

Granada HOA Board Meeting Minutes

June 21, 2021

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

Board members in attendance included Eric Brown, Scott Budd, Lisa Cmerick, Linda Garner, Jen Martin, Ryan Mikulenka, Roy Ribelin and Mary Woodruff. Also attending were. Not in attendance were Sara Headden, Samantha Hooten and Erica Lindy (pool director).

Approval of Minutes

- MOTION TO APPROVE the minutes of the HOA Board Meeting held on May 24, 2021 was made by Ryan Mikulenka, seconded by Jen Martin and unanimously approved.

July 3rd/4th Event Planning

- 5-K Fun Run will begin at 9:00 AM ... participants to meet at the park.
- Parade begins at 10:00 AM from 7866 El Dorado Dr (wildflower lot/Still Waters rear entrance).
- A registration tent will be set up for parade entrants at 9:30 AM. Jen Martin will provide a pop-up canopy and the HOA will provide water.
- Parade route will travel west down El Dorado thru the intersection @ El Rey and past the park; right on La Fauna Path; right on Espanola and ending back at the park at El Rey. The parade route is approximately 1.2 miles and anyone who chooses can exit the parade at the park. The HOA will provide water for parade participants at the corner of El Dorado and El Rey (Ryan Mikulenka).
- This event has been confirmed with the Oak Hill Fire Department ... J.J. Wittig, 512-288-5534 x214, 512-569-8380, jwittig@oakhillfire.org.
- Eric Brown has arranged for an ice cream truck ... Good Times Austin - <http://goodtimesaustin.com>... to be at the park from 11:00-12:30 to hand out frozen treats. The HOA will cover this expense (\$150 for the event plus \$2.00 per treat "sold"); a donation/tip jar will be available, and those funds will offset the vendor's billing to the HOA.
- Jen Martin has arranged for a BBQ truck to be at the park for lunch that day ... Wanderlust BBQ - <https://m.facebook.com/wanderlustbbqatx/>. A full meal would be approximately \$20 per person but there will be less expensive options available as well as kid meals. The vendor requires a minimum of \$1,000 in food sales; Jen has generously volunteered to cover any amount not met by food sales.
- Jen Martin has arranged for a donation of canned alcoholic beverages ... Ranch Rider Spirits - <https://www.ranchriderspirits.com/homepage> ... these drinks will be available at the HOA table.
- Homegrown Lawns to be asked to mow/clean up the park area just prior to July 3rd.
- There is a box in the HOA storage closet at the pool with registration numbers and award medals.
- There will be an "open swim" opportunity for residents on Saturday, July 3rd only.
- The HOA will set up a table for HOA dues, new pool memberships as well as the opportunity for existing members to complete their pool agreement. Scott Budd will provide a HOA sign for the table.

- Promoting this event needs to start soon. It is our understanding that Sara Headden will be out of town this upcoming weekend and may not be able to support this event.

HOA and Pool Membership (Mary Woodruff)

- HOA and Pool Membership report as of 6/21/2021 presented and attached for reference.
- Discussion regarding the receipt of signed pool agreements. Continued discussion of ways to improve the membership sign-up process ... utilize Sign-Up tool prevent members from reserving pool times if agreement not on record, add a check box to pool membership application that member assumes all responsibilities/liability.
- Request Erica Lindy to notify all members who have not provided a signed copy of the pool membership agreement advising that they will no longer be allowed access to the pool until their agreement has been received. Mary Woodruff to provide an updated membership list.
- The board agrees with Erica Lindy's proposal to limit reservations to the pool to a maximum of 10 families. This is for pool management control and visibility to who is using the pool at a specific time and not COVID related. The website should be updated to reflect this position.
- The issues with the pool gate have been repaired and it is currently working.
- The City of Austin recently inspected the pool and identified one issue that needed remediation. Finding: climbable structure – tree on side of pool can be climbed to access pool area. Homegrown Lawns to be notified to remove tree.

Treasurer Report

- Balance Sheet and Profit and Loss reports as of 6/21/21 presented and attached for reference.
- Lisa Cmerick explained that there are two bank accounts ... one for the HOA and one for the pool. The balance in the pool account is kept to a minimum as the bank cards are tied to that account and funds are transferred as needed. This is used as a control to protect unauthorized access to the entire balance.
- Lisa Cmerick to provide the board with a review and YTD comparison of the 2020 budget at the next monthly meeting. Ryan Mikulenska will make arrangements to meet with Eric Brown and Bill Schiller at Bank of America to execute new signature cards. They will also discuss with the bank our need to update debit/credit cards to their current authorized user as well as an online payment method for paying pool attendants.
- The Paypal account also needs to be updated to remove Leslie Pearson as the account owner.
- Discussion regarding need for additional mailbox keys; Mary Woodruff will have a key made for Linda Garner and a spare for safekeeping.
- Lisa Cmerick will explore the capabilities of our QuickBooks service to replace the existing Excel membership tracking worksheet.

Tennis Court

- David Sherby has stepped down as the Tennis Court Coordinator and the HOA appreciates his efforts to serve the community. His tasks have been transitioned to Ryan Mikulenska for the interim.
- A replacement coordinator is needed and it was discussed reaching out to current tennis court users.
- David Sherby provided proposals for maintenance and repairs as well as for a total resurfacing of the courts. This decision to be considered after a new tennis coordinator can provide input.
- Ryan Mikulenska has not received a response from AWS regarding using of the tennis courts for summer camps.

GH Online Presence

Online Shop

- Ryan Mikulenka presented a Granada Hills online shop option where individuals can purchase GH promotional items. There is no cost to the HOA for this service and no additional bookkeeping if items are sold at cost. Eric Brown also has experience and contacts with local screen printers.
- There was a conversation regarding how to utilize this option for the benefit of the HOA and it was decided (1) to roll this effort into the kick-off of our fall capital campaign for a new front entrance and (2) as a fundraiser at the craft market.
- Granada Hills stickers will be ordered to hand out to participants at the July 4th parade.

Social Media

- Mary Woodruff advised that there is a Granada Hills Pool Facebook group that is currently being managed by Jamie Cassaday. She is currently working with Jamie to obtain administrative rights.
- Scott Budd volunteered Gina Budd to assist with updating the Facebook group once administrative rights are available.

El Rey Radar feedback sign

- Travis County TNR has requested additional information for the radar sign application and Scott Budd will provide Eric Brown with an updated exhibit to submit.

Other Business

- Ryan Mikulenka and Scott Budd to meet with Homegrown Lawns to better define their scope of services.
- Ryan Mikulenka has solicited two (2) reserve study proposals to study the life of the neighborhood and assess future financial needs to support their findings.
- The capital campaign for a new Granada Hills entrance is planned for the fall of 2021. It is anticipated at this time that it will be 4 years before the Oak Hill Parkway project reaches that point. Ryan Mikulenka, Scott Budd and Eric Brown to meet with Bryan Pudder regarding proposed designs.
- Ryan Mikulenka has received a few complaints regarding the portable toilet. Scott Budd will look into additional fencing options.

Adjourned

Meeting was adjourned at 9:43 PM
Minutes prepared by Mary Woodruff



Mary Woodruff, Secretary



Date of Approval

Granada Hills Homeowner's Association Monthly Board Meeting

Date: June 21st, 2021
Time: 7:00 p.m.
Location: Home of Lisa Cmerek – 7914 El Dorado Drive

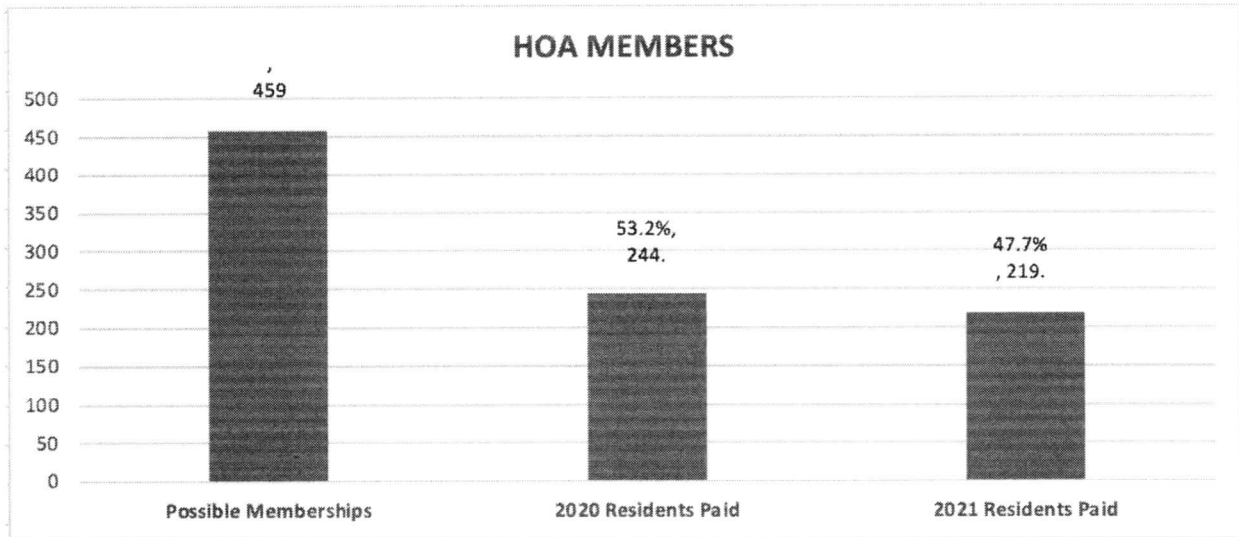
AGENDA

Call to Order:

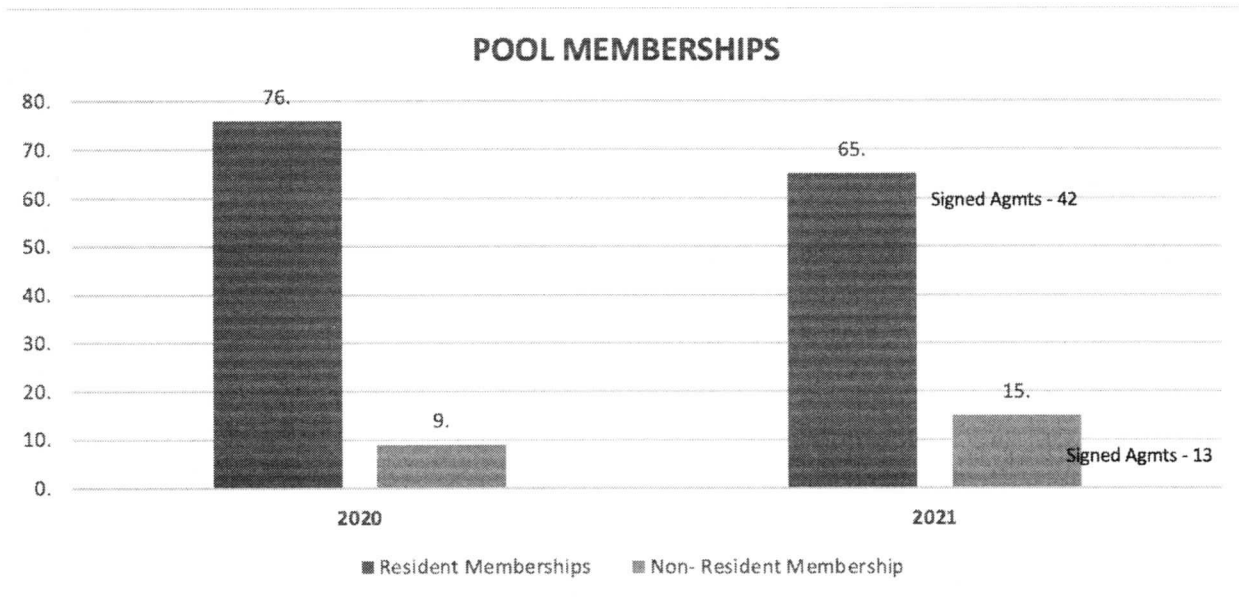
Approval of Minutes – May 24th, 2021
July 3rd/4th Event Planning
HOA and Pool Membership Report
Treasurer's Report
Tennis Court
GH Online Presence
Other Business

Adjourn:

HOA and Pool Membership Report June 21, 2021



| HOA Memberships | 2020 | 2021 |
|-----------------|-------------|-------------|
| Income | \$27,032.00 | \$24,336.00 |



| Pool Memberships | 2020 | 2021 |
|---------------------|----------|----------|
| Resident Income | \$21,310 | \$19,900 |
| Non-Resident Income | \$3,420 | \$5,650 |

Granada Hills Home Owners Association

Balance Sheet

As of June 21, 2021

| | TOTAL | | |
|--------------------------------------|--------------------|-------------------------|--------------------|
| | AS OF JUN 21, 2021 | AS OF DEC 31, 2020 (PP) | CHANGE |
| ASSETS | | | |
| Current Assets | | | |
| Bank Accounts | | | |
| 1000 Association Cash Balance | 53,710.58 | 38,445.16 | 15,265.42 |
| 1001 Pool Cash Balance | 4,307.84 | -2,635.52 | 6,943.36 |
| Total Bank Accounts | \$58,018.42 | \$35,809.64 | \$22,208.78 |
| 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 | \$58,742.42 | \$36,533.64 | \$22,208.78 |
| 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 |
| Total Association | 14,976.68 | 14,976.68 | 0.00 |
| Pool | | | |
| 1530 Pool Assets | | | |
| 1630 Accumulated depreciation - pool | 135,767.00 | 135,767.00 | 0.00 |
| Total Pool | 8,838.00 | 8,838.00 | 0.00 |
| Total Fixed Assets | \$36,435.68 | \$36,435.68 | \$0.00 |
| TOTAL ASSETS | \$95,178.10 | \$72,969.32 | \$22,208.78 |
| LIABILITIES AND EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2010 Accounts Payable | 0.28 | 0.28 | 0.00 |
| Total Accounts Payable | \$0.28 | \$0.28 | \$0.00 |
| Total Current Liabilities | \$0.28 | \$0.28 | \$0.00 |
| Total Liabilities | \$0.28 | \$0.28 | \$0.00 |
| Equity | \$95,177.82 | \$72,969.04 | \$22,208.78 |
| TOTAL LIABILITIES AND EQUITY | \$95,178.10 | \$72,969.32 | \$22,208.78 |

Granada Hills Home Owners Association

Profit and Loss

January 1 - June 21, 2021

| | ASSOCIATION | POOL | TOTAL |
|---|--------------------|--------------------|--------------------|
| Income | | | |
| 4010 Annual Dues | 24,762.00 | | \$24,762.00 |
| 4011 Next year's dues | 120.00 | | \$120.00 |
| 4020 Pool revenue | | | \$0.00 |
| 4021 Pool Membership Fee | | 24,259.00 | \$24,259.00 |
| Total 4020 Pool revenue | | 24,259.00 | \$24,259.00 |
| 4025 Tennis Court Rental | 750.00 | | \$750.00 |
| 4030 Ad Newsletter | 25.00 | | \$25.00 |
| 4040 Donations | 1,532.00 | 75.00 | \$1,607.00 |
| 4043 Misc. | 360.00 | | \$360.00 |
| Total 4040 Donations | 1,892.00 | 75.00 | \$1,967.00 |
| Total Income | \$27,549.00 | \$24,334.00 | \$51,883.00 |
| GROSS PROFIT | \$27,549.00 | \$24,334.00 | \$51,883.00 |
| Expenses | | | |
| 5010 Neighborhood Activities | | | \$0.00 |
| 5011 Board Meeting Expenses | 346.50 | | \$346.50 |
| 5017 Welcome Wagon | 160.00 | | \$160.00 |
| Total 5010 Neighborhood Activities | 506.50 | | \$506.50 |
| 5020 Communications | | | \$0.00 |
| 5021 Newsletter | 768.69 | | \$768.69 |
| Total 5020 Communications | 768.69 | | \$768.69 |
| 5030 Park Expenses | 1,176.65 | | \$1,176.65 |
| 5210 Repairs & Maintenance | 1,043.54 | 1,264.30 | \$2,307.84 |
| 5220 Subcontracted services | | 2,280.00 | \$2,280.00 |
| 5221 Cleaning | | 7,132.29 | \$7,132.29 |
| 5230 Supplies | 34.53 | 620.57 | \$655.10 |
| 5240 Landscaping | 2,447.45 | | \$2,447.45 |
| 5570 Security | | 155.88 | \$155.88 |
| 5680 Outside Organization Dues | 175.00 | | \$175.00 |
| 5710 Insurance | 4,106.00 | 4,106.00 | \$8,212.00 |
| 5740 Postage and Delivery | 11.00 | | \$11.00 |
| 5750 Office Supplies | 168.65 | | \$168.65 |
| 5770 Utilities | 789.69 | | \$789.69 |
| 5760 Telephone | | 391.49 | \$391.49 |
| 5771 Electric | | 1,126.39 | \$1,126.39 |
| 5773 Water | | 313.72 | \$313.72 |
| Total 5770 Utilities | 789.69 | 1,831.60 | \$2,621.29 |
| 5811 PayPal fees | 887.99 | | \$887.99 |
| 5951 Permit | 167.89 | | \$167.89 |
| Total Expenses | \$12,283.58 | \$17,390.64 | \$29,674.22 |
| NET OPERATING INCOME | \$15,265.42 | \$6,943.36 | \$22,208.78 |
| NET INCOME | \$15,265.42 | \$6,943.36 | \$22,208.78 |