

## Granada HOA Board Meeting Minutes

**August 30, 2021**

Meeting held at the home of Lisa Cmerek, 7914 El Dorado Dr, Austin, TX 78737 and began at 7:07 PM.

Board members in attendance included Scott Budd, Lisa Cmerek, Linda Garner, Sara Headden, Samantha Hooten, Jen Martin, Ryan Mikulenska, and Mary Woodruff. Not in attendance were Eric Brown and Roy Ribelin.

### HOA and Pool Membership (Mary Woodruff)

- HOA and Pool Membership report as of 8/30/2021 presented and attached for reference. The report does not include two memberships that were received at the July 4<sup>th</sup> event; with the additional memberships the percentage of homeowners who are 2021 HOA members increases to 50.1%.
- Request to include 2019 (pre-Covid) HOA and pool membership numbers for comparison.
- Discussion regarding HOA's appreciation for the time and effort that Erica Lindy puts in each year to voluntarily manage and oversee the pool operations.
- MOTION TO APPROVE the purchase of a \$200 Visa gift card as a token of appreciation for Erica Lindy was made by Lisa Cmerek, seconded by Scott Budd and unanimously approved. Ryan Mikulenska will purchase a gift card and present it to Erica.

### Treasurer Report (Linda Garner/Lisa Cmerek)

- Balance Sheet and Profit and Loss reports as of 8/30/2021 presented and attached for reference.

### Welcome Committee (Ryan Mikulenska)

- Welcome Committee chairperson is currently Sheryl Lowe. Ryan recently authorized her to purchase items for gift bags that are distributed to new residents.
- The Board has requested that the committee chairperson attend the next HOA board meeting to review the program and identify the best way to engage new neighbors.

### Tennis Court (Ryan Mikulenska)

- Ryan is continuing to manage the tennis court reservation system as the need arises.
- The current proposals for tennis court maintenance, repairs and upgrades are on hold pending a new volunteer tennis court manager.
- There has been no further interest from AWS regarding using of the tennis courts.
- Discussion regarding Ryan and Scott meeting with David Sherby to ask that he reconsider resuming the tennis court manager role.
- A request to replace the tennis court bench at a cost of \$150 has been received.
- MOTION TO APPROVE the purchase of two tennis court benches (not to exceed \$300 plus tax and shipping) was made by Scott Budd, seconded by Linda Garner and unanimously approved. Ryan will purchase and work with Scott to assemble and install.

### Entry Monument (Ryan Mikulenska)

- Ryan and Scott have recently assessed the existing Granada Hills entry to determine what can be saved prior to its demolition for the Oak Hill Parkway project.

- There will be an attempt to remove the large clay pots and repurpose them to the pool area. Homegrown Lawns to be asked to remove.
- The cedar "Granada Hills" sign will be removed and repurposed permanently within the park area. Scott will email the Board the three possible location options identified for input.
- TxDOT is still finalizing the location for Candelaria which will determine where a new entry monument can be placed. The need for a monument is still probably 3-4 years out.
- We currently have three proposed illustratives that were designed by a Granada Hills resident. Scott will email these designs to the board for review and input.
- As a new entry project moves forward and the capital campaign begins the selection of a monument will be presented to the membership for input.

#### **Newsletter (Sara Headden)**

- Sara advises that a draft newsletter needs to be completed earlier for publication and she will need content for the December newsletter in early November.
- Also advises that she needs help from all board members with content ideas.
- All advertising should be billed through QuikBooks for proper tracking

#### **Kids Art Contest (Sara Headden)**

- Sara will be soliciting art that depicts Granada Hills from neighborhood children. Twelve will be selected for use in a 2022 calendar to be sold at the upcoming craft fair. Submissions will be needed by mid-October.
- The cost to print calendars at Costco are approximately \$10 each. The HOA will cover the cost of printing.

#### **Fall Holiday Craft Fair (Sara Headden)**

- Scheduled for December 4, 2021. Vendor set-up will begin at 11:00 and the event will be from 12:00 until 4:00.
- The previous craft fair in 2019 included approximately 27 vendors and brought in approximately \$350 to the HOA.
- Sara will communicate the event through NextDoor and reach out directly to those who previously participated.

#### **Approval of Minutes (Ryan Mikulenka)**

- Review of previous action items.
- MOTION TO APPROVE the minutes of the HOA Board Meeting held on May 24, 2021 was made by Jen Martin seconded by Sara Headden and unanimously approved.

#### **Other Business (Ryan Mikulenka)**

- Discussion regarding the need to build a social media presence for the benefit of the HOA. Scott Budd will explore the possibility of updating the HOA website so that it is integrated with FaceBook, Instagram, etc. Also, the proposal should include utilization of the website to facilitate event sign-up, HOA and pool memberships/online payments. Mary Woodruff will see if it is possible to rename the existing Granada Hills Pool Facebook business page to repurpose it as a community site.
- One proposal for a reserve study to identify the long-term capital budget planning and reserve needs for the HOA has been received at a cost of \$2,900. A decision to move forward with a reserve study was not made at this time.

- The need to increase both HOA membership as well as to increase annual dues was discussed. Board members were asked to bring at least one idea of how we can drive an effort to increase 2022 membership to our next board meeting.
- Ryan Mikulka met with The Tree Man and is waiting for a quote to provide some needed "safety" trimming of trees throughout the park area. A motion to approve the expense will be submitted via email for approval.
- Scott Budd advises that approval from Travis County for the radar feedback sign on El Rey is still pending approval. Once approval from the county has been received the purchase of the sign will need the board's approval. Scott has enlisted the help of a vendor to install at no cost.

**Adjourned**

Meeting was adjourned at 8:55 PM

Minutes prepared by Mary Woodruff

  
\_\_\_\_\_  
Mary Woodruff, Secretary

  
\_\_\_\_\_  
Date of Approval

# **Granada Hills Homeowner's Association**

## **Monthly Board Meeting**

**Date:** August 30, 2021  
**Time:** 7:00 p.m.  
**Location:** Home of Lisa Cmerek – 7914 El Dorado Drive

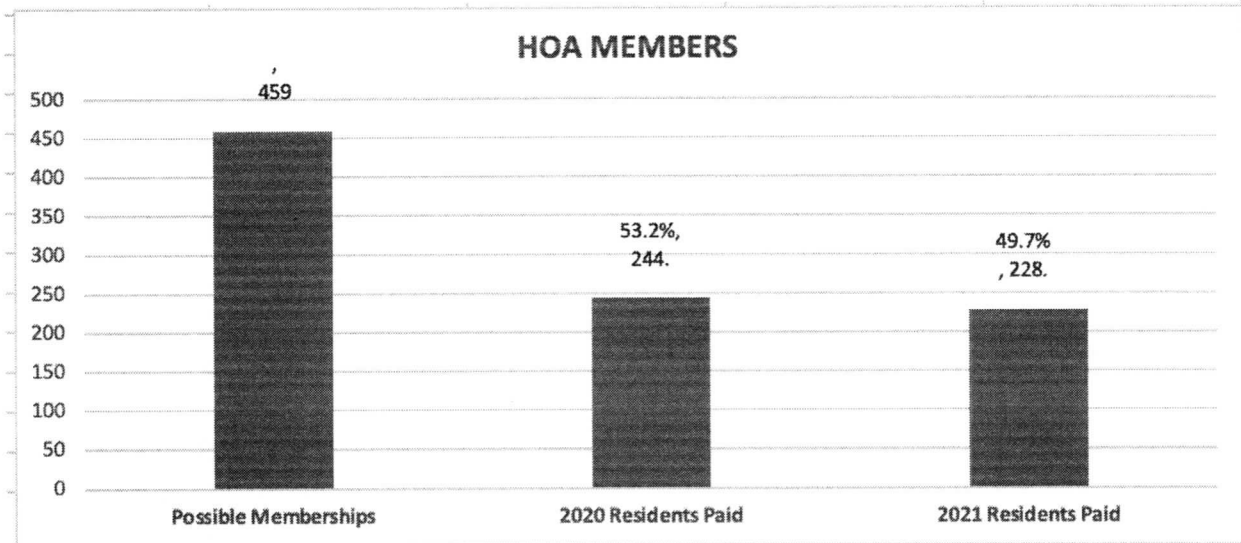
### **AGENDA**

**Call to Order:**

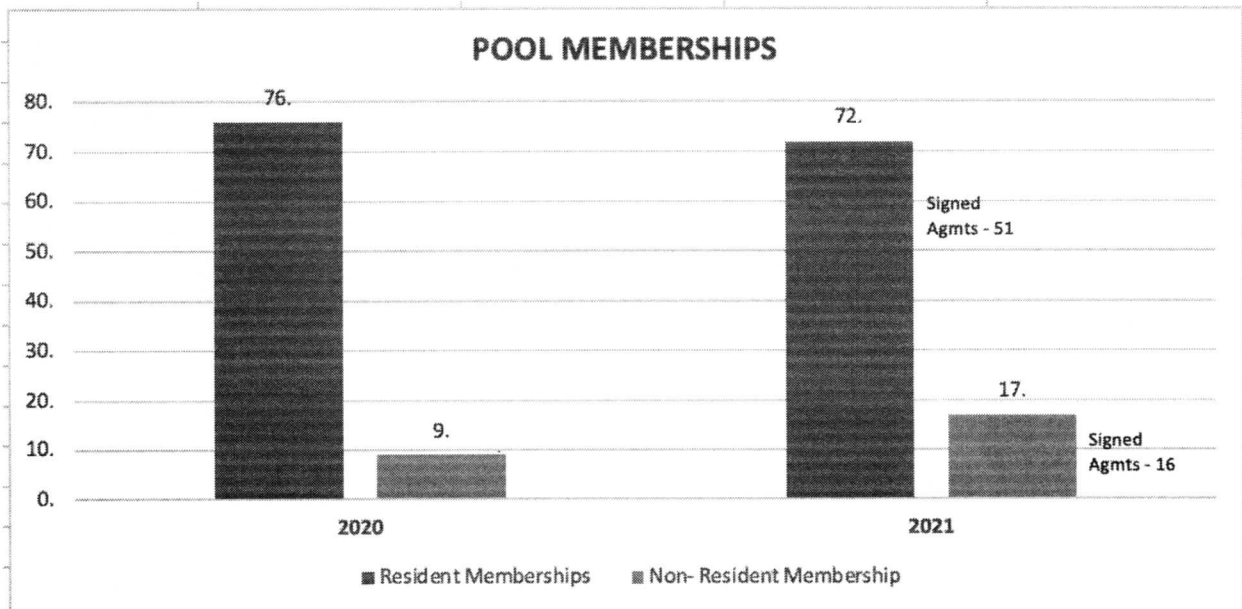
**HOA and Pool Membership Report**  
**Treasurer's Report**  
**Welcoming Committee**  
**Tennis Court**  
**Entry Monument**  
**Newsletter**  
**Kids' Art Contest**  
**Fall Holiday Craft Fair**  
**Other Business**

**Adjourn:**

## HOA and Pool Membership Report August 30, 2021



HOA Memberships	2020	2021
Income	\$27,032.00	\$25,344.00



Pool Memberships	2020	2021
Resident Income	\$21,310	\$21,700
Non-Resident Income	\$3,420	\$6,010

# Granada Hills Home Owners Association

## Balance Sheet

As of August 30, 2021

	TOTAL		
	AS OF AUG 30, 2021	AS OF DEC 31, 2020 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Association Cash Balance			
1020 Assn Checking- BoA - *3634	52,547.55	33,564.06	18,983.49
1021 (To)From pool acct	259.05	4,881.10	-4,622.05
<b>Total 1000 Association Cash Balance</b>	<b>52,806.60</b>	<b>38,445.16</b>	<b>14,361.44</b>
1001 Pool Cash Balance			
1030 Pool Checking - BoA - *3777	2,136.94	2,245.58	-108.64
1031 (To)From Association acct	-259.05	-4,881.10	4,622.05
<b>Total 1001 Pool Cash Balance</b>	<b>1,877.89</b>	<b>-2,635.52</b>	<b>4,513.41</b>
<b>Total Bank Accounts</b>	<b>\$54,684.49</b>	<b>\$35,809.64</b>	<b>\$18,874.85</b>
Other Current Assets			
1330 Tax Pre Payments/Refunds	724.00	724.00	0.00
<b>Total Other Current Assets</b>	<b>\$724.00</b>	<b>\$724.00</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$55,408.49</b>	<b>\$36,533.64</b>	<b>\$18,874.85</b>
Fixed Assets			
1590 Land	12,621.00	12,621.00	0.00
Association			
1500 Association Assets	114,846.68	114,846.68	0.00
1600 Accumulated Depreciation - Assn	-102,701.00	-102,701.00	0.00
<b>Total Association</b>	<b>12,145.68</b>	<b>12,145.68</b>	<b>0.00</b>
Pool			
1530 Pool Assets	161,150.00	161,150.00	0.00
1630 Accumulated depreciation - pool	-154,098.00	-154,098.00	0.00
<b>Total Pool</b>	<b>7,052.00</b>	<b>7,052.00</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>\$31,818.68</b>	<b>\$31,818.68</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$87,227.17</b>	<b>\$68,352.32</b>	<b>\$18,874.85</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
<b>Total Liabilities</b>			<b>\$0.00</b>
Equity			
3900 Reserves - Association	29,007.44	29,007.44	0.00
3910 Reserves - Pool	39,344.88	39,344.88	0.00
Net Income	18,874.85		18,874.85
<b>Total Equity</b>	<b>\$87,227.17</b>	<b>\$68,352.32</b>	<b>\$18,874.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$87,227.17</b>	<b>\$68,352.32</b>	<b>\$18,874.85</b>

# Granada Hills Home Owners Association

## Profit and Loss

January 1 - August 30, 2021

	ASSOCIATION	POOL	TOTAL
<b>Income</b>			
4010 Annual Dues	25,458.00		\$25,458.00
4011 Next year's dues	120.00		\$120.00
4020 Pool revenue			\$0.00
4021 Pool Membership Fee		28,119.00	\$28,119.00
4022 Pool Rental		350.00	\$350.00
<b>Total 4020 Pool revenue</b>		<b>28,469.00</b>	<b>\$28,469.00</b>
4025 Tennis Court Rental	870.00		\$870.00
4030 Ad Newsletter	25.00		\$25.00
4040 Donations	1,532.00	75.00	\$1,607.00
4043 Misc.	360.00		\$360.00
<b>Total 4040 Donations</b>	<b>1,892.00</b>	<b>75.00</b>	<b>\$1,967.00</b>
<b>Total Income</b>	<b>\$28,365.00</b>	<b>\$28,544.00</b>	<b>\$56,909.00</b>
<b>GROSS PROFIT</b>	<b>\$28,365.00</b>	<b>\$28,544.00</b>	<b>\$56,909.00</b>
<b>Expenses</b>			
1990 Suspense	13.59		\$13.59
5010 Neighborhood Activities			\$0.00
5011 Board Meeting Expenses	346.50		\$346.50
5015 July 4th	457.14		\$457.14
5017 Welcome Wagon	160.00		\$160.00
<b>Total 5010 Neighborhood Activities</b>	<b>963.64</b>		<b>\$963.64</b>
5020 Communications			\$0.00
5021 Newsletter	768.69		\$768.69
<b>Total 5020 Communications</b>	<b>768.69</b>		<b>\$768.69</b>
5030 Park Expenses	1,176.65		\$1,176.65
5101 Pool attendants		3,180.00	\$3,180.00
5210 Repairs & Maintenance	1,043.54	1,349.30	\$2,392.84
5221 Cleaning		11,538.08	\$11,538.08
5230 Supplies	34.53	620.57	\$655.10
5240 Landscaping	2,447.45		\$2,447.45
5570 Security		575.89	\$575.89
5572 Portable toilet	864.80		\$864.80
5680 Outside Organization Dues	175.00		\$175.00
5710 Insurance	4,100.00	4,106.00	\$8,206.00
5740 Postage and Delivery	11.00		\$11.00
5750 Office Supplies	168.65		\$168.65
5770 Utilities	1,088.49		\$1,088.49
5760 Telephone		629.04	\$629.04
5771 Electric		1,559.33	\$1,559.33
5773 Water		472.38	\$472.38
<b>Total 5770 Utilities</b>	<b>1,088.49</b>	<b>2,660.75</b>	<b>\$3,749.24</b>
5811 PayPal fees	979.64		\$979.64
5951 Permit	167.89		\$167.89
<b>Total Expenses</b>	<b>\$14,003.56</b>	<b>\$24,030.59</b>	<b>\$38,034.15</b>
<b>NET OPERATING INCOME</b>	<b>\$14,361.44</b>	<b>\$4,513.41</b>	<b>\$18,874.85</b>
<b>NET INCOME</b>	<b>\$14,361.44</b>	<b>\$4,513.41</b>	<b>\$18,874.85</b>

# 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
<b>Income</b>												
4010 Annual Dues	25,458.00	26,500.00	-1,042.00	96.07 %					\$25,458.00	\$26,500.00	-\$1,042.00	96.07 %
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					28,119.00	24,000.00	4,119.00	117.16 %	\$28,119.00	\$24,000.00	\$4,119.00	117.16 %
4022 Pool Rental					350.00	4,000.00	-3,650.00	8.75 %	\$350.00	\$4,000.00	-\$3,650.00	8.75 %
<b>Total 4020 Pool revenue</b>					<b>28,469.00</b>	<b>28,000.00</b>	<b>469.00</b>	<b>101.68 %</b>	<b>\$28,469.00</b>	<b>\$28,000.00</b>	<b>\$469.00</b>	<b>101.68 %</b>
4025 Tennis Court Rental	870.00		870.00						\$870.00	\$0.00	\$870.00	0.00 %
4030 Ad Newsletter	25.00	300.00	-275.00	8.33 %					\$25.00	\$300.00	-\$275.00	8.33 %
4031 Vendor fees - Craft Fair		300.00	-300.00						\$0.00	\$300.00	-\$300.00	0.00 %
4040 Donations	1,532.00	2,000.00	-468.00	76.60 %	75.00	75.00	75.00		\$1,607.00	\$2,000.00	-\$393.00	80.35 %
4043 Misc.	360.00		360.00						\$360.00	\$0.00	\$360.00	0.00 %
<b>Total 4040 Donations</b>	<b>1,892.00</b>	<b>2,000.00</b>	<b>-108.00</b>	<b>94.60 %</b>	<b>75.00</b>	<b>75.00</b>	<b>75.00</b>		<b>\$1,967.00</b>	<b>\$2,000.00</b>	<b>-\$33.00</b>	<b>98.35 %</b>
<b>Total Income</b>	<b>\$28,365.00</b>	<b>\$29,100.00</b>	<b>-\$735.00</b>	<b>97.47 %</b>	<b>\$28,544.00</b>	<b>\$28,000.00</b>	<b>\$544.00</b>	<b>101.94 %</b>	<b>\$56,909.00</b>	<b>\$57,100.00</b>	<b>-\$191.00</b>	<b>99.67 %</b>
<b>GROSS PROFIT</b>	<b>\$28,365.00</b>	<b>\$29,100.00</b>	<b>-\$735.00</b>	<b>97.47 %</b>	<b>\$28,544.00</b>	<b>\$28,000.00</b>	<b>\$544.00</b>	<b>101.94 %</b>	<b>\$56,909.00</b>	<b>\$57,100.00</b>	<b>-\$191.00</b>	<b>99.67 %</b>
<b>Expenses</b>												
1990 Suspense	13.59		13.59						\$13.59	\$0.00	\$13.59	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	457.14		457.14						\$457.14	\$0.00	\$457.14	0.00 %
5017 Welcome Wagon	160.00		160.00						\$160.00	\$0.00	\$160.00	0.00 %
<b>Total 5010 Neighborhood Activities</b>	<b>963.64</b>	<b>6,000.00</b>	<b>-5,036.36</b>	<b>16.06 %</b>	<b>150.00</b>	<b>150.00</b>	<b>-150.00</b>		<b>\$963.64</b>	<b>\$6,150.00</b>	<b>-\$5,186.36</b>	<b>15.67 %</b>
5020 Communications		2,000.00	-2,000.00						\$0.00	\$2,000.00	-\$2,000.00	0.00 %
5021 Newsletter	768.69		768.69						\$768.69	\$0.00	\$768.69	0.00 %
<b>Total 5020 Communications</b>	<b>768.69</b>	<b>2,000.00</b>	<b>-1,231.31</b>	<b>38.43 %</b>					<b>\$768.69</b>	<b>\$2,000.00</b>	<b>-\$1,231.31</b>	<b>38.43 %</b>
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					3,180.00		3,180.00		\$3,180.00	\$0.00	\$3,180.00	0.00 %
5200 Improvements		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					11,538.08	7,000.00	4,538.08	164.83 %	\$11,538.08	\$7,000.00	\$4,538.08	164.83 %
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	2,447.45	5,500.00	-3,052.55	44.50 %					\$2,447.45	\$5,500.00	-\$3,052.55	44.50 %
5570 Security					575.89	350.00	225.89	164.54 %	\$575.89	\$350.00	\$225.89	164.54 %
5572 Portable toilet	864.80		864.80						\$864.80	\$0.00	\$864.80	0.00 %
5680 Outside Organization Dues	175.00	50.00	125.00	350.00 %					\$175.00	\$50.00	\$125.00	350.00 %
5710 Insurance	4,100.00	3,100.00	1,000.00	132.26 %	4,106.00	3,100.00	1,006.00	132.45 %	\$8,206.00	\$6,200.00	\$2,006.00	132.35 %
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 %					\$168.65	\$150.00	\$18.65	112.43 %
5770 Utilities	1,088.49	2,500.00	-1,411.51	43.54 %	629.04	4,500.00	-4,500.00		\$1,088.49	\$7,000.00	-\$5,911.51	15.55 %
5760 Telephone									\$0.00	\$0.00	\$0.00	0.00 %
5771 Electric					1,559.33		1,559.33		\$629.04	\$0.00	\$629.04	0.00 %
5773 Water					472.38		472.38		\$1,559.33	\$0.00	\$1,559.33	0.00 %
<b>Total 5770 Utilities</b>	<b>1,088.49</b>	<b>2,500.00</b>	<b>-1,411.51</b>	<b>43.54 %</b>	<b>2,660.75</b>	<b>4,500.00</b>	<b>-1,839.25</b>	<b>59.13 %</b>	<b>\$3,749.24</b>	<b>\$7,000.00</b>	<b>-\$3,250.76</b>	<b>53.56 %</b>
5810 Bank Fee		750.00	-750.00						\$0.00	\$750.00	-\$750.00	0.00 %
5811 PayPal fees	979.64		979.64						\$979.64	\$0.00	\$979.64	0.00 %
5940 Taxes									\$0.00	\$0.00	\$0.00	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
5943 Property taxes		60.00	-60.00			400.00	-400.00		\$0.00	\$460.00	\$ -460.00	0.00%
<b>Total 5940 Taxes</b>		<b>60.00</b>	<b>-60.00</b>			<b>400.00</b>	<b>-400.00</b>		<b>\$0.00</b>	<b>\$460.00</b>	<b>\$ -460.00</b>	<b>0.00%</b>
5951 Permit	167.89		167.89		190.00		-190.00		\$167.89	\$190.00	\$ -22.11	88.36 %
<b>Total Expenses</b>	<b>\$14,003.56</b>	<b>\$25,610.00</b>	<b>\$ -11,606.44</b>	<b>54.68 %</b>	<b>\$24,030.59</b>	<b>\$27,830.00</b>	<b>\$ -3,799.41</b>	<b>86.35 %</b>	<b>\$38,034.15</b>	<b>\$53,440.00</b>	<b>\$ -15,405.85</b>	<b>71.17 %</b>
<b>NET OPERATING INCOME</b>	<b>\$14,361.44</b>	<b>\$3,490.00</b>	<b>\$10,871.44</b>	<b>411.50 %</b>	<b>\$4,513.41</b>	<b>\$170.00</b>	<b>\$4,343.41</b>	<b>2,654.95 %</b>	<b>\$18,874.85</b>	<b>\$3,660.00</b>	<b>\$15,214.85</b>	<b>515.71 %</b>
<b>NET INCOME</b>	<b>\$14,361.44</b>	<b>\$3,490.00</b>	<b>\$10,871.44</b>	<b>411.50 %</b>	<b>\$4,513.41</b>	<b>\$170.00</b>	<b>\$4,343.41</b>	<b>2,654.95 %</b>	<b>\$18,874.85</b>	<b>\$3,660.00</b>	<b>\$15,214.85</b>	<b>515.71 %</b>