counsel to monitor the proceedings and consult with legal counsel engaged for the indemnified Party by the indemnifying Party.

2. Insurance Protection

At all times during the term of this Agreement and any renewal term, the PID will maintain and keep in force a policy of general liability insurance with limits of not less than \$1,000,000 per occurrence, including Agent as an additional insured in connection with any and all liability in any way arising out of the management and operation of the PID and/or its work under this Agreement. The general liability coverage shall be primary and non-contributory. The coverage shall not include any form of exclusion barring coverage in connection with a virus, pathogen, microorganism, microbe, communicable disease, pandemic/s, and/or epidemics. In addition, the PID will provide a policy of Directors and Officers (D&O) liability insurance, with limits of liability of not less than \$1,000,000 per occurrence. Agent shall also be named as an additional insured on this D&O policy and the coverage shall be primary, non-contributory. The PID also agrees to provide Workers Compensation and Employers Liability Coverage and Commercial Property coverage including business interruption. The Agent will assist the PID in procuring such insurance as provided in Subsection 6.v.(1) and (2) of this Agreement.

H. Designation of Representatives by the Agent and the PID.

1. By the Agent

The Agent will designate in writing one of its employees as Management Representative for the PID. The Management Representative shall, upon reasonable notice, attend meetings of the PID and the Board as required under this Agreement. The Agent shall be the custodian of the official records of the PID and the Board, but the Management Representative shall not be required to record the minutes of the meetings of the PID or the Board. The Agent shall have the right to change the Management Representative, if this is deemed necessary or advisable by the Agent, after giving written notice of the change to the PID.

2. By the PID

The PID, through a Board resolution, will designate one individual as PID Representative. The PID Representative will be authorized to deal with the Agent with respect to any day-to-day matters relating to the management of the PID. The Agent is not authorized to accept directions or instructions with regard to such matters from anyone other than the PID Representative. If the PID Representative is not available, Agent may seek approval from another Board member. The Agent may, but is not obligated to, require that directions or instructions by the PID Representative be in writing. The Agent shall be entitled to rely and act on the oral or written directions or instructions of the PID Representative in connection with day-to-day matters relating to the management of the PID, without consulting the Board or any officer of the PID. However, the Agent reserves the right to consult with the Board if it believes in good faith that any directions or instructions of the PID Representative are not in the best interests of the PID. The PID shall have the right to change the PID Representative, if this is deemed necessary or advisable by the PID, after giving written notice of the change to the Agent. In the absence of the designation of the PID Representative by the PID as provided in this Subsection, the President of the PID shall be the PID Representative.

I. Notices.

Notices required or permitted by this Agreement shall be in writing and sent via certified mail to the PID Representative (or Board President) or to the Management Representative (or an Executive of the Agent), as appropriate. Such notices shall be deemed delivered on the day after the date of delivery.

J. Force Majeure.

Any delay in the performance of any obligation of the Agent under this Agreement shall be excused if and to the extent such delay is caused by war, national emergency, terrorist attack, natural disaster, strike, labor dispute, utility failure, riots or civil insurgency, pandemic, adverse weather conditions or other causes not within the control of the Agent, and any time periods for performance affected by such causes shall be extended accordingly.

K. Litigation or Arbitration Between the Parties.

In the event of litigation or arbitration between the PID and the Agent regarding matters addressed in this Agreement, the substantially prevailing Party shall be entitled to recover reasonable attorneys' fees and litigation or arbitration expenses from the other Party.

L. Governing Law and Venue.

This Agreement shall be governed by, and construed under and in accordance with the laws of the State of Texas. Venue for any legal action or arbitration arising out of this Agreement shall be in Dallas County, Texas, and the PID and the Agent waive the right to sue or be sued elsewhere.

M. Severability and Reformation.

In the event any one or more of the provisions contained in this Agreement shall be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and a court of competent jurisdiction shall have the authority to reform the invalid, illegal or unenforceable provision(s) to the extent necessary to make it/them valid, legal and enforceable, consistent with the overall intent of the Parties, as evidenced by the other provisions of this Agreement.

N. Integration.

This Agreement constitutes the sole and only Agreement between the PID and the Agent and supersedes any prior oral or written representations, understandings or agreements between the Parties with respect to the subject matter of this Agreement.

O. Amendment, Modification and Supplementation.

This Agreement may be amended, modified or supplemented only by a written instrument executed by the PID and the Agent.

P. Assignment.

Neither party may assign this Agreement or any rights hereunder without the prior written approval of the other, which approval shall not be unreasonably withheld, except that no approval shall be required for either party to assign this Agreement or its rights and duties hereunder to a lender, affiliate, subsidiary, or purchaser of substantially all of the assets or business of such party. Any assignment made by either party in contravention of this Section shall be null and void for all purposes. To the extent that there are successors or

assigns permitted under this Section, this Agreement shall be binding on and inure to the benefit of the parties and their respective successors and assigns.

Q. Parties Bound.

This Agreement shall inure to the benefit of, and shall be binding upon, the PID and the Agent and their respective successors and permitted assigns, if any.

R. Multiple Counterparts.

This Agreement may be executed in multiple counterparts, each of which, when signed by the PID and the Agent, shall constitute an original and all of which taken together shall constitute one and the same instrument.

This instrument has been executed on behalf of the PID by its President and the Agent on the date noted in the signatures that follow.

PID:

Forum Estates Public Improvement District

By: _____

Its: Director

Date: _____

AGENT:

SBB Community Management, LLC

By: Vanessa Burch

Its: President

Date: _____

Addendum “A”
Fee Schedule

Part 1: Fees paid by PID

	Amount	Additional Detail
Base Management Fee	\$1,050.00	Paid on the 1 st day of the month
Other		
Copy Charges	\$0.30 / Copy	
Mass Mailings	\$2.00/ Item	Plus printing costs and standard USPS postage rates. Postcards are \$1.00/item.
Insurance Claims	5%	Percent of proceeds collected
Storage Fee	Included	
Technology Suite	Included	Community Portal, mobile accessibility, digital payments, etc.
Credit Card Markup (optional)	18%	If PID needs to use Agent’s credit card, or requires Agent to advance funds for PID expenses
Welcome Packet (optional)	\$25.00	No postage charge if digitally delivered. Standard USPS postage rates and printing costs billed for mailed packets.
Courier	Actual cost	
Meeting Attendance	\$125.00/hour	Meetings attended by the Community Manager conducted during business hours are included in this Agreement. This agreement also includes 4 Board Meetings and one Annual Meeting per 12-month period that can be held M-Thursday before 8 p.m (up to 2 hours). Meetings later in the evening or longer in duration will be billed at the hourly rate in 30-minute increments. This hourly fee will be billed for extra meetings, town hall meetings, and other attendance (e.g. court appearances or assisting with lawsuit) required outside of business hours, or if attendance is required from Agent’s other staff.

Part 2: Fees paid by PID and billed back to Homeowner¹

N/A

This section left intentional blank

Part 3: Fees for services billed directly to Homeowner

Agent is entitled to charge homeowners or residents for the following services. These fees are determined by the agent, collected directly by Agent, and are not revenue to the PID.

1. Copying documents requested by the homeowner
2. Providing documentation and otherwise facilitating a property being sold or refinanced, including but not limited to Resale Certificate, Status of Dues Letter, Lender Questionnaire and Transfer of Ownership Fees. In the event legislation is ever passed that prohibits the payment of any of these fees directly to Agent, PID acknowledges that it will collect the fee(s) in accordance with any such legislation and pay it (them) directly to Agent as a part of Agent’s compensation under this agreement.

¹ These charges will be billed to the PID and billed back to the homeowner as permitted by the PID’s governing documents.

Community.
Bring it together.
Keep it up.

Hey, neighbor.

Forum Estates Public Improvement District
VCM, Inc. Proposal for Management Services





We love
PID'S and
Grand
Prairie!





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



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

From maintenance and emergencies to game nights and pool parties, anything you need, you can turn to us.



Because at the end of every day, we want to be the best partner 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**





Happy PIDs / HOA's we serve in your area:

- Westchester PID
- Greenway Trails PID
- Lake Parks West
- Greenway Trails HOA



Management



How we take care of your community.





Management

Daily

- **Oversee district business**
- **Maintain database with contact history and notes**
- **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**



Management

Monthly

- Monitor monthly utility usage
- Vendor Walks

Quarterly

- Prepare, notice and attend board of directors meetings

Annually

- Process annual meeting notices, monitor quorum requirements, oversee voting and documentation requirements
- Prepare annual budget
- Additional services
- Secure and monitor hoa insurance and filing any necessary claims
- Solicit competitive bids for services

Website Management

We'll take on the tech stuff.





Website Management

Daily

- Notifications via email, text or app (dependent on homeowner notification preferences) for any issues that arise
- Board portal, with contracts, updates, financial packages and other items as requested
- Homeowner accounts, with access to homeowner information as well as association resources
- Unlimited online forms for homeowner inquiries from “report a concern” to “join a committee/Board”
- Committee-specific portals for discussion, calendar events, etc.

Bi-Weekly

- Covenant enforcement drives, violations and pictures available for board members in board portal



Website Management

Monthly

- Management report uploaded for homeowner view
- Approved board meeting minutes uploaded for homeowner view
- Income/expense statement and balance sheet for homeowner view
- Full financial packages for board view
- Provide community-specific updates through websites such as weed tips & tricks, freeze warning, etc.

Annually

- Online nomination forms
- Online board of directors election voting

Additional Services

- Amendment voting, as needed
- Homeowner surveys, as needed



VCM Bridge is a mobile app and website interface for your official association news, events, communication and documents.



Bridge gives homeowners instant, mobile access to your association – allowing them to connect to their community through an updated, modernized desktop or mobile website.



Try it out for yourself!

- **Visit: visiondemo.nabrnetwork.com.**

To view as an Admin:

Login: websitedemo@vcmtexas.com

Password: VCMdemo21

To view as a Resident:

Login: vcmdemoresident@demo.com

Password: VCMdemores

Proposal

Prepared for Forum Estates Public Improvement District



.....



Proposal Outline:

- **Monthly Management Fee Quote: \$4,500 per month**
- **Includes leadership support, services as outlined in our service pages.**
- **Additionally, this price will include 12 meetings annually (11 board, 1 annual).**
- **Applicable administrative expenses will be charged per month in accordance with the VCM administrative fee schedule (see following pages).**



Administrative Fee Schedule

VCM, Inc. Perception Website

Domain Registration

Monthly Fee..... \$100.00 semi-annually if community specific domain chosen

\$59.95/month up to 700 homes

\$5.00/month additional for each additional 100 homes

\$79.95/month up to 700 homes – if community-specific domain registration

\$5.00/month additional for each additional 100 homes

Set-Up Fee..... \$250.00 One-Time Set-Up Fee

Perception Event

Coordination \$250.00 for each event, includes planning, vendor set-up, and day-of attendance, if requested

Perception Graphic

Design..... \$65.00/hour billed in quarter-hour increments

Additional Services

—
More ways to love where you live.



.....
.....

VCM Perception

—
Events and Community Engagement





Game nights, pool parties, holiday get togethers, and more – the VCM Perception team are natural party planners. And they're always ready to show you a good time!



We work with Associations who value community engagement but don't have the volunteers or time to plan. We plan, coordinate, host, and clean-up, so that you and your neighbors can have a great time getting to know each other.

All of our events are structured to fit the unique needs of your community, and, as always, everyone is welcome.



Perception Services

We offer select Perception services a la carte – allowing your association manager to partner with your Board or Committee volunteers to plan and execute a one-time event.

- Snowball Fight** \$500, Snowballs provided by Kona Ice, along with hot cocoa or sno-cones
- Community Game Night** \$500, Board games, winner prizes and snacks
- Ladies or Guys Night** \$500, DIY Classes for Ladies, Poker/Beer Tasting for Guys
- Movie in the Park or Dive-In Movie**..... \$750, Blow-up screen, with selected movie, popcorn, 30 minutes of games/dancing leading up to movie
- Pool Opening Party** \$1,000, DJ , games, snacks and drinks



Perception Services

We offer select Perception services a la carte – allowing your association manager to partner with your Board or Committee volunteers to plan and execute a one-time event.

- Easter Egg Hunt** \$1,000, 200 filled eggs, Easter Bunny for photos and face painter
- Concert in the Park**..... \$1,500, Selected band to play and popcorn
- Fall or Halloween Festival**..... \$1,500, Face Painter, bounce house or petting zoo, Selfie/ Photo station, water and snacks
- Christmas Event** \$1,500, Santa, ornament making station and Christmas Cookies with Christmas music
- Food Truck Night**..... \$1,500-\$3,000, DJ , games, snacks and drinks
- Chili or BBQ Cook-Off**..... \$1,500-\$3,000, Judge Cards, Prizes, bounce house and DJ

Costs vary per event chosen.

Focus Program

Board Focus Groups and Training





We believe in sharing our industry knowledge (or “happy homeowner know-how”) and applying it to your community’s vision. Focus is where it all happens.



Our Focus training is designed to inform Board Members on best practices and give our team the opportunity to listen to what you'd like to see happen around your community.

Training programs include but are not limited to Board participation training (meeting decorum, duties, responsibilities, etc.), collections management, covenant enforcement, strategic planning, financial planning, common area management, and more.



Please let us know if you would like to take advantage of this unique training opportunity at no charge!

Core Program

Community Volunteer and Outreach





Core is a VCM led program in which our Associates are encouraged to give back to their communities through volunteer hours, donation drives, and disaster relief programs.

We love coming together with our communities to give back in so many special ways.

VCM Sight-Line

Property Maintenance





Sight-Line | Porter

- Our porters service your pool, clubhouse, bathrooms, and provide extra debris removal. They make sure that your community and amenities are kept in tip-top shape for your neighbors and new buyers alike.
- Pricing based on services requested.



Sight-Line | Handyman

- Leave the “honey-do’s” to us. Our Sight-Line team offers competitive pricing for minor home repairs and community fixes such as fence staining, bench/trash can installations, etc.
- Pricing based on services requested.



Sight-Line | Project and Construction Management

- To take care of large-scale community projects, VCM Sight-Line employs a CMAA-Certified Construction Manager, with additional certifications as an ISA-Certified Arborist and Licensed Irrigator. 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: 10/16/2023

REQUESTER: Lee Harriss

PRESENTER: John Sittmann, President

TITLE: Discussion of Landscaping, Entry Monuments, Monument Lighting, Walls, and Fencing Located on Forum Drive, S. Great Southwest Parkway, Paladium Drive, Atrium Drive, Mayfield Road, and S. Hwy. 360



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023

REQUESTER: Lee Harriss

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 _____	City _____	Date <u>07.29.2023</u>

- | | |
|--|---|
| <input type="checkbox"/> Basic Maintenance | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> Arbor Care | <input checked="" type="checkbox"/> Enhancement |
| <input type="checkbox"/> Fertilization | <input type="checkbox"/> Seasonal Color |
| <input type="checkbox"/> Holiday Deco | <input type="checkbox"/> Other |

Scope of Work

Erosion Areas

Mayfield screen wall (Cimmaron Estates) 2 areas add cobble under tree 1 area expand cobble area.

80' steel edging, 10 tons cobble with filter fabric.

Labor/Equipment	\$ 2,488.00
Material (cobble,filter fabric,fabric pins,steel edging trucking fee)	\$ 2,932.00

Labor	\$ 2,488.00
Materials	\$ 2,932.00
Tax	\$ -
Total Amount	\$ 5,420.00

Approved by _____ Date _____ Date Completed _____



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023

REQUESTER: Lee Harriss

PRESENTER: John Sittmann, President

TITLE: Consider proposal from LandWorks in the amount of \$2,160 per day for daily tree maintenance rate for tree crews to do tree pruning, code compliance, fence clearing, and debris disposal as directed located on Mayfield Road, Great Southwest Parkway, S. Forum Drive, S. Hwy. 360, Atrium Drive, Paladium Drive, and Atrium Drive.

LandWorks



A Division of BBLW, LLC

2609 Skyway Drive
Grand Prairie, Texas 75052
972-606-0311 (O)
972-606-4535 (F)
Effective 08.01.2023

Forum PID Tree Work

Daily tree maintenance rate for tree crews to do tree pruning, code compliance, fence clearing and debris disposal as directed.

Daily Rate **\$ 2,160.00**



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023

REQUESTER: Lee Harriss

PRESENTER: John Sittmann, President

TITLE: Consider proposal from LandWorks in the amount of \$1,753 for irrigation repairs located on Mayfield Road, Great Southwest Parkway, S. Forum Drive, and S. Hwy. 360

PROPRIETARY



LandWorks

2609 Skyway Drive * Grand Prairie, Texas 75052 * Phone 972-606-0311 * Fax 972-606-4535 * LI 10801

Forum PID Irrigation Report 09-30-2023

Controller A **WM Smart** At Forum & Trophy Dr Water is **ON**
 DCA + Meter - 2" at Forum & Trophy Sensors: **Weatherstation** **10-04-23 ✓**

Watering Schedule (Controller is ON)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat (Days in BOLD are ON)	Spray turf <u> 10 </u> Spray color _____ Spray beds _____ Rotors turf _____	#1 10:00 PM #2
Pgm B	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
color	Sun Mon Tue Wed Thu Fri Sat (Days in BOLD are ON)	Spray turf _____ Spray color _____ Spray beds _____ Rotors turf _____ Drip _____ 60	#1 6:30 PM #2

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	spray heads	turf	none		
2	spray heads	turf	3/4" lateral leak		\$105.00
3	drip color	color	none		
4	drip color	color	none		
5	spray heads	turf	3/4" lateral leak		\$105.00
6	spray heads	turf	none		
7	drip color	color	none		
8	spray heads	turf	3/4" lateral leak		\$105.00
9	spray heads	turf	none		
10	spray heads	turf	none		
Repair Total				\$0.00	XXXXXXX
Estimate Total				XXXXXXX	\$315.00

Controller B

W M Smartline

NW corner of Tamaron & Forum

Water is **ON**

DCA+Meter - NW corner of Tamaron & Forum

Sensors: **Rain & Freeze**

10-04-23 ✓

Watering Schedule (Controller is ON)

Pgm A DAYS SCHEDULED TO WATER

Sun **Mon** Tue Wed **Thu** Fri Sat
(Days in **BOLD** are ON)

RUN TIMES

Spray turf 10 Spray color _____
Spray beds _____ Rotors turf _____

START TIMES

#1 10:00 PM
#2 _____

Pgm B DAYS SCHEDULED TO WATER

color **Sun Mon Tue Wed Thu Fri Sat**
(Days in **BOLD** are ON)

RUN TIMES

Spray turf _____ Spray color _____
Spray beds _____ Rotors turf _____
Drip bed 60 Bubblers _____

START TIMES

#1 5:00 AM
#2 6:30 PM

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	spray heads	turf	none		
2	spray heads	turf	none		
3	drip	color	none		
4	drip	color	none		
5	spray heads	turf	none		
6	drip color	turf	none		
7	spray heads	turf	none		
8	spray heads	turf	none		
9	drip	color	1 drip leak	\$15.00	
10	drip	color	none		
11	spray heads	turf	none		
12	spray heads	turf	none		
13	spray heads	turf	none		
14	spray heads	turf	none		
15	drip	color	none		
16	spray heads	turf	none		
17	spray heads	turf	none		
18	spray heads	turf	none		
19	drip	color	none		
Repair Total				\$15.00	XXXXXXXX
Estimate Total				XXXXXXXX	\$0.00

Controller C

WM Smartline

S wall on Forum Dr E of GSW

Water is

ON

DCA+Meter - 2" @ SE corner of Forum & GSW

Sensors: **weatherstation**

10-04-23✓

Watering Schedule (Controller is ON)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Spray turf <u>10</u> Spray color _____	#1 10:00 PM
	(Days in BOLD are ON)	Spray beds _____ Rotors turf <u>25</u>	#2
Pgm B	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
color	Sun Mon Tue Wed Thu Fri Sat	Spray turf _____ Spray color _____	#1 6:20 PM
	(Days in BOLD are ON)	Spray beds _____ Rotors turf _____	#2
		Drip _____ 60	

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	drip	color	none		
2	forotr	turf	none		
3	spray heads	turf	none		
4	rotor	turf	none		
5	spray heads	turf	none		
6	rotor	turf	none		
7	rotor	turf	none		
8	rotor	turf	none		
9	rotor	turf	rotor bad		\$55.00
10	spray heads	turf	none		
11	drip	color	none		
12	drip	color	locate wire fault 08-31-23		\$194.00
Repair Total				\$0.00	XXXXXXX
Estimate Total				XXXXXXX	\$249.00

Controller E

WM Smartline

NW corner of Tamarak & Forum

Water is

ON

Meter + DCA - NE corner Tamarak & Forum

Sensors: **weatherstation**

10-04-23 ✓

Watering Schedule (Controller ON)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Spray turf <u>15</u> Drip color _____	#1 10:00 PM
	(Days in BOLD are ON)	Spray beds _____ Rotors turf _____	#2
Pgm B	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
color	Sun Mon Tue Wed Thu Fri Sat	Spray turf _____ Spray color _____	#1 6:00 PM
	(Days in BOLD are ON)	Spray shrub _____ Rotors turf _____	#2
		Drip Color _____ 60	

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	drip	color	none		
2	spray heads	turf	none		
3	spray heads	turf	none		
4	spray heads	turf	none		
5	spray heads	shrub	none		
6	spray heads	turf	none		
7	spray heads	shrub	none		
8	spray heads	turf	none		
9	drip	color	none		
10	drip	color	none		
11	spray heads	shrub	none		
12	spray heads	turf	none		
Repair Total				\$0.00	XXXXXXX
Estimate Total				XXXXXXX	\$0.00

Controller H

WM Smartline

Forum Atrium & 360

Water is **ON**

Sensors: **weatherstation**

10-04-23 ✓

Watering Schedule (Controller is ON)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Spray turf <u>10</u> Spray color _____	#1 10:00 PM
	(Days in BOLD are ON)	Spray beds _____ Rotors turf _____	#2 _____

Watering Schedule

Pgm B	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Spray turf _____ Spray color _____	#1 6:00 PM
	(Days in BOLD are ON)	Spray shrub _____ Rotors Turf _____	#2 _____
		Drip _____ 60	

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	spray heads	turf	none		
2	spray heads	turf	none		
3	spray heads	turf	none		
4	drip	color	none		
Repair Total				\$0.00	XXXXXXXX
Estimate Total				XXXXXXXX	\$0.00

Controller I

W M Smartline

Mayfield Island East

Water is **ON**

Sensors: **Rain & Freeze**

10-04-23 ✓

Watering Schedule (Controller is ON)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Drip beds _____ Spray turf <u>10</u>	#1 10:00 PM
	(Days in BOLD are ON)	Drip _____ New trees _____	#2 _____

Watering Schedule

Pgm B	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Drip beds _____ Spray turf _____	#1 3:00 AM
	(Days in BOLD are ON)	Drip <u>30</u>	#2 _____

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	spray heads	turf	none		
2	spray heads	turf	none		
3	drip	beds	none		
4	spray heads	turf	none		
Repair Total				\$0.00	XXXXXXXX
Estimate Total				XXXXXXXX	\$0.00

Controller J **WM Smartline** Mayfield Island West

Water is **ON**

Sensors: **weatherstation** **10-04-23✓**

Watering Schedule (**ON**)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Drip beds Spray turf 10	#1 10:00 PM
	(Days in BOLD are ON)	Drip _____ New trees _____	#2

Watering Schedule (**Controller is ON**)

Pgm C	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Drip beds Spray turf _____	#1 5:30 AM
	(Days in BOLD are ON)	Drip 30	#2

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	spray heads	turf	none		
2	spray heads	turf	none		
3	spray heads	turf	none		
4	drip	beds	none		
5	spray heads	turf	none		
Repair Total				\$0.00	XXXXXXXX
Estimate Total				XXXXXXXX	\$0.00

Controller 1 **Hunter XC**
Forum Islands

Water is **ON**

Sensors: Rain/Freeze **10-04-23 ✓**

Watering Schedule (**Controller is ON**)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Drip 45	#1 10:00 PM
	(Days in BOLD are ON)		#2

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	drip	turf	none		
2	drip	beds	none		
3	drip	trees	none		
Repair Total				\$0.00	XXXXXXXX
Estimate Total				XXXXXXXX	\$0.00

Controller 2 **Hunter XC**
Forum Islands

Water is **ON**

Sensors: Rain/Freeze

10-04-23✓

Watering Schedule (**Controller is ON**)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Drip 45	#1 10:00 PM
	(Days in BOLD are ON)		#2

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	drip	beds	1" lateral leak		\$155.00
2	drip	trees	none		
3	drip	turf	none		
Repair Total				\$0.00	XXXXXXXX
Estimate Total				XXXXXXXX	\$155.00

Controller K **W M Smartline** Meter DCA - westside

Water is **OFF**
Sensors: Rain/Freeze **10-04-23✓**

Watering Schedule (Controller is ON)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Turf	#1 10:00 PM
	(Days in BOLD are ON)	MP Rotors	#2
		30	
Pgm B	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Spray turf Drip	#1 5:00 AM
	(Days in BOLD are ON)	Spray beds Bubblers	#2
		30	
		5	

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	drip	beds	none		
2	MP rotors	turf	none		
3	bubblers	trees	none		
4	MP rotors	turf	2" main leak		\$545.00
5	MP rotors	turf	none		
6	bubblers	trees	none		
7	MP rotors	beds	none		
Repair Total				\$0.00	XXXXXXXX
Estimate Total				XXXXXXXX	\$545.00

Controller N Hunter XC
360 Entrance

Water is **ON**
Sensors: Rain/Freeze **10-04-23✓**

Watering Schedule (Controller is ON)

Pgm A	<u>DAYS SCHEDULED TO WATER</u>	<u>RUN TIMES</u>	<u>START TIMES</u>
	Sun Mon Tue Wed Thu Fri Sat	Drip	#1 5:00 AM
	(Days in BOLD are ON)	Bubblers	#2
		45	
		10	

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	drip	Color	none		
2	bubblers	Trees	none		
Repair Total				\$0.00	XXXXXXXX
Estimate Total				XXXXXXXX	\$0.00

Forum PID - Brighton Estates Irrigation Report 08-31-2023

Controller Hunter XC Hybrid Great Southwest
 DCA + Meter 2 Pelaw Great Southwest

Water is **ON**
 Sensors: Rain/Freeze **08-31-23✓**

Watering Schedule (Controller is **ON**)

Pgm A DAYS SCHEDULED TO WATER RUN TIMES START TIMES
 Sun **Mon** Tue Wed Thu Fri Sat Spray Turf 15 Spray Color #1 8:30 PM
 (Days in **BOLD** are ON) Spray Beds Rotors Turf 30 #2 1:30 AM

Pgm A DAYS SCHEDULED TO WATER RUN TIMES START TIMES
 Sun **Mon** Tue **Wed** Thu **Fri** Sat Spray Turf Drip Color 50 #1 6:30 AM
 (Days in **BOLD** are ON) Spray Beds Bubblers 20 #2

<u>Zone</u>	<u>Type</u>	<u>Plant Mat.</u>	<u>Repairs and Recommendations</u>	<u>Repaired</u>	<u>Estimate</u>
1	rotor	turf	none		
2	rotor	turf	none		
3	spray	turf	none		
4	drip	color	none		
5	rotor	turf	none		
6	rotor	turf	none		
7	rotor	turf	none		
8	rotor	turf	none		
9	rotor	turf	none		
Repair Total					XXXXXXX
Estimate Total				XXXXXXX	\$0.00

Controller Hunter XC Hybrid Great Southwest
 DCA + Meter 2 Pelaw Great Southwest

Water is **ON**
 Sensors: Rain/Freeze **08-31-23**✓

Watering Schedule (Controller is ON)

Pgm A DAYS SCHEDULED TO WATER RUN TIMES START TIMES
 Sun **Mon** Tue Wed Thu Fri Sat Spray Turf 15 Spray Color — #1 9:00 PM
 (Days in **BOLD** are ON) Spray Beds — Rotors Turf 30 #2 2:00 AM

Pgm A DAYS SCHEDULED TO WATER RUN TIMES START TIMES
 Sun **Mon** Tue **Wed** Thu **Fri** Sat Spray Turf — Drip Color 50 #1 7:00 PM
 (Days in **BOLD** are ON) Spray Beds — Bubblers — #2

Zone	Type	Plant Mat.	Repairs and Recommendations	Repaired	Estimate
1	spray	turf	none		
2	drip	beds	none		
3	rotor	color	none		
4	rotor	turf	none		
5	rotor	turf	none		
6	rotor	turf	none		
7	rotor	turf	none		
8	drip	color	none		
9	rotor	turf	none		
10	rotor	turf	none		
Repair Total					XXXXXXXX
Estimate Total				XXXXXXXX	\$0.00

Approved by _____ Date _____



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023

REQUESTER: Lee Harriss

PRESENTER: John Sittmann, President

TITLE: Consider contracting with Identitec in an amount not to exceed \$8,780 to install signs located on:

- Mayfield Road
- Great Southwest Parkway,
- S. Forum Drive
- S. Hwy. 360
- Atrium Drive
- Paladium Drive
- Atrium Drive

ANALYSIS:

The Transportation department has reviewed and approved installing new stop signs at these locations:

- Seven Hills Drive at San Remo Drive
- Rialto Way at Tivoli Drive
- Stresa Lane at Tivoli Drive
- Augusta Lane Tivoli Drive

IDENTITEC

...experts in architectural signage

A Proposal For Your Review

Submitted To: John Sittmann
Forum Estates PID

October 11, 2023
– REVISED –

[JohnnyRock1226@sbcglobal.net]
cc: [LHarriss@GPTX.org]

**RE: Upgrades of Misc. Signs
to Decorative Signage**

Quantity	Type	Description	Unit Price	Amount
		<i>All pricing includes delivery and installation:</i>		
4	each	Add framed 30" stop onto existing decorative pole in Seven Hills addition (Identitec to furnish sign).	414.00	1,656.00
1	only	Complete framed new 24" stop with fluted pole and std. large base at apartments exit.		1,190.00
1	only	Single framed street sign with fluted pole and std. large base identifying Mayfield (at Forum).		1,294.00
2	each	Fluted pole with small base and a "pet pick up" sign, on taller pole & larger 24x16 sign at 7ft clearance. See revised proof dated 10/10/23.	645.00	1,290.00
2	each	Fluted pole with small base for frameless 3-sign combo (Adopt a Street, et al), backs painted black.	805.00	1,610.00
2	each	Fluted pole with small base & supports for frameless 36x48 sign (Trinity River...), back painted black.	870.00	1,740.00
			Total	8,780.00

Note: Pricing is good for 90 days. Thank you for this opportunity!

Submitted By:

John Pichler

John Pichler via email
(John@IdentitecSigns.com)

Accepted By:

Date: _____

Please Sign And Return With Your Approval



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023

REQUESTER: Lee Harriss

PRESENTER: John Sittmann, President

TITLE: Discussion of Holiday Decorations Located on Forum Drive, S. Great Southwest Parkway, Paladium Drive, Atrium Drive, Mayfield Road, and S. Hwy. 360



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023

REQUESTER: Lee Harriss

PRESENTER: John Sittmann, President

TITLE: Discussion of Budget to Actual Financial Report for September 30, 2023 and FY 2024 Budget

Budget/Actual Report for Fiscal 2023
321592
Forum Estates Public Improvement District
as of 9/30/23 Preliminary

	<u>10/1/2022 - 9/30/2023</u>				<u>Current Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
FRPID					
321592					
Beginning Resource Balance	300,000	716,513.57			
Revenues					
Spec Assess Delinquent	42610	-	3,280.23	3,280.23	0%
Special Assessment Income	42620	512,195	506,613.23	(5,581.77)	99%
Interest On Pid Assessment	42630	-	3,413.21	3,413.21	0%
Devlpr Particip/Projects	46110	3,200	3,111.20	(88.80)	97%
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%
Trsf-In Risk Mgmt Funds (Prop	49686	-	-	-	0%
Trsf In/Parks Venue (3170)	49780	37,169	34,072.00	(3,097.00)	92%
Total Revenues	552,564	550,489.87	(2,074.13)	100%	1,031.69
Expenditures					
Office Supplies	60020	100	-	100.00	0%
Decorations	60132	22,500	19,014.23	3,485.77	85%
Beautification	60490	100,000	125,416.71	(25,416.71)	125%
Graffiti Cleanup	60775	-	-	-	0%
Wall Maintenance	60776	20,000	-	20,000.00	0%
Professional Engineering Servi	61041	5,000	-	5,000.00	0%
Security	61165	-	-	-	0%
Mowing Contractor	61225	111,812	100,575.00	11,237.00	90%
Data Processing Services	61315	350	-	350.00	0%
Collection Services	61380	4,693	4,693.40	(0.40)	100%
Miscellaneous Services	61485	2,000	174.90	1,825.10	9%
Fees/Administration	61510	11,124	8,100.00	3,024.00	73%
Postage And Delivery Charges	61520	100	-	100.00	0%
Fiscal Fees	61950	-	-	-	0%
Light Power Service	62030	2,800	1,505.11	1,294.89	54%
Water/Wastewater Service	62035	28,000	38,837.64	(10,837.64)	139%
Bldgs And Grounds Maintenance	63010	-	-	-	0%
Mailbox Maintenance	63042	5,000	-	5,000.00	0%
Irrigation System Maintenance	63065	20,000	30,920.00	(10,920.00)	155%
Roadway Markings/Signs Maint	63115	104,100	145,555.00	(41,455.00)	140%
Decorative Lighting Maintenanc	63146	9,000	48,820.93	(39,820.93)	542%
Property Insurance Premium	64080	2,500	2,353.00	147.00	94%
Liability Insurance Premium	64090	1,500	1,119.03	380.97	75%
Fencing	68061	-	280,316.00	(280,316.00)	0%
Architect/L/Engineering Servcs	68240	-	-	-	0%
Landscaping	68250	-	-	-	0%
Irrigation Systems	68635	-	-	-	0%
Lease Payment (Cameras)	68901	25,000	-	25,000.00	0%
Interest Expense Bonds	91070	7,950	3,600.00	4,350.00	45%
Fiscal Fees	91110	-	-	-	0%
Principal Payment Bonds	95015	75,000	75,000.00	-	100%
Total Expenditures	558,529	886,000.95	(327,471.95)	159%	44,899.45
Ending Resource Balance	294,035	381,002.49			

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:		Value	Assess Rate	Revenue		
Appraised Value		\$625,351,298	\$ 0.10	\$ 625,351		
Description	Account	2024	2025	2026	2027	2028
Beginning Balance (Estimated)		\$ 337,000	\$ 101,197	\$ 184,089	\$ 527,322	\$ 933,150
P.I.D. Assessment	42620	\$ 625,351	\$ 687,886	\$ 756,675	\$ 832,343	\$ 915,577
Devlpr Particip/Projects*	46110	3,200	3,200	3,200	3,200	3,200
City Contribution	49780	37,169	37,169	37,169	37,169	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:		2024	2025	2026	2027	2028
Description						
Office Supplies	60020	\$ 100	\$ 100	\$ 100	\$ 100	\$ 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	-	-	-	-
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	-	-	-	-	-
Lease Payment-Security Cameras	68901	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	\$ 645,363	\$ 453,812	\$ 466,883	\$ 480,607
Ending Balance****		\$ 101,197	\$ 184,089	\$ 527,322	\$ 933,150	\$ 1,408,489

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.	
\$100,000	\$ 100	
\$200,000	\$ 200	
\$300,000	\$ 300	
\$400,000	\$ 400	
\$500,000	\$ 500	
		Avg. Property Value: \$ 413,319
		Avg. Property Assessment: \$ 413
		No. of Properties: 1,513

*Reimbursement for additional holiday decorations.
 **Reserve Study
 ***Wrought iron street signs
 ****Fence replacements



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 10/16/2023

REQUESTER: Lee Harriss

PRESENTER: John Sittmann. President

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