MINUTES NEIGHBORHOOD ADVISORY COMMISSION (NAC)

City of Carrollton

Monday, February 15, 2010 6:30 p.m.

Council Briefing Room Carrollton City Hall 1945 E Jackson Road

The Neighborhood Advisory Commission of the City of Carrollton convened on Monday, February 15, 2010 at 6:30 p.m. with the following members present: Chair Alan Overholt, Vice Chair Horace Blake, Commissioner Melvin Chadwick, Commissioner Laura Philips, Commissioner Jan Stephens and Commissioner Debi Whitley. Commissioner Sanjay Pillai, Commissioner Christina Kitchens and Commissioner George Barnes were absent. City staff present: Mr. Scott Hudson, Director of Environmental Services, Mr. Brian Passwaters, Division Manager, Community Services, Ms. Maleka Jiwani, Sr. Community Development Program Specialist and Ms. Alina Ciocan, Community Development Program Specialist.

I. Call to Order.

Chair Overholt called the meeting to order at 6:30 p.m.

II. Introductions. – Item to introduce those present.

There were no introductions.

III. Review the Minutes of the January 14, 2010 Meeting. - Item to review and adopt the minutes from the January 14, 2010 meeting of the Neighborhood Advisory Commission.

Commissioner Chadwick noted that a revision needed to be made on the minutes. Commissioner Philips and not Commissioner Stephens will be on the sub-committee formed at the January 14, 2010 meeting.

Chair Overholt asked for a motion on the minutes of January 14, 2010 meeting of the Neighborhood Advisory Commission. Commissioner Chadwick made a motion to adopt the January 14, 2010 minutes with the one change to be made. Commissioner Stephens seconded the motion. The motion passed unanimously.

IV. <u>Neighborhood Mentoring Program</u>. – Item to share information on Neighborhood Advisory Commission contact with neighborhoods. Discuss the upcoming NAC event in Spring 2010.

Commissioner Overholt asked Commissioner Philips to present her mentoring reports. Commissioner Philips presented her reports. (see attachments following the minutes)

Commissioner Whitley briefed the Commissioners on the NAC Event scheduled for March 9, 2010 from 6:30pm-8:30pm. She announced that the plans have been finalized by the Sub-Committee and that the flashing signs will be used to promote the event. Flyers to promote the event are at the Libraries, Recreation Center and City Hall. Recycle Bank and the Census Bureau will be at the event. Commissioner Whitley requested that each commissioner remind their HOA's about the event. The commissioners will be provided with name badges and business cards.

Commissioners Barnes, Blake, Philips and Chair Overholt will form the NAC 2010 Fall Event sub-committee. Bob Entrican had expressed an interest in being a part of the sub-committee and Chair Overholt would like to get one other individual from a HOA to serve on the sub-committee. Commissioner Philips was made chair of the sub-committee.

V. <u>Program Updates.</u> - Item to brief the NAC on the status of the neighborhood registration process, Neighborhood Enhancement Matching Grant Projects, Park Place N.O.T.I.C.E. Program, Minor Home Repair Program, and the Enhanced Code Enforcement in the Community Development Block Grant (CDBG) Targeted Area.

Ms. Jiwani provided the Commissioners with a summary sheet of the HOA's contacted regarding neighborhood registration and answered questions by the Commissioners. She stated that there are 41 registered HOA's and 26 unregistered HOA's. She reported that The Highlands are interested in a NEMGP project and anticipate submitting a proposal for May meeting.

Ms. Ciocan reported that there weren't any updates on the Park Place N.O.T.I.C.E. Program, but that she noticed it was moving along during a visit there. She is currently working on three minor home repair projects. She reported that there were 339 code enforcement cases closed in the month of January 2010.

Commissioner Blake presented the NEMGP Sub-Committee meeting minutes provided by Commissioner Pillai, Chair of Sub-Committee. (see attachments following the minutes) Staff answered questions regarding the project application and the assistance they can provide an HOA with completing it.

VI. Visitors Comments & Other Business.

(Items not listed elsewhere on the agenda may be addressed at this time. No official action can be taken on any item discussed during this portion of the meeting.)

Commissioner Overholt reported that the City registration fee for the inspection of HOA backflow valves in common areas will now be waived. A suggestion was made that it only be waived for registered HOA's and that this would be an incentive for HOA's to register with the City.

| Commissioner | Overholt | asked | Mr. | Hudson | to | arrange | an | Economic | Tour | to | include |
|-----------------|------------|--------|------|--------------|------|----------|------|------------|-------|----|---------|
| looking at curr | ent neighb | orhood | proj | ects for the | he (| Committe | ee s | ometime in | April | | |

VII. Adjournment.

| Chair Overholt adjourned the meeting at 7:57 p.m |
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| Alan Overholt, Chair |
| Neighborhood Advisory Commission |
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| |
| Coott Hudson |
| Scott Hudson |
| Director, Environmental Services |

Official Name of the HOA: Friends of Woodcrest Estates

Name and position of the contact: Laura Philips, President

Location of HOA: North: Thomas Park East: Perry Road South: Perry Estate

Date HOA formed: 2008

Number of homes & number of dues paying homes: 71 homes, 13 dues paying homes

Voluntary or mandatory: Voluntary

Annual Membership Fee: \$25

How often does the general membership meet? Most years, since 2004, two to three times per year even when we had not formally organized as a Voluntary Neighborhood Association

Topic of the last meeting: Crime Watch and getting to know each other

Attendance at the last meeting: 28

Special functions throughout the year:

Newsletter frequency:

Website address: www.woodcrestestates.org (not functioning yet...)

Is the HOA aware that funds are available for a matching grant program to help HOAs with beautification projects? Yes

Offer them a brief explanation of the program emphasizing that the City staff can work with them should their HOA choose to work on a new beautification project.

- Code Enforcement in this neighborhood and immediate surrounding neighborhoods (specifics will follow for Code Enforcement)
- Two home burglaries in last 10 months
- Excess Garage Sales and co-ordination with Code Enforcement to stop what appears to be a business
- Too many cars
- Concern for at least four homes that may have too many occupants
- Concern about graffiti in areas surrounding the neighborhood
- Number of Commercial vehicles in our neighborhood and the increasing number of commercial vehicles in the surrounding neighborhoods
- Difficulty in maintaining a Voluntary Neighborhood Association in an older neighborhood
- Matching Grant possibilities

Official Name of the HOA: Northcrest HOA

Name and position of the contact: John Tarlton, Property Management Agent

Location of HOA: North: Clubview; East: Scott Mill; South: Embassy Way; West: Sunridge

Date HOA formed: 1972

Number of homes & number of dues paying homes: 155 Multi-family homes

Voluntary or mandatory: Mandatory

Annual Membership Fee: Monthly Fee \$160...covers community pool, common areas, all mowing and shrub trimming, outside watering and electrics, roof, siding and fence repair. There are multiple other maintenance and repairs that are also covered.

How often does the general membership meet? 4th Thursday each month, 7:00 at First Baptist Church

Topic of the last meeting:

Attendance at the last meeting:

Special functions throughout the year:

Newsletter frequency: Nine in 2009

Website address: www.northcresthoa.org

Is the HOA aware that funds are available for a matching grant program to help HOAs with beautification projects? Yes

Offer them a brief explanation of the program emphasizing that the City staff can work with them should their HOA choose to work on a new beautification project.

- Code Enforcement has been intense for Northcrest HOA since August 2009
 - Letters of citations have been received nearly weekly
 - There is concern that Code for Rental Property in the neighborhood is being held to a more strict standard than homeowner properties
 - Believes that Code Enforcements priorities confuse the efforts of property management
 - Stated that Northcrest is being held to a standard that the surrounding neighborhood does not seem to share...ex: a home on Sunridge that faces the Northcrest HOA
 - The property manager stated that it is absolutely their desire to work with Code Enforcement to maintain Northcrest HOA

Official Name of the HOA: Park Terrace...There is no neighborhood organization

Name and position of the contact: No contact

Location of HOA: North: Ryan; West: Denton Dr.; South and East: Park Ave.?;

Date HOA formed: N/A

Number of homes & number of dues paying homes:

Voluntary or mandatory:

Annual Membership Fee:

How often does the general membership meet?

Topic of the last meeting:

Attendance at the last meeting:

Special functions throughout the year:

Newsletter frequency:

Website address:

Is the HOA aware that funds are available for a matching grant program to help HOAs with beautification projects?

Offer them a brief explanation of the program emphasizing that the City staff can work with them should their HOA choose to work on a new beautification project.

Official Name of the HOA: Parks of Carrollton HOA

Name and position of the contact:

Location of HOA: South: Jackson, East: McCoy

Date HOA formed: @15 year ago

Number of homes & number of dues paying homes: 77

Voluntary or mandatory: Mandatory...managed by Circle C Properties

Annual Membership Fee:

How often does the general membership meet?

Topic of the last meeting:

Attendance at the last meeting:

Special functions throughout the year:

Newsletter frequency:

Website address:

Is the HOA aware that funds are available for a matching grant program to help HOAs with beautification projects?

Offer them a brief explanation of the program emphasizing that the City staff can work with them should their HOA choose to work on a new beautification project.

Other HOA concerns: (list specifics and request staff to follow up.)

Comments: Contact for the last two years has been Laura Gilliam, Manager with Circle C Property. Calls with messages for Ms. Gilliam and Circle C Property have not been returned.

Official Name of the HOA: Savoy II

Name and position of the contact: No contact in 2 years

Location of HOA: West: McCoy; South: Keller Springs

Date HOA formed:

Number of homes & number of dues paying homes: 75

Voluntary or mandatory: Mandatory...managed by Paragon Realty Management

Annual Membership Fee: \$264

How often does the general membership meet?

Topic of the last meeting:

Attendance at the last meeting:

Special functions throughout the year:

Newsletter frequency:

Website address:

Is the HOA aware that funds are available for a matching grant program to help HOAs with beautification projects?

Offer them a brief explanation of the program emphasizing that the City staff can work with them should their HOA choose to work on a new beautification project.

Official Name of the HOA: Savoy of Josey Ranch

Name and position of the contact: The Board of Directors: SJRNA President, Ed Gonzales; Immediate Past President, Pam Snyder; President-Elect, Scott Snyder; Secretary, Virginia Kittredge; Treasurer, Pamela Krakosky; Newsletter Editor, Mickie Metzker; Fundraiser Director, Jerry Kittredge; Beautification Director, Marilyn Roppolo; and Crime Watch Director, Cynthia Gonzales met with Laura Philips February 2, 2010, at 6:30, at the home of Marilyn and John Roppolo. The only board members unable to attend were Webmaster & Database Manager, Matthew Smith and Membership Director, Elizabeth Smith.

Location of HOA: North: Jackson Rd; West: boundary is alley between Tecumseh Trace, Cannes Place, Laguna Place, Laguna Court and Osceola Trail to Homer St.; South: boundary is Keller Springs to Overture Way; Northeast: boundary is along Jeanette Way to east Jackson Rd.

Date HOA formed: 1993

Number of homes & number of dues paying homes: SJRNA has 517 with 200 paid members as of February 10, 2010

Voluntary or mandatory: Voluntary

Annual Membership Fee: \$65 and \$60 if paid before July 1st

How often does the general membership meet? Quarterly

Topic of the last meeting: Brian Passwaters - Code Enforcement Updates

Attendance at the last meeting: 38

Special functions throughout the year: 1) Beautification Volunteer work to maintain the common areas and clean up parties several times throughout the year 2) Annual Membership Drive Kick Off Campaign 3)National Night Out Annual Block Party 4) Crime Watch Block Captains Kick Off Meetings 5) Supper Club Kick Off Dinner 6) Post Holiday Party

Newsletter frequency: Every two months

Website address: www.Sjrna.org

Is the HOA aware that funds are available for a matching grant program to help HOAs with beautification projects? Yes. They have done two projects. They have a third beautification project under consideration.

Offer them a brief explanation of the program emphasizing that the City staff can work with them should their HOA choose to work on a new beautification project.

Other Comments: Savoy of Josey Ranch Neighborhood Association continues to be an exemplary group of neighbors who understand the value of citizenship and the power of community. They understand that they are one neighborhood among many in the City. They utilize their community to create ideas that strengthen not only their neighborhood, but other neighborhoods. They actively participate in supporting local business with the understanding of the long term value to the community. This is a community that seeks to incorporate charitable and special needs with their neighborhood activities. They are appreciative of City services and want to utilize available resources. They understand the value of their neighborhood partnering with the City to create a strong community. The most recent example being nine of their eleven board members meeting with their NAC commissioner and an extended invitation to NAC members to attend their February 10th neighborhood meeting (Debi Whitley, Laura and Dale Philips attended).

Note: SJRNA has extended an invitation to Savoy II (a Mandatory association of 75 Pulte homes managed by Paragon Realty Management) to join their association. They have had some members of Savoy II accept, which means they are willing to pay their own annual dues of \$264 and SJRNA's \$65.

Official Name of the HOA: The Whitlock Warriors

Name and position of the contact: Cindy Baxley, President

Location of HOA: North: Whitlock; East: Northside; South: Denton; West: Random (?)

Date HOA formed: April 2008

Number of homes & number of dues paying homes: 295 Single-family homes; 4 Multi-family homes; 2

Churches; 1 Vacant Lot

Voluntary or mandatory: Voluntary

Annual Membership Fee: No Fees. They do fund raising and donations

How often does the general membership meet? They meet multiple times in the year

Topic of the last meeting:

Attendance at the last meeting:

Special functions throughout the year: Crime Watch, Neighborhood Clean Up, Fund Raising Garage Sales, National Night Out & parades, Bake Sales

Newsletter frequency: Periodically, as events warrant

Website address: www.whitlockwarriors.org

Is the HOA aware that funds are available for a matching grant program to help HOAs with beautification projects? Yes. They are working on a project for a monument with xeriscaping at the entrance to the neighborhood at Northside and Broadway.

Offer them a brief explanation of the program emphasizing that the City staff can work with them should their HOA choose to work on a new beautification project.

Other HOA concerns: (list specifics and request staff to follow up.) Identifying rental properties. They have concerns that some of the neighborhood burglaries may be from someone within the neighborhood. They do not want Thomas Pool to close. They are satisfied with Code Enforcement. They appreciate programs for the neighborhoods and City Services. They would appreciate neighborhood networking. They are concerned that Keep Carrollton Beautiful is perceived to be part of the City of Carrollton instead of a non-profit organization. They have concerns about re-zoning at the edge of their neighborhood and what the City may allow. Keep Carrollton Beautiful can partner with the City to help clean up graffiti. Keep Carrollton Beautiful is appreciative for the opportunity to participate with the NAC at the Citizens' Event March 9th.

NEMPG Review of minutes

On our meeting January 26, 2010, we briefly discussed some points of the actual application and the application process itself.

Our initial thoughts saw the necessity of the current process. We did however see some places for improvement. Here is just a short description of some points this committee will review:

- 1. In regards to eligibility of the neighborhoods:
- We found the current definition to include the neighborhood must have 30 residential units. Does this represent the smallest HOA currently registered?
- 2. Current requirement: Is to Measure neighborhood sentiment to determine if there is support for the project. How is this measured? What is the percentage for approval and who is surveyed?
- 3. The current application process undertaking: We found this process lengthy. We discussed modifying this process to reduce intimidation by separating it into a 2 step process. Step 1 for the applicant to report the Overall plan and description of the project. Step 2 is to proceed with the eligibility portion of the application.
- 4. Current definition of Private Property is left unclear. We would like to include new terms or definitions. For example to define Private Property in terms of Saleable value. (A portion of a wall may be shared but may not reflect any monetary value, also communal property.)

We closed the meeting with the agenda idea for the next meeting to review past applicant proposal for the last 5 years.