

Granada HOA Board Meeting Minutes

DRAFT

November 20, 2023

In-person meeting was held at the home of Scott Budd, 9014 El Rey Dr, Austin, TX and was called to order at 7:12 PM.

Board members in attendance were Scott Budd, Lisa Cmerek, Linda Garner, Jen Martin, Ryan Mikulenka and Mary Woodruff; Sara Headden and Roy Ribelin were not present. John Serrao, a resident guest was in attendance.

Approval of Meeting Minutes

- MOTION TO APPROVE the minutes of the HOA Board Meetings that were held 10/16/2023 was made by Ryan Mikulenka, seconded by Lisa Cmerek and unanimously approved.

Website Project

- John Serrao proposed the option of using a no-code version of Stripe. This would allow us to utilize their payment forms to create a HOA product page which when an item was selected would pass the resident to Stripe for payment processing.
- The new website will have a Contact Us page for all questions to the board. Based on the type of question/subject line, the request would be routed to the appropriate board member(s) for a response. Any reference to a @granadahillshoa.org email will be removed. We will, however, continue to maintain those email address for an interim period.
- The use and/or configuration of signup.com needs to be further reviewed.
- Nicolle Ramia has agreed to provide photos of the neighborhood for a photo gallery on the new website.
- Lisa Cmerek and Linda Garner are agreement to transition our payment services currently set up with Paypal to Stripe. Mary Woodruff will set up a Stripe account using admin@granadahillshoa.org and provide John Serrao with that login information.
- DocuSign for pool membership agreements will be looked at as we approach 2024 pool season.
- Sara Headden and Mary Woodruff are working on a centralized document repository for all HOA documentation in a new Google Workspace. Each board member was asked to provide a list of folders that they would like added for their HOA documents.

Resident Comments

- Tennis court light issue recently reported Linda Wendland has been repaired.
- Tommy Beard has volunteered to set up and run movie nights at the park or pool.

Financials

- The following financial reports were provided by Lisa Cmerek. Copies are attached hereto for reference.
 - Balance Sheet as of 11/20/2023
 - Profit and Loss 01/01/2023 – 11/20/2023
- Discussion regarding end of year spend to minimize taxable income.
- Lisa Cmerek will provide the board with updated financials in mid-December to determine which projects should go forward in 2023.

Membership

- No changes in the HOA membership since the last board meeting on 10/16/23.
- Welcome Wagon update provided by Mary Woodruff. A list of real estate transactions dating back to 2021 was presented and these will be the new residents that we visit. Two cases of wine have been donated by Williams Chris for Welcome Wagon gift bags and also, Siete has donated a dozen bags of chips. The New Resident Guidebook is near completion. Once we can update the guide with links to the new website, it will be sent for print. At that point we can move forward with visiting new residents.

2023 Events

- Trunk or Treat – Saturday, October 28th at 4:30 pm. The event was well attended and a success.
- Craft Fair – Saturday, December 2nd, 12:00 – 4:00. Sara Headden is coordinating the event. Ryan Mikeulena will purchase drinks for the event and Linda Garner will purchase snacks and cocoa mix.
- Holiday in the Park – Sunday, December 9th, 4:30-5:30 for pictures with Santa and residents will be asked to be an appetizer to share. Mary Woodruff is coordinating this event, Mark Smith will be Santa again, Paul Woodruff will take photos and Nicolle Ramia will print photos. Nicolle will be reimbursed for any expense she incurs.

Park

- Scott Budd reports that all is good in the park. There is not a lot to do at the park this time of year. Next park workday will be in March 2024.

Pool

- Some new pool furniture will need to be replaced in 2024; all new umbrellas and some chairs.

Tennis Court

- An increase to \$350 for non-resident tennis players in 2024 was discussed at the board meeting in October. After further discussion, that amount is being reconsidered. The board would like input from Gina Budd regarding usage by residents vs non-residents prior to making a final decision.

Communications

- December 2023 will be the last newsletter published and distributed to all residents until someone volunteers to take on that task.
- Sara Headden will continue sending out a monthly email update to current HOA members only.

Annual Homeowners Meeting

- The annual homeowners meeting is scheduled at Still Waters on Sunday, January 28th @ 1:30.
- The financial presentation will consist of an overview of how the HOA manages expenses related to general membership, the pool and tennis court.
- Scott Budd will reach out to the Oak Hill Parkway community liaison and invite them to attend the meeting.
- Refreshments including cookies and drinks will be provided. There will be door prizes for residents in attendance.
- The By-Laws require that members be given a minimum of two-week notice of the annual meeting. The board will ask Sara Headden to see about having a post-card notification sent to all residents of Granada Hills.

Board Member Transition

- No interest from prospective board members to report.
- Volunteers to be recruited at the annual homeowners meeting.

Other Business

- Next HOA board meeting to be held on Monday, January 8, 2023 @ 7:00, location to be determined.

Adjourned

Meeting was adjourned at 9:00 PM

Minutes prepared by Mary Woodruff, Secretary



Mary Woodruff, Secretary

1/8/2024

Date of Approval

Granada Hills HOA

Monthly Board Meeting Agenda – November 2023

11.20.2023 – 7:00 PM – @ Scott and Gina Budd's House

Call to Order

Approval of Meeting Minutes

Website

Resident Comments

Financials

Membership Update

2023 Events

- Trunk or Treat – 10/28/2023 - Recap

- Holiday Craft Fair – 12/2/2023

- Other Holiday Event

Park

Pool

Tennis Court

- Court Dues 2024

Communications

Annual Meeting – January 28th – 1:30 – Still Waters

Board Member Transition

Other Business:

Granada Hills Home Owners Association

Comparative Profit and Loss

January 1 - November 20, 2023

	ASSOCIATION		POOL		TOTAL	
	JAN 1 - NOV 20, 2023	JAN 1 - NOV 20, 2022 (PY)	JAN 1 - NOV 20, 2023	JAN 1 - NOV 20, 2022 (PY)	JAN 1 - NOV 20, 2023	JAN 1 - NOV 20, 2022 (PY)
Income						
4010 Annual Dues	35,185.00	35,532.00			\$35,185.00	\$35,532.00
4020 Pool revenue			30,560.00	37,315.00	\$30,560.00	\$37,315.00
4024 Pool refundable deposits			100.00		\$100.00	\$0.00
4025 Tennis Court Rental	1,005.00	980.00			\$1,005.00	\$980.00
4030 Ad Newsletter	655.00	200.00			\$655.00	\$200.00
4031 Vendor fees - Craft Fair	280.00				\$280.00	\$0.00
4032 Raffle Tickets	100.00				\$100.00	\$0.00
4040 Donations	1,105.00	2,030.00			\$1,105.00	\$2,030.00
4050 Merchandise Sales (Taxable)		37.71			\$0.00	\$37.71
Total Income	\$38,330.00	\$38,779.71	\$30,660.00	\$37,315.00	\$68,990.00	\$76,094.71
GROSS PROFIT	\$38,330.00	\$38,779.71	\$30,660.00	\$37,315.00	\$68,990.00	\$76,094.71
Expenses						
1990 Suspense	60.61	13.07			\$60.61	\$13.07
5010 Neighborhood Activities	2,019.92	4,214.70	129.43		\$2,149.35	\$4,214.70
5020 Communications	1,914.88	1,938.09			\$1,914.88	\$1,938.09
5030 Park Expenses	2,580.77	68.47			\$2,580.77	\$68.47
5040 Tennis Court	1,399.59	813.79			\$1,399.59	\$813.79
5052 Pool Area Maintenance	29.77		1,942.47	834.93	\$1,972.24	\$834.93
5101 Pool attendants			6,520.00	4,000.00	\$6,520.00	\$4,000.00
5210 Repairs & Maintenance	4,630.97	2,478.80			\$4,630.97	\$2,555.78
5220 Subcontracted services					\$360.00	\$360.00
5221 Cleaning & chemicals			14,963.46	15,175.75	\$14,963.46	\$15,175.75
5230 Supplies					\$0.00	\$1,033.04
5240 Landscaping	2,768.49	3,764.45			\$2,768.49	\$3,764.45
5421 Website expenses	71.45	509.68			\$71.45	\$509.68
5570 Security			29.77	711.20	\$29.77	\$711.20
5572 Portable toilet	1,950.36	1,831.31			\$1,950.36	\$1,831.31
5590 Professional fees	565.04				\$565.04	\$0.00
5680 Outside Organization Dues		200.00			\$0.00	\$200.00
5710 Insurance	3,158.51	3,035.50	3,158.49	3,041.50	\$6,317.00	\$6,077.00
5750 Office Supplies	42.64	485.02			\$42.64	\$485.02
5770 Utilities	1,709.69	1,503.67	4,503.95	4,488.43	\$6,213.64	\$5,992.10
5811 PayPal fees	1,720.91	1,705.80			\$1,720.91	\$1,705.80
5940 Taxes	175.78	0.00		26.77	\$175.78	\$26.77
5944 Licenses			309.08		\$309.08	\$0.00
Total Expenses	\$24,799.38	\$22,562.35	\$31,556.65	\$29,748.60	\$56,356.03	\$52,310.95
NET OPERATING INCOME	\$13,530.62	\$16,217.36	\$ -896.65	\$7,566.40	\$12,633.97	\$23,783.76
NET INCOME	\$13,530.62	\$16,217.36	\$ -896.65	\$7,566.40	\$12,633.97	\$23,783.76

Granada Hills Home Owners Association

Balance Sheet

As of November 20, 2023

	TOTAL		
	AS OF NOV 20, 2023	AS OF NOV 20, 2022 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Association Cash Balance	71,945.02	58,096.17	13,848.85
1001 Pool Cash Balance	2,911.59	3,566.63	-655.04
Total Bank Accounts	\$74,856.61	\$61,662.80	\$13,193.81
Other Current Assets			
1310 Prepaid sales tax	23.61	23.61	0.00
1330 Tax Pre Payments/Refunds	375.00	724.00	-349.00
Total Other Current Assets	\$398.61	\$747.61	\$ -349.00
Total Current Assets	\$75,255.22	\$62,410.41	\$12,844.81
Fixed Assets			
1590 Land	12,621.00	12,621.00	0.00
Association	7,680.68	9,713.68	-2,033.00
Pool	3,483.00	5,269.00	-1,786.00
Total Fixed Assets	\$23,784.68	\$27,603.68	\$ -3,819.00
TOTAL ASSETS	\$99,039.90	\$90,014.09	\$9,025.81
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
3900 Reserves - Association	86,405.93	66,230.33	20,175.60
Net Income	12,633.97	23,783.76	-11,149.79
Total Equity	\$99,039.90	\$90,014.09	\$9,025.81
TOTAL LIABILITIES AND EQUITY	\$99,039.90	\$90,014.09	\$9,025.81

