



City of Cedar Hill  
285 Uptown Boulevard  
Cedar Hill, Texas 75104  
972-291-5100  
fax 972-291-5250

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## NOTICE OF REGULAR MEETING NEIGHBORHOOD ADVISORY BOARD

### REGULAR AGENDA

**Monday, April 8, 2019**

Cedar Hill Government Center  
285 Uptown Blvd., Bldg. 100, Conference Room D  
**6:00 P.M.**

- I. Call Meeting to Order.
- II. Approve the Minutes of the February 11, 2019 Regular Meeting.
- III. Discuss Earth Fest
  - April 22 from 5-7:30 pm
- IV. Discuss Matching Grant- Hidden Lakes
- V. Reports from Neighborhood Services staff
- VI. New Business.
- VII. Review action items.
- VIII. Adjourn.

I certify that copies of the above notice of meeting were posted at Cedar Hill Government Center, 285 Uptown Boulevard, Cedar Hill, Texas, on the 3<sup>rd</sup> of April, 2019, at 5:00 p.m.

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Michelle Ebanks      Neighborhood Services

This facility is wheelchair accessible. Handicapped parking spaces are available. Requests for sign interpretive services must be made 48 hours ahead of meeting. To make arrangements, call 972-291-5100 ext 1018 or (TDD) 1-800-RELAY TX (1-800-735-2989).

**PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY**

**CONFORME A LA SECCIÓN 30.07, DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA VISIBLE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS), NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA VISIBLE**

**MINUTES**  
**Neighborhood Advisory Board**  
**Meeting of February 11, 2019**

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The Neighborhood Advisory Board of the City of Cedar Hill, Texas met on Monday, February 11 at 6:30 pm. in the Cedar Hill Government Center, Conference Room D.

The following members were present: Sherman Roberson, Kim Rimmer, Joyce Prettol, Reggie Williams, Marta Kihn, Carolyn Montgomery-Rachal, Erika Anderson, Yalonda Coats, Sabrina Swift, Cliff Cravens. Absent: Freda Coleman. The following City staff was present: Michelle Ebanks, Neighborhood Services.

**I. Call meeting to order.**

Kim Rimmer called the meeting to order at 6:33 pm declaring it an open meeting with notice of the meeting duly posted and a quorum present.

**II. Approve the Minutes of the January 14, 2019**

Reggie Williams made a motion, seconded by Sherman Roberson, to approve the minutes of the January 14, 2019 Regular Meeting. The motion passed unanimously.

**III. Discuss Matching Grant – Hidden Lakes**

Tabled to April meeting for further discussion based on additional documentation.

**IV. Discuss Matching Grant Application**

Will review other city application to revamp current application

**V. Reports from Neighborhood Services staff**

Party in the Park- Saturday March 30<sup>th</sup>- volunteer opportunity

Citywide Block Party- Saturday- March 2<sup>nd</sup>- volunteer opportunity

Neighborhood Engagement Summit- September 28<sup>th</sup>, half day workshop with an emphasis on "make your neighborhood better"

**VI. New Business.**

Virginia Weaver Pickets \$100

**VII. Review action items.**

Send out Virginia Weaver challenge to Boards & Commission

**VIII. Adjourn.**

A motion to adjourn by Sherman Roberson and was seconded by Marta Kihn. The motion passed unanimously. The meeting was adjourned at 7:59 pm.

ATTEST:

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Michelle Ebanks  
Neighborhood Services Manager

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Kim Rimmer  
Chair Neighborhood Advisory Board

# Matching Grant Checklist

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Neighborhood: Hidden Lakes HOA

NAB Meeting Date: 4/08/19

Team Lead: Rosie Morataya

Phone Number: (972) 920-5474

Grant Request:	\$2,500
Cash Match:	\$39,549.37
Additional Match:	\$200.00
Total Project Cost:	\$42,749.37

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## APPROVED / DENIED

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- Signed
- Bank Name: Alliance Association Bank
- EIN Number 46-4002730
- Budget Worksheet
- Receipts Attached
- Pictures
- Current W-9 on file with Accounting
  - Yes / No



# NEIGHBORHOOD MATCHING GRANT APPLICATION

IMPORTANT: Please review the Neighborhood Matching Grant guidebook before completing this application  
<http://www.cedarhilltx.com/neighborhoods/grant>

Neighborhood Group Name

Hidden Lakes

Project Name:

Hidden Lakes Entrance Beautification Project

## Neighborhood Matching Grant Summary

<b>Grant Request</b>	\$ 2,500.00
<b>Cash Match</b>	+ \$ 39,549.37
Additional Match	+ \$ 200.00
<b>Total Project Cost</b>	<b>\$ 42,249.37</b>

These fields will auto-calculate based on the Budget Worksheet on page 4

**Cash Match Provided (minimum 10%)**

**Additional Match Provided (minimum 10%)**

**Total Match Provided (minimum 20%)**

## Funding Level

### Community Engagement

Projects could include but not limited to:  
Block Party  
National Night Out  
Neighborhood Stoop  
Crime Watch Programs  
After School Activities  
Beautification  
Clean Up Activities

Max award: \$500

(All items required for all applications)

- The project serves a public purpose.
- The project has support from the neighborhood.
- The project has permission from all affected property owners.
- The project improves neighborhood vitality and participation.
- The project has a detailed budget with all costs and match sources.
- The project meets all applicable codes and all required permits have been identified.
- The project is not inside a gated community.
- The project is not for private community amenities.
- The Neighborhood Group is registered with the City, with information updated within the past year.
- The Neighborhood Group or Fiscal Agent has an Employer Identification Number (EIN).
- The Neighborhood Group or Fiscal Agent has a bank account.

### Capital Improvement

Projects could include but not limited to:  
Landscaping or irrigation equipment  
Park development, improvement, entrance, facilities

Max award: \$2,500

- The Neighborhood Group or Fiscal Agent is a non-profit registered with the IRS.
- The project has a detailed and achievable timeline, and can generally be completed within 180 days.
- The project has a plan for long-term maintenance.
- Be visible, accessible and beneficial to the neighborhood diversity and surrounding community.
- Be considerate of neighborhood diversity and adhere to ADA requirements where applicable
- Not conflict with, but may supplement, existing and/or proposed public improvement projects.

## Applicant Signature

By providing this grant application, I certify that I am an authorized official of the applicant, am authorized to submit this application, and that the information in this application is true and correct to the best of my knowledge. Signatory further declares that applicant, if previously funded by the City of Cedar Hill, has successfully fulfilled all prior Grant contract obligations. If the project is approved, I understand that the City will enter into a contract with the applicant Neighborhood Group to ensure completion of the project as described in the application.

Project Team Leader Signature:

Date: 3/12/2019

Printed Name:

Fiscal Agent Authorized Official Signature:

Title with Organization: Resident

Date: 3/13/19

Printed Name:

Title with Organization:

ASSOCIATION Manager

July 2016

## Project Information (continued)

Describe how the project builds neighborhood cooperation. How were properties notified? Is the neighborhood in support? Were there any concerns or opposition?

Our beautification project have already empowered neighbors to work together by engaging in the neighborhood beautification process. It is amazing to see the community spirit and pride as neighbors await the completion of the project. Once completed, it will continue to build strong relationships around our community-driven initiative. We have ~~had~~ several neighborhood meetings regarding our beautification project and they have garnered overwhelming responses regarding from residents. They approved the project, contributed to the project and are extremely excited as we eagerly awaits the completion. As a result, neighbors are collaborating with each other and creating excellence within our neighborhood. The only concern voiced were connected to the cost of the project. However, when it was communicated to residents the maximum amount of money each resident would have to contribute to the project, it alleviated those concerns.

### Project schedule:

The project is scheduled to be completed by January 2018.

### Describe any partners in this plan, financially or otherwise:

The residents of the Hidden Lakes community are all partners in this project, which is evident by its approval.

### Describe the long-term plan for maintaining and/or repairing any improvements made through this project:

We are committed to a long-term and on-going maintenance plan. The responsibility of continual improvements will be governed by the Hidden Lakes board of directors. When improvements or repairs are needed, it is the responsibility of the board to use general funds for all applicable improvements or repairs. In addition, contracted services will be responsible for ensuring the landscape is always professionally done and represent the beauty of the community and the city.

### How will you evaluate success of the project?

The success of the project will be measured by the fulfillment of all aspects of the plan and when the project is completed, it is at or under the projected budget.

### If the neighborhood has an approved neighborhood plan, how does this project fit within the goals of that plan?

Actually, this project is our overall neighborhood plan. We are constantly seeking ways to keep our neighborhood beautiful and in accordance with the city's comprehensive beautification and sustainability plan. Moreover, when residents are happy where they live and take pride in their community, then it contributes to the overall economic success of the city, whereby Cedar Hill will continue to be an exceptional city for all residents to live, work and play.

## NEIGHBORHOOD SUPPORT PETITION

Use this petition to gauge support of neighborhood residents for the project. Make sure that those signing clearly understand the details of your project. Be sure to include owners and renters.

Project Name: **Hidden Lakes**

Project Description: **Hidden Lakes Entrance Beautification Project**

**The following residents of the Neighborhood fully understand the aforementioned project and support the pursuit of a Neighborhood Matching Grant to implement it.**

Name	Address	Signature
1		
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## Neighborhood Information

Neighborhood Group Name:

Organization Type:

Homeowners Association

Other:

501(c)3, 501(c)4, or IRC 528 Status?

Yes

No

Briefly describe your neighborhood and neighborhood group activities:

The Hidden Lakes community was developed in 2009 and is now home to 101 households. Our neighborhood is engaged in a comprehensive capital improvement and community engagement beautification project, which will result in an enhancement of the neighborhood's appearance. We are redesigning our neighborhood entrance and landscaping through a high-quality, sustainable

### Project Team Leader Information

### Fiscal Agent Information (if applicable)

Project Team Leader:

Street Address: 907 Nikki Drive

City/State/ZIP: Cedar Hill, Texas 75104

Email Address: Lestisng@aol.com

Phone Number: 214-356-4991

Did you attend a NMG Information Session?  Yes  No

If yes, which one? (where/when):

Fiscal Agent Group Name: Goodard Management, LLC

501(c)3, 501(c)4, or IRC 528 Status?

Yes

No

Fiscal Agent Contact Name: Rosie Morataya

Street Address: P.O. Box 154

City/State/ZIP: Red Oak, Texas 75154

Email Address: www.goddardtx.com

Phone Number: 972-920-5474

### Group or Fiscal Agent Information

BN:

46-4002730

Bank Name:

Alliance Association Bank

### Project Information

Project Name:

Project Description and Purpose: Hidden Lakes Entrance Beautification Project

The Hidden Lakes beautification project will enhance the front entrance signage to our neighborhood. The current signage will be removed and replaced with a new signage to include more embellished and artistically lettering and include redesigned and upgrade stone work and enhancements. The landscaping around the signage will also be enhanced to include an irrigation system for a more inviting entrance and make our neighborhood more exquisite. In addition, as part of the comprehensive beautification project, we will also install cameras at the front entrance of our neighborhood which will improve safety, thereby, collectively creating a sense of pride in our community and provide an

Explain how your project serves a public purpose:

The beautification project will encourage neighborhood spirit, socialization and pride in our community, thus creating a community of friendship, collaboration and volunteer action for the benefit of the neighborhood. The project will build stronger relationships around a community-driven initiative. Consequently, residents will feel safer with the installation of cameras at the main entrance, because they will deter criminal activities in our neighborhood.

Project location:

Will your project require the approval of a permit from the City of Cedar Hill?

Yes

No

If yes, please explain, including any preliminary conversations with City staff, including staff names and departments:

We have already secured all applicable permits for the beautification project from the city.

## Budget Instructions

- Enter each expense item on a new line. For each item, enter all fields in a blue box:
  - Enter the Expense Description and Unit Type (each, hour, etc)
  - Enter the Quantity and Cost per Unit. The Total Cost column will auto-calculate.
  - If any portion of that expense will be donated in the form of services, materials, or cash, enter the value donated in the appropriate column. The Grant Portion column will auto-calculate using these values.
  - Note: No field should be red (negative). If anything is red, please check the math for each line. The sum of Donated Services, Donated Materials, and Donated Cash Match cannot be more than the Total Cost.
- On the Volunteer Labor line, enter the total number of volunteer hours pledged towards this project. The volunteer labor rate is set at \$10/hour.
- The Grant Summary below will auto-calculate based on the expenses entered. Ensure the match percents meet the minimum requirements.

## Budget Worksheet

Expense Description	Unit Type	Quantity	Cost per Unit	Total Cost	Donated Services Value	Donated Materials Value	Donated Cash Match	Grant Portion
Site Work, Excavation and Make Ready		1.0	x \$ 3,971.84	= \$ 3,971.84	=		+ \$ 3,971.84	+ \$ 0.00
Rock Removal Special Heavy Equipment Rental		1.0	x \$ 2,800.00	= \$ 2,800.00	=		+ \$ 2,800.00	+ \$ 0.00
Dig Concrete Footings, Rock Clause		1.0	x \$ 750.00	= \$ 750.00	=		+ \$ 750.00	+ \$ 0.00
Rock Clause Labor		6.0	x \$ 250.00	= \$ 1,500.00	=		+ \$ 1,500.00	+ \$ 0.00
Concrete Form on Work for Footing		1.0	x \$ 2,976.87	= \$ 2,976.87	=		+ \$ 2,976.87	+ \$ 0.00
Reroute Sprinkler System, Allowance for reroute		1.0	x \$ 1,650.00	= \$ 1,650.00	=		+ \$ 1,650.00	+ \$ 0.00
Electrical Conduit Run, 100 lin.ft Electrical Outlets		4.0	x \$ 1,028.37	= \$ 4,113.48	=		+ \$ 4,113.48	+ \$ 0.00
Form Work for Piers, Retaining Walls		1.0	x \$ 2,200.00	= \$ 2,200.00	=		+ \$ 2,200.00	+ \$ 0.00
Final Pour of Concrete @ 5000 PSI, 3000 PSI Stripping		1.0	x \$ 3,901.20	= \$ 3,901.20	=		+ \$ 3,901.20	+ \$ 0.00
Installation of Pre Cast Stone, 4 Pier Caps, 2 Signage		1.0	x \$ 15,185.98	= \$ 15,185.98	=		+ \$ 12,685.98	+ \$ 2,500.00
Installation of Natural Rock, OK, coping, thins set stone		1.0	x \$ 2,700.00	= \$ 2,700.00	=		+ \$ 2,700.00	+ \$ 0.00
Clean and Repair Site		1.0	x \$ 300.00	= \$ 300.00	=		+ \$ 300.00	+ \$ 0.00
Community Engagement for the Signage Project		1.0	x \$ 500.00	= \$ 500.00	=		+ \$ 500.00	
			x \$ 0.00	= \$ 0.00	=		+ \$ 0.00	
Volunteer Labor	hours	20.0	x \$ 10.00	= \$ 200.00	= \$ 200.00			
<b>Totals</b> \$ 42,749.37 = \$ 200.00 + \$ 0.00 + \$ 39,549.37 + \$ 3,000.00								

## Grant Summary

Neighborhood Matching Grant Request	\$ 3,000.00	
Cash Match	+ \$ 39,549.37	<b>Cash Match Provided (minimum 10%)</b> 1,318.3%
Additional Match	+ \$ 200.00	<b>Additional Match Provided (minimum 10%)</b> 1,325.0%
<b>Total Project Cost</b>	<b>\$ 42,749.37</b>	<b>Total Match Provided (minimum 20%)</b>

## Budget Information

Budget Narrative: Describe how you arrived at the budget estimates.

First, we outlined our vision and objectives for the beautification project. Secondly, we requested and received proposals for the project vision and objectives. Lastly, upon receiving proposals, residents agreed to award the contract to a contractor already vested in our community, and who was able to meet our objectives for the beautification project and under the cost projection of other contractors.

Describe how you will meet your match:

We have already met our match through residents contribution to the project.

## Submittal Instructions

1. Ensure the application form and budget worksheet are completely filled out.
2. Print the first page of the application, and obtain signatures from the Team Leader and Fiscal Agent Authorized Official, if applicable. Scan the page and include it with all other required documents.
3. Ensure all Required Documents listed below are scanned if needed and ready to be sent.
4. Save the application and attach it to an email to be sent to [neighborhoods@cedarhilltx.com](mailto:neighborhoods@cedarhilltx.com), or click the red button to the right to automatically attach it.
5. Attach all required documents to the same email.  
Please note that the maximum attachment size is 25 MB. If you need to send any documents in an additional email,

**SUBMIT APPLICATION**

ensure the email includes the Neighborhood Group name and the Project Name.

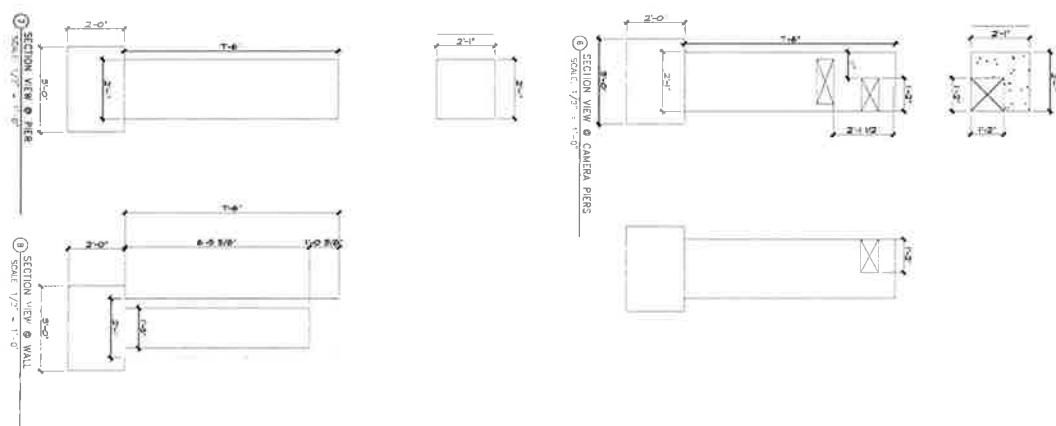
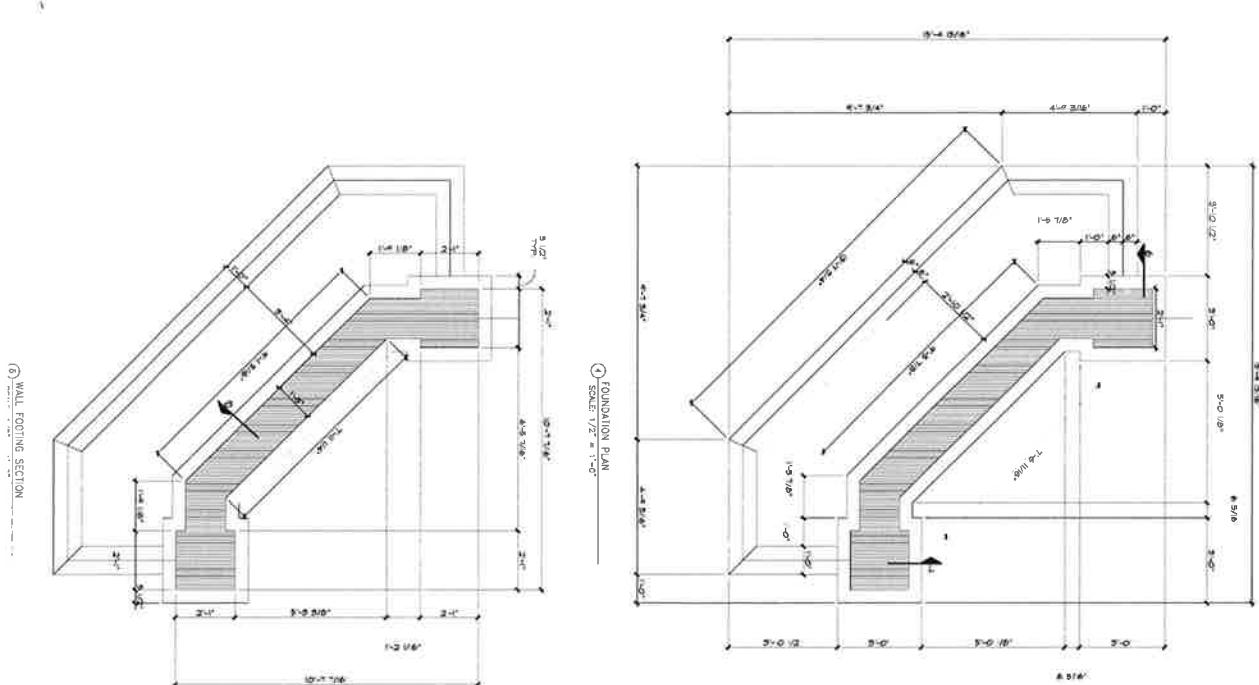
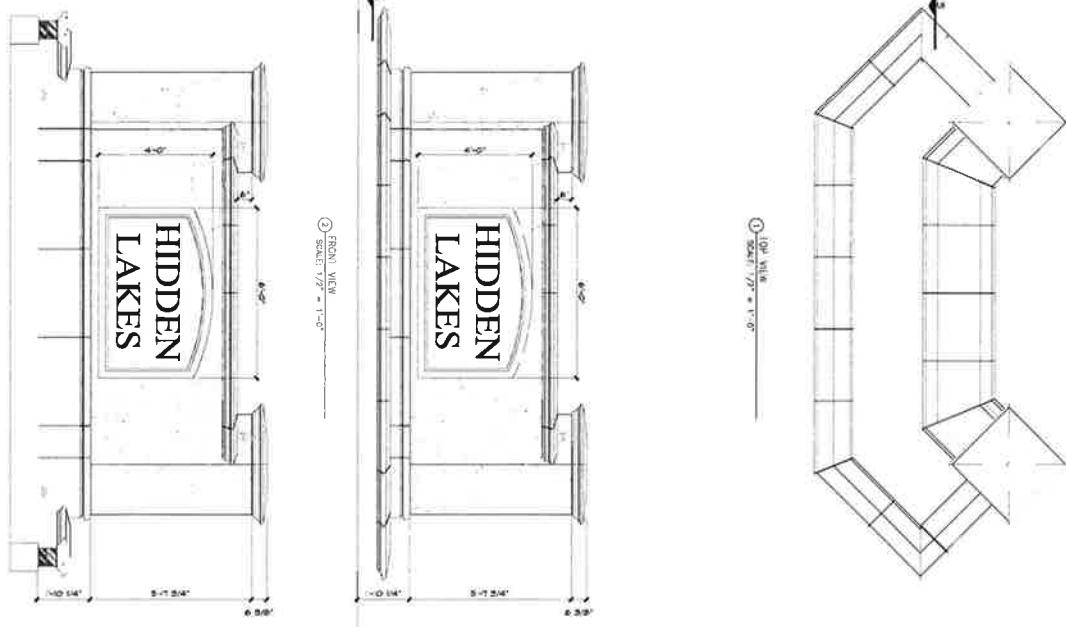
6. If technical issues prevent emailing the required documents, supporting documents can be either:

- a. brought into the Goverment Center on the second floor of City Hall at 285 Uptown Blvd., or
- b. mailed to:  
Neighborhood Matching Grant  
Neighborhood Services  
285 Uptown Blvd. Bldg #100  
Cedar Hill, TX 75104

Please note that the completed PDF application **must** be emailed to [neighborhoods@cedarhilltx.com](mailto:neighborhoods@cedarhilltx.com)

## Required Documents

- Completed application
- Signed and scanned copy of Page 1 of application
- IRS Employer Identification Number (EIN) notice
- Proof of bank account with cash match (ie. bank statement)
- Proof of non-profit status, if applicable
- Photographs, as applicable
- Map of project location
- Plans and drawings for project
- Examples of expected results
- Proof of support from Neighborhood Group (ie. letter or meeting minutes)
- Documentation of Match for Professional Services or Donated Materials
- Neighborhood Support Petition Forms *[if applicable]*
- Private Property Approval Forms (for any improvements on private property) *[if applicable]*



PROJECT NAME: **HIDDEN LAKES SUBDIVISION  
CEDAR HILL TX. 75104**

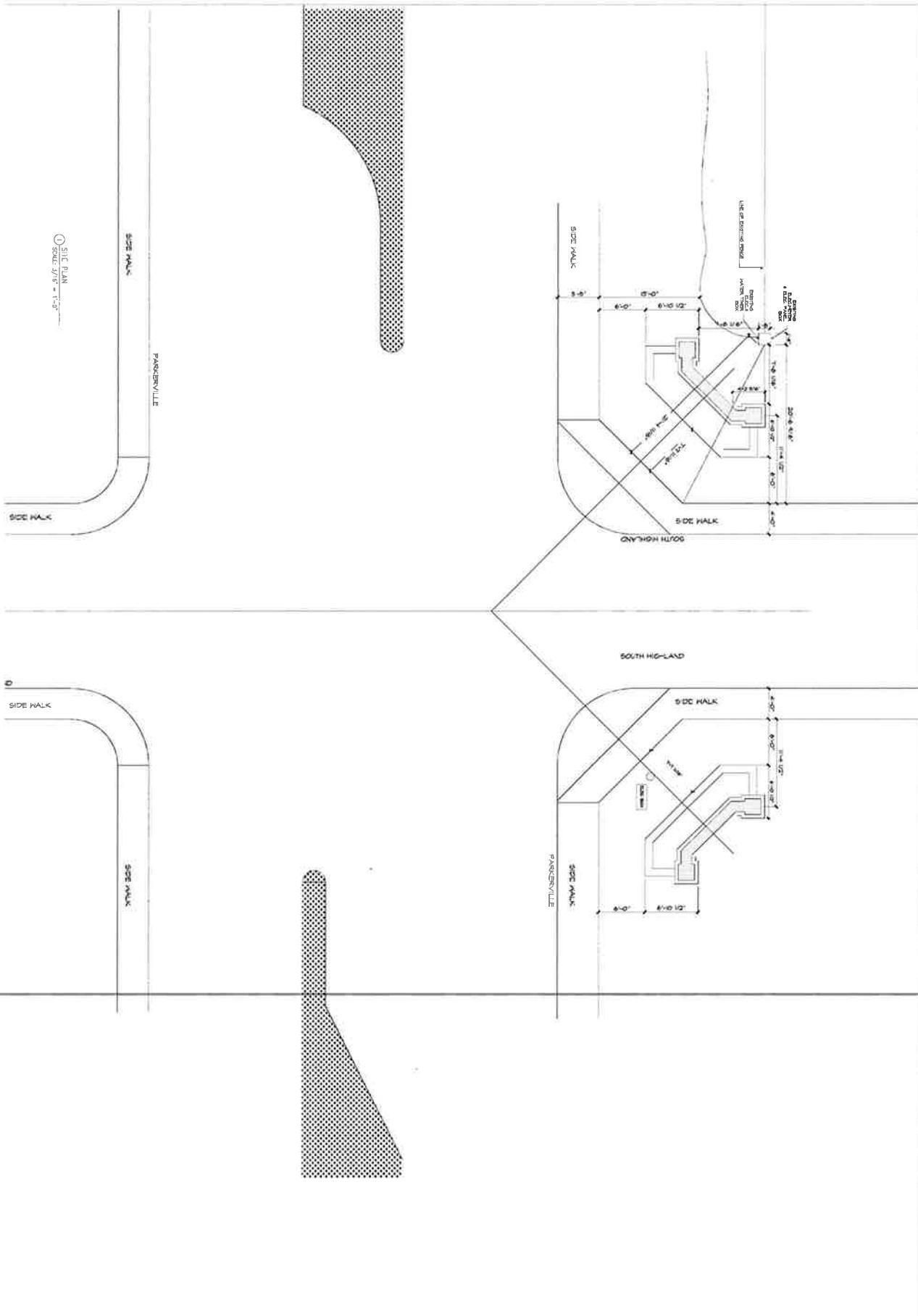
SCALE: 1/2" = 1'-0"	
DRAWN BY: J.M.	CHECKED BY: <b>111</b>
DATE: 12-28-14	SUBMITTAL #: 1
DESCRIPTION: *	
NOTES:	
FOR APPROVAL	
APPROVED AS IS	
APPROVED AS NOT	
EXEMPTION REQUEST	
AUTHORIZED AGENT INITIATIVE	

## A JACK OF ALL TRADES

Shipping Address  
910 Hidden Lakes Dr.  
Cedar Hill, Texas 75183  
Tel. 972-837-5113  
Fax 972-837-5113

NOTICE OF SUSPENSION NUMBER

Grant licensee confidence in which A. uses of A's Trade Tools, but proprietary rights. B. upon presentation of this document, certifies to licensee any knowledge or disclosure the article, or any disclosed method or design by written permission from or written agreement with A's Trade Tools.



PROJECT NAME: <b>HIDDEN LAKES SUBDIVISION CEDAR HILL TX. 75104</b>				SCALE: 1/2" = 1'-0"
DRAWN BY: <b>J.W.</b>	CHECKED BY: <b>J.E.</b>	FOR APPROVAL		
DATE: 12-29-16	REVISIONAL #: 1	APPROVED AS IS APPROVED AS NOTED EXCEPT FOR RESERVE AUTHORIZED AGENT SIGNATURE		
DESCRIPTION: #				
NOTES:				

**A JACK OF ALL TRADES**  
Design - Build General Contractor

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U.S. PATENT NO. 3,555,782



HIDDEN LAKES HOA—entrance project 2019

