

Granada HOA Board Meeting Minutes

March 21, 2022

In-person meeting was held at the home of Mary Woodruff, 7928 El Dorado Dr, Austin, TX and was called to order at 7:08PM.

Board members in attendance included Scott Budd, Lisa Cmerek, Linda Garner, Sara Headden, Samantha Hooten, Jen Martin, Ryan Mikulenska, Roy Ribelin and Mary Woodruff.

Approval of Meeting Minutes

- MOTION TO APPROVE the minutes of the HOA Board Meetings held on 02/22/2022 was made by Ryan Mikulenska, seconded by Lisa Cmerek and unanimously approved.
- MOTION TO APPROVE the minutes of the Annual Granada Hills Homeowners Meetings held on 03/06/2022 was made by Linda Garner, seconded by Sara Headden and unanimously approved.
- The By-Laws amendments presented for approval at the Annual meeting were voted upon and changes were approved by the attending homeowners. A copy of the amended by-laws are made a part of these minutes and will be

Annual Meeting Recap

- The response from attending homeowners was positive.
- It was discussed that future annual meetings might be a good opportunity for a family event to encourage participation.

Financials

- The following financial reports were presented for the Board's review and discussion. Copies are attached hereto for reference.
 - Balance Sheet as of 3/21/2022
 - Profit and Loss as of 3/21/2022
 - Profit and Loss – Comparative as of 3/21/2022
- Donations will be coded as a line item/memo account to reflect specific amounts designated by the giving homeowner.

Membership

- A copy of the HOA and Pool Membership Report as of 3/21/2022 was reviewed and discussed. A copy is attached hereto for reference.
- A resident has volunteered to reach out to residents to encourage them to join the HOA; she will be provided with a list of known residents along with contact information.
- Roy Ribelin has volunteered to take the lead on a 2022 membership initiative.

Pool

- The HOA will host an open swim event on Sunday, 5/1/2022 to encourage membership. This date is contingent on purchase of new pool umbrellas and seat cushions.
- A resident has volunteered to help with planning of a Cinco de Mayo / May Day event during the open swim day.
- Action Item: Mary Woodruff will reach out to Erica Lindy regarding the status of purchasing new cushions and umbrellas.

Easter Celebration

- A resident has volunteered to coordinate an Easter egg hunt with games and crafts on Sunday, 4/10/2022 at 2:00 PM.

It's My Park Day – March 26th

- Scott Budd presented an activity agenda and plan for My Park Day. A copy is attached hereto for reference. The priority action items are (1) painting picnic tables and (2) cleaning pool bathrooms and storage areas.
- Action Items: Roy Ribelin volunteered to power wash the picnic tables prior to My Park Day. Mary Woodruff will purchase water, Gatorade and juice for volunteers. Sara Headden will publicize the event via NextDoor and Mary Woodruff will create an event for My Park Day on FaceBook.

Donations

- How to recognize HOA members who donate an additional amount was discussed and it was agreed to send a thank you note for all donations greater than \$100.

Tennis Court

- The HOA discussed exploring the possibility of using the tennis court for two Pickle Ball courts.
- Action Item: Scott Budd will solicit updated proposals for needed maintenance on the tennis courts as well as striping for pickle ball.
- Action Item: Sara Headden will include a call for a tennis court coordinator in an upcoming HOA news communication.

Oak Hill Parkway

- No update

Bulk Trash Pick Up

- A resident has volunteered to coordinate the 2022 Bulk Trash Pick-Up on Saturday, May 14, 2022.

Other Business

- Roy Ribelin presented a design for reutilizing the old Granada Hills entry sign at the southwest corner of El Rey and Espanola.
- Action Item: Scott Budd will review the plat prior to moving forward with installation
- Nominations were made for 2022 HOA board officers and following a unanimous vote, the following board members were elected.
 - President – Ryan Mikulenska
 - Vice President – Jen Martin
 - Secretary – Mary Woodruff
 - Treasurer – Linda Garner

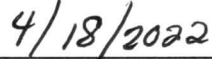
Adjourned

Meeting was adjourned at 8:55PM

Minutes prepared by Mary Woodruff, Secretary



Mary Woodruff, Secretary



Date of Approval

Granada Hills HOA
Monthly Board Meeting

Date: 3/21/2022

Location: Home of Mary Woodruff

Time: 7:00 PM

Call to Order:

Approval of Meeting Minutes

- 2/21/2022 Board Meeting
- 3/6/2022 Annual Meeting

Annual Meeting Recap

- Amended By-Laws

Financials

Membership

- Report
- Initiative

Pool

- Cinco de Mayo Swim

Easter Celebration

It's My Park Day - March 26th

Donations

- Recognition
- Reserve Accounts

Tennis Court

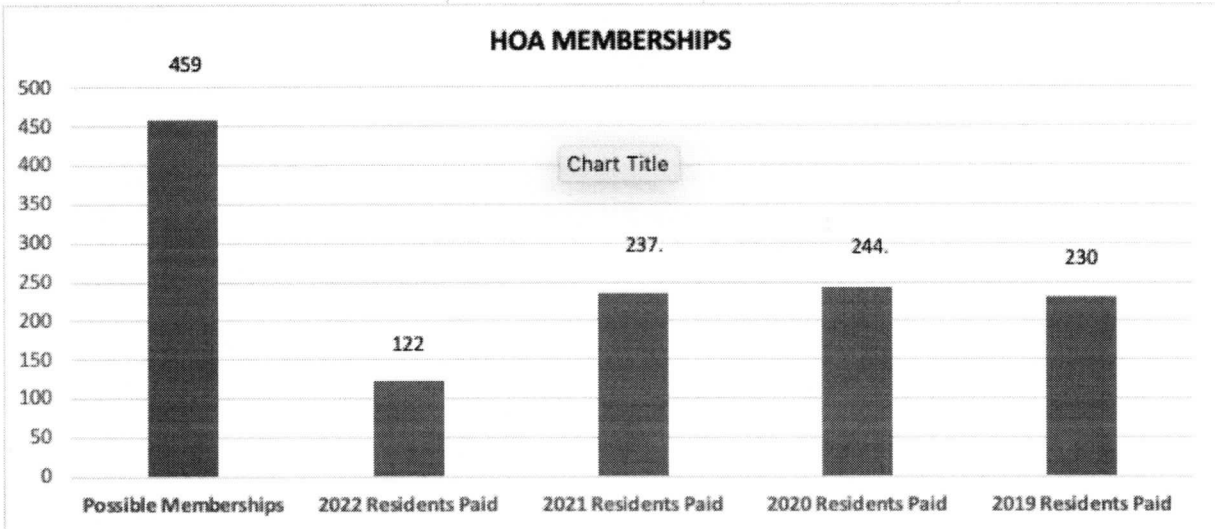
Oak Hill Parkway

Bulk Trash Pick Up

Other Business

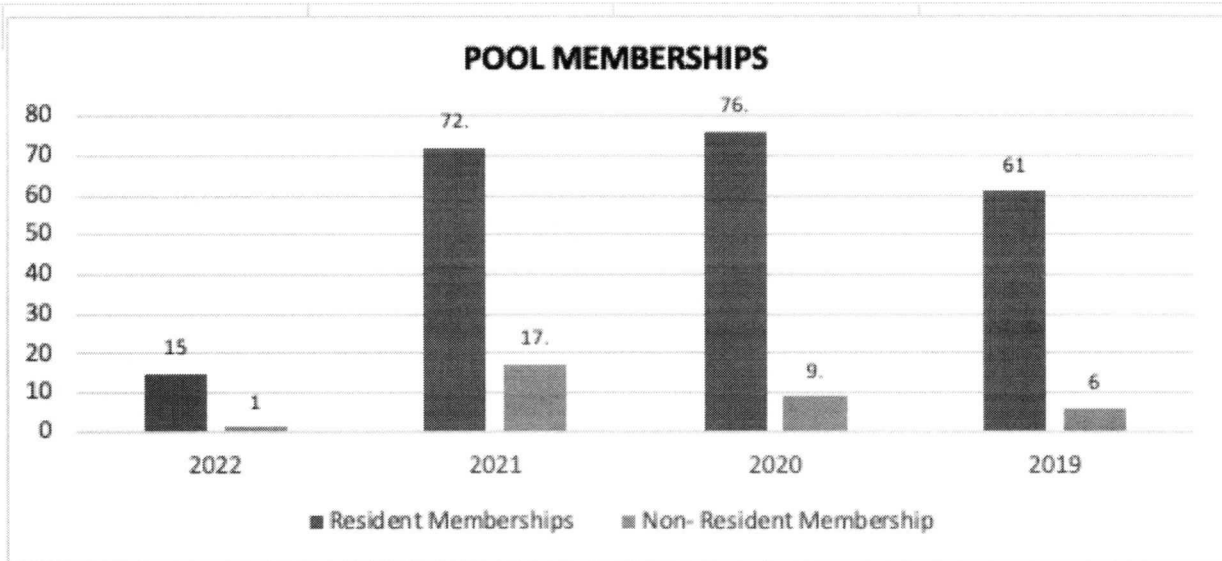
Adjourn:

HOA and Pool Membership Report March 21, 2022



2022	2021	2020	2019
\$15,060	\$26,292	\$27,032	\$25,540
\$1,733			

2022 Memberships		General	65+
2021 Rate	84	54 / 2*	30 / 10*
2022 Rate	38	16 / 1*	22 / 7*
*Donations			



2022	2021	2020	2019
\$4,655	\$21,700	\$21,310	\$17,900
\$425	\$6,010	\$3,420	\$1,985

Granada Hills Home Owners Association

Balance Sheet

As of March 21, 2022

	Total		
	As of Mar 21, 2022	As of Dec 31, 2021 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
1000 Association Cash Balance			0.00
1020 Assn Checking- BoA - *3634	49,276.18	34,902.95	14,373.23
1021 (To)From pool acct	5,824.52	8,540.08	-2,715.56
Total 1000 Association Cash Balance	\$ 55,100.70	\$ 43,443.03	\$ 11,657.67
1001 Pool Cash Balance			
1030 Pool Checking - BoA - *3777	1,394.90	2,973.80	-1,578.90
1031 (To)From Association acct	-5,824.52	-8,540.08	2,715.56
Total 1001 Pool Cash Balance	-\$ 4,429.62	-\$ 5,566.28	\$ 1,136.66
Total Bank Accounts	\$ 50,671.08	\$ 37,876.75	\$ 12,794.33
Other Current Assets			
1310 Prepaid sales tax	23.61	25.90	-2.29
1330 Tax Pre Payments/Refunds	724.00	724.00	0.00
Total Other Current Assets	\$ 747.61	\$ 749.90	-\$ 2.29
Total Current Assets	\$ 51,418.69	\$ 38,626.65	\$ 12,792.04
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	-105,133.00	-105,133.00	0.00
Total Association	\$ 9,713.68	\$ 9,713.68	\$ 0.00
Pool			
1530 Pool Assets	161,150.00	161,150.00	0.00
1630 Accumulated depreciation - pool	-155,881.00	-155,881.00	0.00
Total Pool	\$ 5,269.00	\$ 5,269.00	\$ 0.00
Total Fixed Assets	\$ 27,603.68	\$ 27,603.68	\$ 0.00
TOTAL ASSETS	\$ 79,022.37	\$ 66,230.33	\$ 12,792.04
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Texas State Comptroller Payable	55.17	52.88	2.29
Tax paid on resale items	-55.17	-52.88	-2.29
Total Texas State Comptroller Payable	\$ 0.00	\$ 0.00	\$ 0.00
Total Other Current Liabilities	\$ 0.00	\$ 0.00	\$ 0.00
Total Current Liabilities	\$ 0.00	\$ 0.00	\$ 0.00
Total Liabilities	\$ 0.00	\$ 0.00	\$ 0.00
Equity			
3900 Reserves - Association	66,501.71	64,379.72	2,121.99
3910 Reserves - Pool	-271.38	-271.38	0.00
3920 Allocate Current Net Income	0.00	2,121.99	-2,121.99
Net Income	12,792.04		12,792.04
Total Equity	\$ 79,022.37	\$ 66,230.33	\$ 12,792.04
TOTAL LIABILITIES AND EQUITY	\$ 79,022.37	\$ 66,230.33	\$ 12,792.04

Granada Hills Home Owners Association
Profit and Loss
January 1 - March 21, 2022

	Association	Pool	TOTAL
Income			
4010 Annual Dues	12,936.00		12,936.00
4020 Pool revenue			0.00
4021 Pool Membership Fee		4,675.00	4,675.00
Total 4020 Pool revenue	\$ 0.00	\$ 4,675.00	\$ 4,675.00
4030 Ad Newsletter	200.00		200.00
4040 Donations	1,223.00		1,223.00
4044 New Entrance Sign	298.00		298.00
Total 4040 Donations	\$ 1,521.00	\$ 0.00	\$ 1,521.00
4050 Merchandise Sales (Taxable)	37.71		37.71
Total Income	\$ 14,694.71	\$ 4,675.00	\$ 19,369.71
Gross Profit	\$ 14,694.71	\$ 4,675.00	\$ 19,369.71
Expenses			
5010 Neighborhood Activities	123.00		123.00
5011 Board Meeting Expenses	222.26		222.26
5019 Other	133.44		133.44
Total 5010 Neighborhood Activities	\$ 478.70	\$ 0.00	\$ 478.70
5020 Communications			0.00
5021 Newsletter	251.41		251.41
Total 5020 Communications	\$ 251.41	\$ 0.00	\$ 251.41
5101 Pool attendants		300.00	300.00
5220 Subcontracted services	300.00		300.00
5221 Cleaning		1,526.06	1,526.06
5240 Landscaping	668.44		668.44
5570 Security		129.90	129.90
5572 Portable toilet	416.16		416.16
5680 Outside Organization Dues	200.00		200.00
5770 Utilities			0.00
5760 Telephone		157.04	157.04
5771 Electric	270.86	577.10	847.96
5773 Water	48.00	455.53	503.53
Total 5770 Utilities	\$ 318.86	\$ 1,189.67	\$ 1,508.53
5811 PayPal fees	354.45		354.45
5940 Taxes			0.00
5943 Property taxes	49.02	395.00	444.02
Total 5940 Taxes	\$ 49.02	\$ 395.00	\$ 444.02
Total Expenses	\$ 3,037.04	\$ 3,540.63	\$ 6,577.67
Net Operating Income	\$ 11,657.67	\$ 1,134.37	\$ 12,792.04
Net Income	\$ 11,657.67	\$ 1,134.37	\$ 12,792.04

Granada Hills Home Owners Association
Profit and Loss - Comparative
January 1 - March 21, 2022

	Association		Pool		TOTAL	
	Jan 1 - Mar		Jan 1 - Mar		Jan 1 - Mar	
	Jan 1 - Mar 21, 2022	21, 2021 (PY)	Jan 1 - Mar 21, 2022	21, 2021 (PY)	Jan 1 - Mar 21, 2022	21, 2021 (PY)
Income						
4010 Annual Dues	12,936.00	17,952.00			12,936.00	17,952.00
4020 Pool revenue			4,675.00	640.00	4,675.00	640.00
4030 Ad Newsletter	200.00				200.00	0.00
4040 Donations	1,521.00	1,648.00		50.00	1,521.00	1,698.00
4050 Merchandise Sales (Taxable)	37.71				37.71	0.00
Total Income	\$ 14,694.71	\$ 19,600.00	\$ 4,675.00	\$ 690.00	\$ 19,369.71	\$ 20,290.00
Gross Profit	\$ 14,694.71	\$ 19,600.00	\$ 4,675.00	\$ 690.00	\$ 19,369.71	\$ 20,290.00
Expenses						
5010 Neighborhood Activities	478.70	506.50			478.70	506.50
5020 Communications	251.41	432.43			251.41	432.43
5030 Park Expenses		148.02			0.00	148.02
5101 Pool attendants			300.00	900.00	300.00	900.00
5210 Repairs & Maintenance		1,043.54		46.49	0.00	1,090.03
5220 Subcontracted services	300.00				300.00	0.00
5221 Cleaning			1,526.06	4,416.58	1,526.06	4,416.58
5230 Supplies		34.53		9.73	0.00	44.26
5240 Landscaping	668.44	681.98			668.44	681.98
5570 Security			129.90	77.94	129.90	77.94
5572 Portable toilet	416.16				416.16	0.00
5680 Outside Organization Dues	200.00	175.00			200.00	175.00
5710 Insurance		1,047.00		1,047.00	0.00	2,094.00
5740 Postage and Delivery		11.00			0.00	11.00
5750 Office Supplies		128.78			0.00	128.78
5770 Utilities	318.86	335.90	1,189.67	882.14	1,508.53	1,218.04
5811 PayPal fees	354.45	268.62			354.45	268.62
5940 Taxes	49.02		395.00		444.02	0.00
5951 Permit		167.89			0.00	167.89
Total Expenses	\$ 3,037.04	\$ 4,981.19	\$ 3,540.63	\$ 7,379.88	\$ 6,577.67	\$ 12,361.07
Net Operating Income	\$ 11,657.67	\$ 14,618.81	\$ 1,134.37	-\$ 6,689.88	\$ 12,792.04	\$ 7,928.93
Net Income	\$ 11,657.67	\$ 14,618.81	\$ 1,134.37	-\$ 6,689.88	\$ 12,792.04	\$ 7,928.93

Monday, Mar 21, 2022 03:29:25 PM GMT-7 - Cash Basis



IT'S MY PARK DAY ACTIVITY AGENDA & PLAN

ITEM	ACTIVITY DESCRIPTION	ADULTS	KIDS	VOLUNTEER TOOLS NEEDED	SUPPLIES BY GHOA
1	Aerate/fluff kiddie cushion mulch in playscape areas	4	4	Rakes, shovels, pitchforks.	
2	Mulch under trees at pool side.	2	4	Wheelbarrow, rakes, shovels, pitchforks.	
3	Remove drinking water barrell at heritage oak.	2		Reciprocating saw, prybar, plumbing tools.	
4	Cut back and prune bushes and rake beds - park and pool areas.	4	4	Clippers, shears, rakes.	Paper bags, gloves.
5	Paint picnic tables	8	6		All paint, tools, gloves and supplies.
6	Clean pool bathrooms and storage areas	2			All cleaning supplies.
7	Trim low lying branches as needed	2		Chain saw, pole saw.	Pruning paint.

By-Laws of the Granada Homeowners Association

ARTICLE I 'Name and Purpose'

- Sec 1.** This association shall be known as the Granada Homeowners Association¹.
- Sec 2.** This is a non-profit corporation organized and chartered for the purposes stated in the Articles of Incorporation, among which are to promote the general health, safety, welfare, and common interests of the corporation's members; to take an active interest in civic, social and aesthetic welfare of the community, to provide a forum for the full and free discussion of all matters of public and local interest, except that the corporation shall not engage directly or indirectly in supporting any candidate for public office.²

ARTICLE II 'Membership'

- Sec 1.** In conformity with the purposes of the Association, all residents of the subdivisions known as Granada Hills, Granada Estates, or Granada Oaks, Travis County, Texas, shall be eligible for membership.³
- Sec 2.** Memberships shall issue on the basis of the household as a unit, and upon qualification of a household as a member of the Association, all persons of such household shall automatically become entitled to participate in all activities of the Association, subject to Article V below. Memberships shall be limited to one per household.
- Sec 3.** Any eligible person desiring to obtain a membership for his household shall file with the Secretary of the Board of Directors of the Association an application for membership. The Secretary shall process the application and, upon payment of dues and with the advice and consent of the Board of Directors, such household shall be issued a membership for his household.
- Sec 4.** The Board of Directors at any regularly constituted meeting or at any specially called meeting, by a majority vote of those present, may terminate or suspend membership of any household where it becomes ineligible because of default of payment of dues as provided for in these by-laws.
- Sec 5.** The members, at any regularly constituted meeting or at any specially called meeting, by a majority vote of the members present and voting, may censure, suspend or expel any member for cause. The member shall be entitled to a hearing at said meeting and shall be notified of said meeting and of its purpose by letter from the President postmarked no less than fourteen (14) days prior to said meeting.

¹ Amended 2/18/1991 from 'Granada Hills Homeowners Association'.

² Amended 4/01/1974 to include portion that follows'...Articles of Incorporation, '.

³ Amended 5/6/2006 to include Granada Estates; Amended 9/14/2007 to include Granada Oaks

- Sec 6.** Any member may resign by filing his written resignation with the Secretary of the Board of Directors, but such resignation shall not relieve the member of the payment of any dues, assessments or other lawful charges theretofore accrued and unpaid.
- Sec 7.** Honorary membership may be awarded to distinguished persons who have performed outstanding services, which tend to further the purposes of the Association, and upon whomsoever the Association desires to confer this distinction and honor notwithstanding the terms of Section I hereof. The election of honorary members shall be by a majority vote at the regularly scheduled meeting of the Association membership. Honorary members cannot hold office, cannot vote, and will not be assessed dues.⁴
- Sec 8.** Membership in the Association is not transferable or assignable.

ARTICLE III 'Board of Directors and Officers'

- Sec 1.** The affairs of the Association shall be managed by its Board of Directors.
- Sec 2.** The Board of Directors shall consist of between five (5) and nine (9) directors who shall be elected for a two (2) year term, which shall begin at the January annual meeting²³ at which they are elected and shall end upon the qualification of their successors in office.^{5,6}
- Sec 3.** A quorum for the transaction of business of the Board of Directors shall be defined as a majority of the people recognized as serving on the Board at a given time. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Board of Directors. In cases where the Board desires to expedite the transaction of business electronically, the Board may vote via email over a time period not to exceed seven days on a single motion. When casting votes electronically, a majority of the active Board members is required to approve or disapprove of a motion. The result of each vote shall be recorded in the minutes of the next meeting of the Board of Directors following the vote.⁷
- Sec 4.** Any vacancy occurring in the office of director shall be filled by the President with the advice and consent of a majority of the Board of Directors. A director appointed to fill a vacancy shall serve the unexpired term of the director whom he replaces.
- Sec 5.** The President of the Association shall be a member of and elected by the Board of Directors, such election to be at the first regular meeting of the Board of Directors each calendar year. The President shall preside at all meetings of the Board of Directors, and of the Association. The President shall be an ex-officio member of all committees. The President shall serve for a term of one (1) year, which shall end upon the qualification of his successor in office.

⁴ Amended 4/01/1974 to read 'Honorary members cannot hold office, cannot vote, and will not be assessed dues'. Amended 2/03/1998 to clarify that the above statement was not intended to replace the entire article, but was intended as an addition to the existing text.

⁵ Amended 2/18/1981 to eliminate text pertinent only to the initial Board of Directors, and to change the total number of Directors from 7 to 9, with 4 to be elected at the end of odd-numbered years, and 5 to be elected at the end of even-numbered years.

⁶ Amended 5/6/2006 to allow the BOD to vary between 5 and 9 people, and removed requirement of electing half of the BOD each year.

⁷ Amended 5/6/2006. Changed the definition of a quorum from 5 people to a majority of the number of people serving on the BOD due to low BOD participation. Also, added the ability to vote by email and to record the vote results in the next meeting minutes of the BOD.

- Sec 6.** The Vice President of the Association shall be a member of and elected by the Board of Directors, such election to be at the first regular meeting of the Board of Directors each calendar year. The Vice President shall act as President in the absence of the President. The Vice President shall serve for a term of one (1) year which shall end upon the qualification of his successor in office.
- Sec 7.** The Secretary of the Association shall be a member of and elected by the Board of Directors, such election to be at the first regular meeting of the Board of Directors each calendar year. The Secretary shall keep a written record of all transactions and report the minutes of all meetings of the Board of Directors and the Association. The Secretary shall act as Vice President in the absence of the Vice President, and act as President in the absence of the President and Vice President. The Secretary shall serve for a term of one (1) year, which shall end upon the qualification of his or her successor in office. If elected to both offices by the Board of Directors, nothing herein shall prohibit the same person from serving as both the Secretary and the Treasurer at the same time.⁸
- Sec 8.** The Treasurer of the Association shall be a member of and elected by the Board of Directors, such election to be at the first regular meeting of the Board of Directors each calendar year. The Treasurer shall receive and disburse all monies and make such reports regarding the treasury as required by the President or the Board of Directors. The Treasurer shall act as Vice President in the absence of the Vice President and the Secretary, and act as President in the absence of the President, the Vice President and the Secretary. The Treasurer shall serve for a term of one (1) year, which shall end upon the qualification of his or her successor in office.⁹
- Sec 9.** No officer or member of the Association shall receive any compensation for services, except as may be provided for in these by-laws.¹⁰
- Sec 10.** There shall be no prohibition against an officer or director succeeding himself in office.¹¹

ARTICLE IV 'Election of Directors'

- Sec 1.** The election of Directors shall be held at the annual meeting of the Association, which is held in January of each calendar year.²⁴
- Sec 2.** The nominee for each office of director receiving the majority of votes of the voting membership present at the meeting shall be declared elected.

⁸ Amended 6/12/1995 to differentiate between Secretary and Treasurer's responsibilities. Whereas originally Section 7 dealt with the responsibilities of 'Secretary-Treasurer', Section 7 was amended to include only those duties of the Secretary.

⁹ Amended 6/12/1995 to include only those duties of the Treasurer.

¹⁰ Amended 6/12/1995 to change from originally Section 8 to Section 9.

¹¹ Amended 6/12/1995 to change from originally Section 9 to Section 10.

ARTICLE V 'Voting'

- Sec 1.** Members of the Association shall be entitled to one (1) vote per household on each matter submitted to a vote of the members.
- Sec 2.** Members of the Association shall be in good standing in order to vote in person or by proxy. Payment of Association Dues immediately before a meeting is allowed to meet that condition of good standing.
- Sec 3.** Members of the Association may vote in person or by proxy. All proxies shall be in writing on the completed form specified by the Secretary of the Association and filed with the Secretary of the Association before the commencement of the meeting where the proxy is to be invoked. Every proxy shall be revocable and shall automatically cease at the time and date specified on the written proxy.¹²

ARTICLE VI 'Meetings'

- Sec 1.** The membership of the Association shall meet once a year, such meeting to be held at such time and place as may be determined by the Board of Directors²⁵. A minimum of two (2) weeks advance notice will be given to the members.¹³ Such meetings shall be for the transaction of regular and any other business as may come before the meetings, and for any other business required by these by-laws or the non-profit corporation laws of the State of Texas.
- Sec 2.** Special meetings of the Association may be called either by the President, a majority of the Board of Directors, or not less than ten (10) members by written, signed petition presented to the President. Upon verification by the Secretary-Treasurer of the authenticity of the petition, the President shall post printed notice stating the purpose, place, date and time of such special meeting no less than fourteen (14) days prior to the date of such meeting, and such notice requirement is met if it is contained in any publication of the Association and such publication is mailed to each member in good standing within the period aforesaid. In case of emergency, the fourteen (14) days notice period may be waived by the concurrence of a majority of the Board of Directors. In such event, all means practicable shall be utilized to notify each member of the Association of the emergency meeting.
- Sec 3.** At any meeting of the members, a majority vote of those present and those voting by proxy shall be the act of the Association.¹⁴
- Sec 4.** The Board of Directors shall meet a minimum of four (4) times in each calendar year, such meetings to be held at such time and place as may be determined by the majority of the Board of Directors present at a regularly scheduled meeting.¹⁵

¹² Amended 5/24/2002 to allow for Members to vote in person or by proxy. The proxy can be given to an individual member in good standing or defaults to the Board of Directors. Also, added Section 2 and 3.

¹³ Amended 2/03/1998 to allow the Board of Directors to decide the time and location of member meetings, and require the members be given at least 2 weeks notice.

¹⁴ Amended 5/24/2002 to include votes by proxy with the same in attendance.

¹⁵ Amended 5/24/2002 to allow Board of Directors to meet at the four times per year.

Sec 5. Emergency or special meetings of the Board of Directors may be called by the President or by a majority of the Board of Directors. Three (3) days written notice of any such special or emergency meeting shall be required unless waived by all Directors.

ARTICLE VII 'Committees'

Sec 1. The President may appoint any committees of any number of members, as he may in his discretion deem necessary.

ARTICLE VIII 'Dues and Finances'

Sec 1. Annual dues in the amount of one hundred eighty (180) dollars per membership shall be paid to the Granada Homeowners Association.^{26,27} Annual dues for members who are currently sixty-five (65) years old or older will be in the amount of one hundred twenty (120) dollars^{16,17,18,2228} Dues will be prorated for new residents whose membership applications are approved after June 15.

Sec 2. Members of the Association shall be in good standing in order to be qualified to vote or otherwise be entitled to receive or exercise any privilege of membership, and may be suspended from membership as provided by these by-laws.¹⁹ When any Member of the Association fails to pay their dues in full before May 15th of any given year, they are in default and are not in good standing. Payment of the full Annual dues will cause the former member to be in good standing. Prorated payments are not allowed for prior members in default.

Sec 3. The fiscal year of the Association shall begin on the first day of January and end on the last day of December of each year.

Sec 4. All checks, drafts or orders for the payment of money, notes or evidence of indebtedness issued in the name of the Association, shall be signed by the officer of the Association in such manner as shall from time to time be determined by resolution of the Board of Directors.

Sec 5. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks or depositories as the Board of Directors may select.

Sec 6. No member, officer or director shall incur any expense in the name of the Association except as authorized by the Board of Directors.

¹⁶Amended 2/9/2008 to increase Annual Dues to \$96 per year.

¹⁷Amended 2/5/2006 to increase Annual Dues to \$60 per year.

¹⁸Amended 5/24/2002 to increase Annual Dues to \$48 per year.

¹⁹Amended 5/24/2002 to define membership in "good standing"

²²Amended 8/22/15 to increase Annual Dues to \$120 per year and cap at \$96 per year for members 65 years old or older.

Sec 7. The Association shall keep correct and complete books and records of account, and shall also keep minutes of the meetings of its members and the Board of Directors. In addition, a record giving the names and addresses of the membership and the Board of Directors shall be maintained. All such books and records required to be kept by the Association shall be in the possession of the Secretary or Treasurer as appropriate.²⁰

Sec 8. All officers and Directors at the expiration of their term of office shall deliver to their successors all books, papers, monies and other property of the Association in their possession.

ARTICLE IX 'Revision of By-laws'

Sec 1. These by-laws may be altered, amended or repealed, and new by-laws may be adopted by action of a majority of the members present at any regular meeting of the membership, provided that at least ten (10) days' written notice (hard copy or electronic) is given of intention to alter, amend, repeal, or to adopt new by-laws at such meeting. Such notice shall specify the changes to be proposed, using the same wording as in the proposed change(s).^{21,29}

ARTICLE X 'Rules of Order'

Sec 1. Where not in conflict with these by-laws, Roberts Rules of Order, Revised, shall be the parliamentary authority for all matters of procedure.

²⁰ Amended 2/03/1998 from 'Secretary-Treasurer'.

²¹ Amended 4/01/1974 to add 'Such notice shall specify the changes to be proposed', and amended 2/03/1998 adding '...using the same wording as in the proposed change(s)'.

²³ Amended 1/9/2020 from "...shall begin on January 1 following the semi-annual meeting..."

²⁴ Amended 1/9/2020 from "The election of Directors shall be held at the semi-annual meeting of the Association, which immediately precedes the first day of January of each calendar year."

²⁵ Amended 1/9/2020 from "The membership of the Association shall meet two (2) times a year..."

²⁶ Amended 1/9/2020 from "Annual dues in the amount of one hundred twenty (120) dollars per membership shall be payable on or before May 1 of each year to the Granada Homeowners Association."

²⁷ Amended 3/6/2022 from "Annual dues in the amount of one hundred twenty (120) dollars per membership shall be payable on or before May 1 of each year to the Granada Homeowners Association."

²⁸ Amended 3/6/2022 from "Annual dues for members who are currently sixty-five (65) years old or older will remain at ninety-six (96) dollars per year. Members who turn sixty-five (65) years old will have their dues capped at the amount they paid when turning sixty-five (65)."

²⁹ Amended 3/6/2022 from "These by-laws may be altered, amended or repealed, and new by-laws may be adopted by action of a majority of the members present at any regular meeting of the membership, provided that at least ten (10) days' written notice is given of intention to alter, amend, repeal, or to adopt new by-laws at such meeting"