

Granada HOA Board Meeting Minutes

September 27, 2021

Meeting held at the home of Scott Budd, 9014 El Rey Blvd, Austin, TX 78737 and began at 7:06 PM.

Board members in attendance included Eric Brown, Scott Budd, Lisa Cmerek, Linda Garner, Sara Headden, Ryan Mikulenska and Mary Woodruff; not attending were Samantha Hooten, Jen Martin and Roy Ribelin. Guests included Sheryl Lowe, Nicolle Ramia and Emily Lawson.

Welcoming Committee (Sheryl Lowe and Nicolle Ramia)

- There are currently six new homeowners in queue for a welcome gift bag.
- Attending to review the gift bag and asking for a budget to be set by the board.
- Currently they are out of the Granada Hills bags and New Resident Guidebooks.
- Bag contains local food items, new resident information and a welcome note. The current value of the gift bag is ~\$70-\$80. They also believe it needs a "call to action" to encourage the new resident to join the HOA and participate in activities.
- ACTION ITEM:
 - ⇒ Lisa Cmerek to ask family friend for donation of bottles of wine for the gift bags.
 - ⇒ Nicolle Ramia to provide quantity pricing for the purchase of Granada Hills bags.
 - ⇒ New Resident Guidebook needs to be reviewed/updated and then printed for distribution to new homeowners. No one assigned the task.
- MOTION TO APPROVE the allocation of Welcoming Committee gift bags to approximately 12 homes per year at cost of \$75 - \$80 per new homeowner was made by Lisa Cmerek, seconded by Linda Garner and unanimously approved.

Garage Sale Committee (Emily Lawson)

- Scheduled for Saturday, October 9, 2021.
- The week prior to the neighborhood garage sale, large vinyl signs advertising the upcoming sale will be placed at the entrances on El Rey & Hwy 290 and FM1826 and Gallant Forest.
- Will need directional post signs at corners within the neighborhood to direct visitors. Any expense that she incurs for the purchase of stakes/signs should be submitted to the board for reimbursement.
- There have been a few responses from residents that will be participating and the ads posted to Craigslist will include the address of those who items for sale.
- Hope to establish the Granada Hills garage sale as a bi-annual event.

Neighborhood Survey (Sara Headden)

- Discussion on surveying residents to learn what they want/expect from the HOA. Questions to help prioritize HOA's focus to grow the membership and volunteer participation.
- Plan is to distribute the survey prior to the 2022 annual meeting.

HOA and Pool Membership (Mary Woodruff)

- HOA and Pool Membership report as of 9/27/2021 presented and attached for reference.
- Report now includes 2019 (pre-Covid) data as requested at the previous board meeting.
- Discussion regarding pool utilization and self-sufficiency.

- Discussion regarding updating the website to facilitate and simplify the process of paying for HOA dues, pool memberships, event registrations.
- ACTION ITEM:
 - ⇒ Need financial review of current pool spend vs revenue.
 - ⇒ Scott Budd to solicit proposal/quote for web platform conversion to WordPress which includes the integration of payments.

Approval of Minutes (Ryan Mikulenka)

- MOTION TO APPROVE the minutes of the HOA Board Meeting held on August 30, 2021 was made by Sara Headden, seconded by Scott Budd and unanimously approved.
- MOTION TO APPROVE a quote from The Tree Man to trim trees in the park for guest safety was approved via email on 8/30/2021; the request was presented by Ryan Mikulenka, motion made by Jenn Martin, seconded by Linda Garner and unanimously approved.

Treasurer Report (Linda Garner/Lisa Cmerek)

- Balance Sheet, Profit and Loss and Budget vs. Actuals reports as of September 27, 2021 presented and attached for reference.
- Ryan Mikulenka attempted to make the needed bank account changes but was told that all parties must be present.
- ACTION ITEMS:
 - ⇒ Linda Garner and Lisa Cmerek to provide a list of specific account structure needs to Ryan Mikulenka.
 - ⇒ Ryan Mikulenka and Eric Brown to schedule a time to meet at the bank to ensure that the accounts are in the name of the current board.

Tennis Court (Ryan Mikulenka)

- No new issues to report at this time. Ryan continues to manage the tennis court reservation system as the need arises.
- ACTION ITEM:
 - ⇒ Ryan Mikulenka to order the previously approved tennis court benches.
 - ⇒ Scott Budd to request an updated quote for the sealing of cracks / winterizing of the tennis court. Subsequent approval of the expense to be requested via email prior to the next board meeting.

Entry Monument (Ryan Mikulenka & Scott Budd)

- ACTION ITEM:
 - ⇒ Ryan Mikulenka on behalf of Scott Budd will forward the current proposed illustratives that were designed by Brian Putter, a Granada Hills resident to the board members for review. With that input we will ask for an updated design to be presented to the HOA members at the annual meeting.

Kids Art Contest (Sara Headden)

- Submission deadline is October 15, 2021.
- The board will vote on the entries to be included in the calendar at the next meeting.

Fall Holiday Craft Fair (Sara Headden)

- Scheduled for Saturday, December 4, 2021.

- There are currently 16 vendors registered. There is no fee for residents and \$35 for non-residents.
- HOA to have a table with snacks and drinks and will also be selling calendars, bag and HOA 2022 memberships.

Newsletter (Sara Headden)

- Positive feedback has been received from membership.

Travis County Appraisal District (Eric Brown)

- Appraisal Review Board currently on hiatus; no date has been set for protest hearing.
- Patrick Brown, a property tax consultant has been engaged to present the case.
- MOTION TO APPROVE the engagement of Patrick Brown, Real Estate Consultant Inc. to assist with the Travis County Appraisal District protest. The motion was approved via email on 9/12/2021; the request was brought forward by Eric Brown, motion made by Jen Martin, seconded by Linda Garner and unanimously approved.

Radar Sign (Eric Brown)

- Permit approval is tentatively on the Commissioner's Court Agenda for October 5, 2021.
- Eric will solicit new bid from Stalker Radar for a radar feedback sign and distribute to the Board for approval of funds

Oak Hill Parkway (Eric Brown)

- Request to sell/dispose of the front entry message board letters; board approves.
- Remaining portions of the front entry will be demolished as early as next week (10-4-21)
- The traffic noise study was completed in July 2018 and the traffic noise was modeled to the year 2040. In 2019, after new traffic noise analysis guidelines were released by the federal government, TxDOT did a re-analysis using these guidelines in 2020, and it did not result in the need for noise mitigation measures for the Granada Hills neighborhood.
- Colorado River Contractors (CRC) has not yet scheduled a meeting with Rick Perkins yet; there's a number of questions to be answered before we know what could be done. CRC hope is to have clarity about the potential of a wall being funded by others soon. As noted above, the environmental study, following the federal process for traffic noise, did not result in the need for noise mitigation measures for the Granada Hills neighborhood. A sound wall at this location will not be built as part of the current Oak Hill Parkway plan.
- In addition, CRC wanted to note that they are available to provide a project update presentation at the next available HOA meeting in order to discuss the construction of the approved project (including construction phasing and anticipated timelines), introduce the group to our design-build contractor, and take questions from members. Construction can be disruptive so they want to be sure to manage expectations and keep lines of communication open. From CRC:
 1. *Venue preference: if you wish to meet in person, we follow CDC guidance for in person meetings. If you have a preference for venue, let us know. We can also do virtual if that's your preference.*
 2. *Electrical/logistic requirements: If in person, and more than 20 are in attendance, likely we should make arrangements for a sound system. In addition, we would provide projector if needed; depending on the location, we can also bring a screen. We can also go without a PowerPoint and just use handouts.*
 3. *Timing preferences: With enough notice, we can accommodate you. Tuesdays from morning to evening however are usually hard for us.*

- ACTION ITEM:
 - ⇒ Eric Brown to check on CRC's availability to schedule a Zoom meeting for all Granada Hills residents.
- Regarding postings on NextDoor about what the HOA has done in the last 3-4 years regarding the Oak Hill Parkway:
 - 1) Starting in 2018, held regular meetings with TxDOT engineers regarding how to preserve the front entrance, the empty lot, trees, a new location for a front entrance sign, right of way purchase, etc, etc.
 - 2) Mailed letters to all the Phoenix Pass and Candelaria Dr residents closest to the future Parkway in May 2020 reminding/alerting them of what was to come (also **attached**) and how they could find out more.
 - 3) Requested detailed maps so that residents could envision how the front entrance would change (Oak Hill Parkway page on our website for at least 2.5 years)
 - 4) Regular contact with CRC once they were chosen and the Oak Hill Parkway began in earnest
 - 5) Continually updated residents via member emails, NextDoor posts, and newsletter items on the Oak Hill Parkway
 - 6) Confirmed with our landscape company that moving bushes, shrubs, trees, cacti, etc would not be wise as the transplants would be not likely to survive, in addition to the costs of digging up and moving.
 - 7) Was told by TxDOT and CRC that their sound study resulted in no need for a sound wall.
- ACTION ITEM:
 - ⇒ Sara Headden to send communication to residents to raise awareness of how the HOA has been actively involved with TXDOT/CRC on how the Oak Hill Parkway will affect the neighborhood.

Other Business (Scott Budd)

- The two remaining beams on the front entry need to come down asap; to be repurposed in planter bed at the corner of El Rey and Espanola.

Adjourned

Meeting was adjourned at 10:16 PM
Minutes prepared by Mary Woodruff



Mary Woodruff, Secretary



Date of Approval

Granada Hills Homeowner's Association
Monthly Board Meeting

Date: September 27, 2021
Time: 7:00 p.m.
Location: Home of Scott Budd

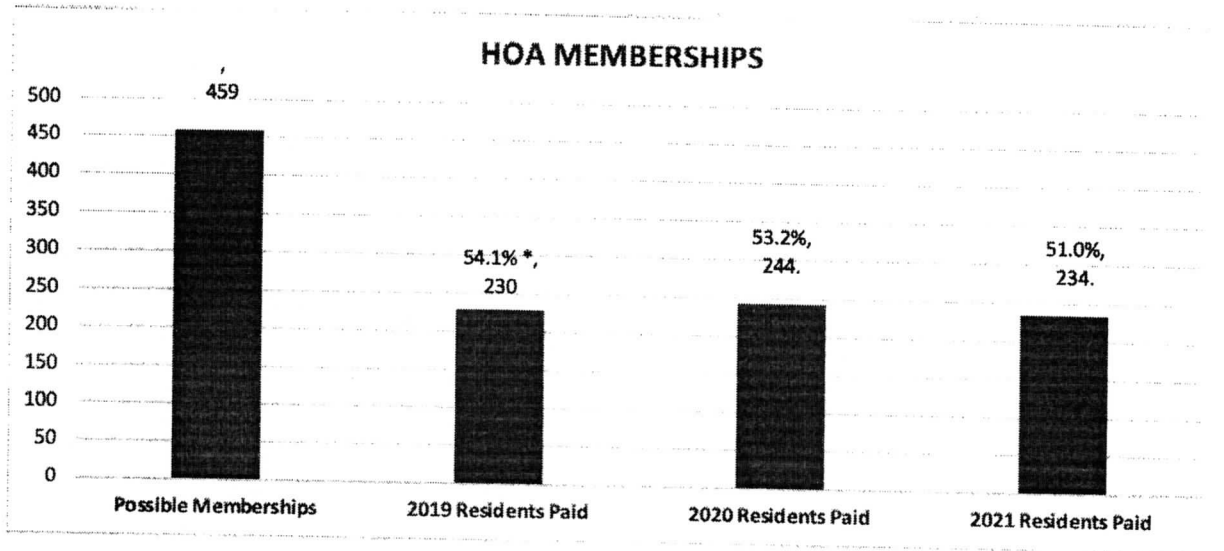
AGENDA

Call to Order:

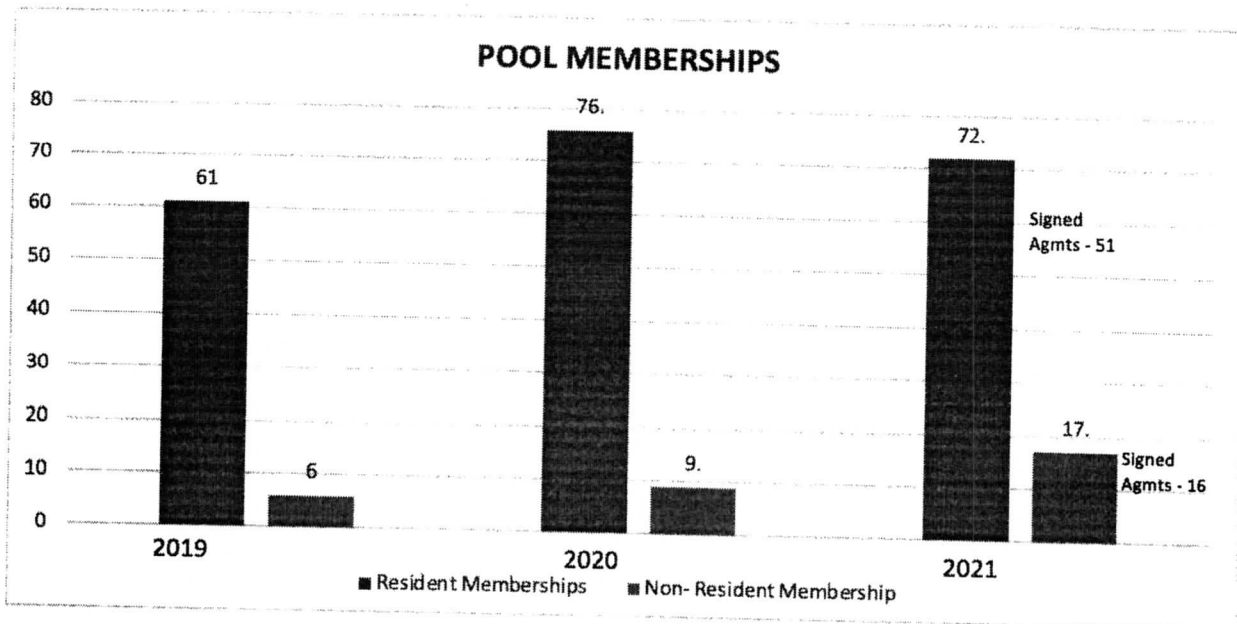
Welcoming Committee
Neighborhood Survey
HOA and Pool Membership Report
Meeting Minutes
Treasurer's Report
Tennis Court
Entry Monument
Kids' Art Contest
Fall Holiday Craft Fair
Newsletter
Oak Hill Parkway
Radar Sign
Other Business

Adjourn:

HOA and Pool Membership Report September 27, 2021



2019	2020	2021
\$25,540	\$27,032	\$25,980



2019	2020	2021
\$17,900	\$21,310	\$21,700
\$1,985	\$3,420	\$6,010

Granada Hills Home Owners Association

Balance Sheet

As of September 27, 2021

	TOTAL		
	AS OF SEP 27, 2021	AS OF DEC 31, 2020 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Association Cash Balance			
1020 Assn Checking- BoA - *3634	50,769.30	33,564.06	17,205.24
1021 (To)From pool acct	1,827.62	4,881.10	-3,053.48
Total 1000 Association Cash Balance	52,596.92	38,445.16	14,151.76
1001 Pool Cash Balance			
1030 Pool Checking - BoA - *3777	3,105.12	2,245.58	859.54
1031 (To)From Association acct	-1,827.62	-4,881.10	3,053.48
Total 1001 Pool Cash Balance	1,277.50	-2,635.52	3,913.02
Total Bank Accounts	\$53,874.42	\$35,809.64	\$18,064.78
Other Current Assets			
1330 Tax Pre Payments/Refunds	724.00	724.00	0.00
Total Other Current Assets	\$724.00	\$724.00	\$0.00
Total Current Assets	\$54,598.42	\$36,533.64	\$18,064.78
Fixed Assets			
1590 Land			
Association	12,621.00	12,621.00	0.00
1500 Association Assets			
1600 Accumulated Depreciation - Assn	114,846.68	114,846.68	0.00
	-102,701.00	-102,701.00	0.00
Total Association	12,145.68	12,145.68	0.00
Pool			
1530 Pool Assets			
1630 Accumulated depreciation - pool	161,150.00	161,150.00	0.00
	-154,098.00	-154,098.00	0.00
Total Pool	7,052.00	7,052.00	0.00
Total Fixed Assets	\$31,818.68	\$31,818.68	\$0.00
TOTAL ASSETS	\$86,417.10	\$68,352.32	\$18,064.78
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
3900 Reserves - Association			
3910 Reserves - Pool	29,007.44	29,007.44	0.00
	39,344.88	39,344.88	0.00
Net Income	18,064.78		18,064.78
Total Equity	\$86,417.10	\$68,352.32	\$18,064.78
TOTAL LIABILITIES AND EQUITY	\$86,417.10	\$68,352.32	\$18,064.78

Granada Hills Home Owners Association

Profit and Loss

January 1 - September 27, 2021

	ASSOCIATION	POOL	TOTAL
Income			
4010 Annual Dues	26,466.00		\$26,466.00
4011 Next year's dues	120.00		\$120.00
4020 Pool revenue			\$0.00
4021 Pool Membership Fee		28,674.00	\$28,674.00
4022 Pool Rental		1,325.00	\$1,325.00
Total 4020 Pool revenue		29,999.00	\$29,999.00
4025 Tennis Court Rental	920.00		\$920.00
4030 Ad Newsletter	75.00		\$75.00
4040 Donations	1,612.00	75.00	\$1,687.00
4043 Misc.	360.00		\$360.00
Total 4040 Donations	1,972.00	75.00	\$2,047.00
Total Income	\$29,553.00	\$30,074.00	\$59,627.00
GROSS PROFIT	\$29,553.00	\$30,074.00	\$59,627.00
Expenses			
1990 Suspense	0.00		\$0.00
5010 Neighborhood Activities			\$0.00
5011 Board Meeting Expenses	346.50		\$346.50
5015 July 4th	669.72		\$669.72
5017 Welcome Wagon	160.00		\$160.00
Total 5010 Neighborhood Activities	1,176.22		\$1,176.22
5020 Communications			\$0.00
5021 Newsletter	1,111.30		\$1,111.30
Total 5020 Communications	1,111.30		\$1,111.30
5030 Park Expenses	1,176.65		\$1,176.65
5101 Pool attendants		3,435.00	\$3,435.00
5210 Repairs & Maintenance	1,043.54	1,349.30	\$2,392.84
5221 Cleaning		13,042.76	\$13,042.76
5230 Supplies	34.53	620.57	\$655.10
5240 Landscaping	3,191.67		\$3,191.67
5421 Website expenses	69.60		\$69.60
5570 Security		601.87	\$601.87
5572 Portable toilet	1,003.52		\$1,003.52
5680 Outside Organization Dues	175.00		\$175.00
5710 Insurance	3,833.00	4,106.00	\$7,939.00
5740 Postage and Delivery	11.00		\$11.00
5750 Office Supplies	168.65		\$168.65
5770 Utilities	1,238.33		\$1,238.33
5760 Telephone		672.05	\$672.05
5771 Electric		1,757.65	\$1,757.65
5773 Water		575.78	\$575.78
Total 5770 Utilities	1,238.33	3,005.48	\$4,243.81
5811 PayPal fees	1,000.34		\$1,000.34
5951 Permit	167.89		\$167.89
Total Expenses	\$15,401.24	\$26,160.98	\$41,562.22
NET OPERATING INCOME	\$14,151.76	\$3,913.02	\$18,064.78
NET INCOME	\$14,151.76	\$3,913.02	\$18,064.78

Granada Hills Home Owners Association

Budget vs. Actuals: 2021 Budget - FY21 P&L Classes

January - December 2021

	ASSOCIATION				POOL				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income												
4010 Annual Dues	26,466.00	26,500.00	-34.00	99.87 %					\$26,466.00	\$26,500.00	-\$34.00	99.87 %
4011 Next year's dues	120.00		120.00						\$120.00	\$0.00	\$120.00	0.00%
4020 Pool revenue									\$0.00	\$0.00	\$0.00	0.00%
4021 Pool Membership Fee					28,674.00	24,000.00	4,674.00	119.48 %	\$28,674.00	\$24,000.00	\$4,674.00	119.48 %
4022 Pool Rental					1,325.00	4,000.00	-2,675.00	33.13 %	\$1,325.00	\$4,000.00	-\$2,675.00	33.13 %
Total 4020 Pool revenue					29,999.00	28,000.00	1,999.00	107.14 %	\$29,999.00	\$28,000.00	\$1,999.00	107.14 %
4025 Tennis Court Rental	920.00		920.00						\$920.00	\$0.00	\$920.00	0.00%
4030 Ad Newsletter	75.00	300.00	-225.00	25.00 %					\$75.00	\$300.00	-\$225.00	25.00 %
4031 Vendor fees - Craft Fair		300.00	-300.00						\$0.00	\$300.00	-\$300.00	0.00%
4040 Donations	1,612.00	2,000.00	-388.00	80.60 %	75.00		75.00		\$1,687.00	\$2,000.00	-\$313.00	84.35 %
4043 Misc.	360.00		360.00						\$360.00	\$0.00	\$360.00	0.00%
Total 4040 Donations	1,972.00	2,000.00	-28.00	98.60 %	75.00		75.00		\$2,047.00	\$2,000.00	\$47.00	102.35 %
Total Income	\$29,553.00	\$29,100.00	\$453.00	101.55 %	\$30,074.00	\$28,000.00	\$2,074.00	107.41 %	\$59,627.00	\$57,100.00	\$2,527.00	104.43 %
GROSS PROFIT	\$29,553.00	\$29,100.00	\$453.00	101.55 %	\$30,074.00	\$28,000.00	\$2,074.00	107.41 %	\$59,627.00	\$57,100.00	\$2,527.00	104.43 %
Expenses												
1390 Suspende	0.00		0.00						\$0.00	\$0.00	\$0.00	0.00%
5010 Neighborhood Activities		6,000.00	-6,000.00			150.00	-150.00		\$0.00	\$6,150.00	-\$6,150.00	0.00%
5011 Board Meeting Expenses	346.50		346.50						\$346.50	\$0.00	\$346.50	0.00%
5015 July 4th	669.72		669.72						\$669.72	\$0.00	\$669.72	0.00%
5017 Welcome Wagon	160.00		160.00						\$160.00	\$0.00	\$160.00	0.00%
Total 5010 Neighborhood Activities	1,176.22	6,000.00	-4,823.78	19.60 %		150.00	-150.00		\$1,176.22	\$6,150.00	-\$4,973.78	19.13 %
5020 Communicatio/s		2,000.00	-2,000.00						\$0.00	\$2,000.00	-\$2,000.00	0.00%
5021 Newsletter	1,111.30		1,111.30						\$1,111.30	\$0.00	\$1,111.30	0.00%
Total 5020 Communications	1,111.30	2,000.00	-888.70	55.57 %					\$1,111.30	\$2,000.00	-\$888.70	55.57 %
5030 Park Expenses	1,176.65		1,176.65						\$1,176.65	\$0.00	\$1,176.65	0.00%
5051 Chemicals						2,000.00	-2,000.00		\$0.00	\$2,000.00	-\$2,000.00	0.00%
5100 Lifeguard Wages						6,240.00	-6,240.00		\$0.00	\$6,240.00	-\$6,240.00	0.00%
5101 Pool attendants							3,435.00		\$3,435.00	\$0.00	\$3,435.00	0.00%
5200 Improvem+...s		4,000.00	-4,000.00						\$0.00	\$4,000.00	-\$4,000.00	0.00%
5210 Repairs & Maintenance	1,043.54	1,000.00	43.54	104.35 %	1,349.30	3,000.00	-1,650.70	44.98 %	\$2,392.84	\$4,000.00	-\$1,607.16	59.82 %
5221 Cleaning					13,042.76	7,000.00	6,042.76	186.33 %	\$13,042.76	\$7,000.00	\$6,042.76	186.33 %
5230 Supplies	34.53	500.00	-465.47	6.91 %	620.57	900.00	-279.43	68.95 %	\$655.10	\$1,400.00	-\$744.90	46.79 %
5240 Landscaping	3,191.67	5,500.00	-2,308.33	58.03 %					\$3,191.67	\$5,500.00	-\$2,308.33	58.03 %
5421 Website expenses	69.60		69.60						\$69.60	\$0.00	\$69.60	0.00%
5570 Security					601.87	350.00	251.87	171.96 %	\$601.87	\$350.00	\$251.87	171.96 %
5572 Portable toilet	1,003.52		1,003.52						\$1,003.52	\$0.00	\$1,003.52	0.00%
5680 Outside Organization Dues	175.00	50.00	125.00	350.00 %					\$175.00	\$50.00	\$125.00	350.00 %
5710 Insurance	3,833.00	3,100.00	733.00	123.65 %	4,106.00	3,100.00	1,006.00	132.45 %	\$7,939.00	\$6,200.00	\$1,739.00	128.05 %
5740 Postage and Delivery	11.00		11.00						\$11.00	\$0.00	\$11.00	0.00%
5750 Office Supplies	168.65	150.00	18.65	112.43 %		4,500.00	-4,500.00		\$168.65	\$150.00	\$18.65	112.43 %
5770 Utilities	1,238.33	2,500.00	-1,261.67	49.53 %					\$1,238.33	\$7,000.00	-\$5,761.67	17.69 %
5760 Telephone					672.05		672.05		\$672.05	\$0.00	\$672.05	0.00%
5771 Electric					1,757.65		1,757.65		\$1,757.65	\$0.00	\$1,757.65	0.00%
5773 Water					575.78		575.78		\$575.78	\$0.00	\$575.78	0.00%
Total 5770 Utilities	1,238.33	2,500.00	-1,261.67	49.53 %	3,005.48	4,500.00	-1,494.52	66.79 %	\$4,243.81	\$7,000.00	-\$2,756.19	60.63 %
5810 Bank Fee		750.00	-750.00						\$0.00	\$750.00	-\$750.00	0.00%
5811 PayPal fees	1,000.34		1,000.34						\$1,000.34	\$0.00	\$1,000.34	0.00%

Granada Hills Home Owners Association

Budget vs. Actuals: 2021 Budget - FY21 P&L Classes

January - December 2021

	ASSOCIATION				POOL				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5940 Taxes												
5943 Property taxes		60.00	-60.00			400.00	-400.00		\$0.00	\$0.00	\$0.00	0.00%
Total 5940 Taxes		60.00	-60.00			400.00	-400.00		\$0.00	\$460.00	\$ -460.00	0.00%
5951 Permit	167.89		167.89		190.00	-190.00			\$167.89	\$190.00	\$ -22.11	88.36 %
Total Expenses	\$15,401.24	\$25,610.00	\$ -10,208.76	60.14 %	\$26,160.98	\$27,830.00	\$ -1,669.02	94.00 %	\$41,562.22	\$53,440.00	\$ -11,877.78	77.77 %
NET OPERATING INCOME	\$14,151.76	\$3,490.00	\$10,661.76	405.49 %	\$3,913.02	\$170.00	\$3,743.02	2,301.78 %	\$18,064.78	\$3,660.00	\$14,404.78	493.57 %
NET INCOME	\$14,151.76	\$3,490.00	\$10,661.76	405.49 %	\$3,913.02	\$170.00	\$3,743.02	2,301.78 %	\$18,064.78	\$3,660.00	\$14,404.78	493.57 %



May 12, 2020

To our Phoenix Pass and Candelaria Drive Neighbors,

Granada HOA has recently increased its communication with the Texas Department of Transportation (TxDOT) in advance of the Oak Hill Parkway project. TxDOT recently selected Colorado River Contractors (CRC) as the design-build contractor and construction will begin later this year.

The current El Rey/290W Entrance, trees, and sign will all be demolished and the new frontage roads will be built very close to most back property lines. For a couple others, the frontage road will be visible from the front yard. The HOA has been working with TxDOT (and soon CRC) to mitigate these dramatic changes as best as we can. So far, we have had good cooperation with TxDOT and will continue working with them to finalize plans and relay resident's concerns and requests.

At the HOA's request, TxDOT created detailed maps of the Candelaria/Phoenix Pass area and how it will look once the Parkway is completed. The maps are available for viewing on the HOA website: <https://www.granadahillshoa.org/oak-hill-parkway>

Our next step is signing an agreement with TxDOT that will confirm their willingness to work in good faith with the HOA to design the Parkway in a way to mitigate noise, preserve trees, and maintain as much of the established feel of our current entrance as possible.

Please check out the online maps and feel free to contact me with questions or comments. If you would like to support the HOA in its continued efforts of coordinating the best possible outcome for Granada Hills within TxDOT's Oak Hill Parkway Project, visit the membership section on the website.

Thank you for your time,

Eric Brown
President
Granada HOA
512-484-3838