

Granada HOA Board Meeting Minutes

December 27, 2021

Virtual meeting held via Microsoft Teams and was called to order at 7:10 PM.

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

The purpose of this meeting was to prepare for the annual homeowners meeting scheduled for January 23, 2022.

Proposed Annual Meeting Agenda

- Approval of Minutes
- Board Introduction
- Financials
- Emergency Preparedness
- 2021 – A Year in Review
- 2022 – HOA Goals
- Bylaw Changes/Membership Dues
- Oak Hill Parkway
- Other Business

Bylaw Changes / Membership Dues

It has been proposed that membership dues for 2022 be increased - general membership raised from \$120 to \$180 and senior membership (65 years of age) \$96 to \$120. This would be the first increase to membership dues in 7 years for regular membership dues and 13 years for over-65 dues and requires that Section VIII of the By-Laws be amended

Extensive discussion regarding need to increase dues ... net operating income is currently at break even, Pedernales Electric added a 2021 winter storm assessment raising electric bills; pool service passes on any increases for supplies furnished; added cost of cleaning assistants; increase in liability insurance, etc. A detailed presentation for the membership will be needed to justify the increase.

Discussion regarding the possible loss of members due to increased dues. The total income for 2021 annual dues was \$26,292 – 50.6% of homes (237); 2020: \$27,032 - 53.2% (244); and 2019: \$25,540 - 50.1% (230). Based on Eric's quick calculation 40% of members joining would generate ~\$33,000 in income.

The HOA could add a bulk trash pickup in 2022 to help justify the increase. In 2019 the HOA paid \$8,100 for curbside pickup; in 2020 the cost was \$2,000 for dumpsters at the park for residents to bring bulk trash.

MOTION TO APPROVE notification to all homeowners of the proposed changes to the bylaws which include: (1) An increase of the membership dues for general members from \$120 to \$180 and for senior members from \$96 to \$120; and (2) allow for electronic notification of bylaw changes. The motion was made by Lisa Cmerek, seconded by Ryan Mikulenska and unanimously approved.

Financials

All YTD financials to be presented to members attending the annual meeting on January 23, 2022, including Profit & Loss Statement, Balance Sheet and Budget. Lisa and Linda will prepare this documentation.

Guest Speaker

A homeowner had reached out to Sara about presenting information on emergency preparedness at the annual meeting. It was decided due to time constraints and the meeting being held at an outdoor venue that Ryan would reach out and ask for materials on the subject matter for distribution.

2021 – Year in Review

The base for the new radar sign on El Rey has been installed and the sign should be up in the next couple of weeks.

Nominations and Voting

Nomination and voting for:

- Board members –2 terms expiring
- Committee Leads – call for member participation
 - Social Events
 - Social Media
 - Membership
 - Park Asset Maintenance – Pool, Tennis Court, Park
 - Tennis Court Coordinator

Current board election status:

Board Member (2-year term)	2021 Officers (1-year term)	
2021 (1-yr term)	Acting President (until March 2021) then Honorary Board Member	Eric Brown
re-elected 2021	Parks Committee	Scott Budd
re-elected 2021		Lisa Cmerek
elected 2021	Treasurer	Linda Garner
re-elected 2021	Communications	Sara Headden
elected 2021		Samantha Hooten
elected 2021	Vice President	Jen Martin
elected 2020	President	Ryan Mikulenka
elected 2021		Roy Robelin
elected 2020	Secretary	Mary Woodruff

2022 – HOA Goals

Call for input from members in attendance.

PowerPoint Deck


- Sara to provide a deck template
- Scott & Ryan - justification of need for membership dues increase with supporting financial documentation from Linda and Lisa.
- Eric – Oak Hill Parkway

Annual Meeting Agenda

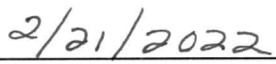
Approval of Minutes
Board Introduction
Financials
2021 – A Year in Review
2022 – HOA Goals
Oak Hill Parkway
Bylaw Changes/Membership Dues
Nominations/Voting
Other Business

Adjourned

Meeting was adjourned at 8:50 PM
Minutes prepared by Mary Woodruff



Mary Woodruff, Secretary



Date of Approval

Granada Hills Home Owners Association

Profit and Loss

January - December 2021

	ASSOCIATION	POOL	TOTAL
Income			
4010 Annual Dues	27,546.00		\$27,546.00
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
4031 Vendor fees - Craft Fair	455.00		\$455.00
4040 Donations	1,620.00	75.00	\$1,695.00
4043 Misc.	360.00		\$360.00
4044 New Entrance Sign	100.00		\$100.00
Total 4040 Donations	2,080.00	75.00	\$2,155.00
4050 Merchandise Sales (Taxable)	327.02		\$327.02
Total Income	\$31,523.02	\$30,074.00	\$61,597.02
GROSS PROFIT	\$31,523.02	\$30,074.00	\$61,597.02
Expenses			
1990 Suspense	2,235.75		\$2,235.75
5010 Neighborhood Activities			\$0.00
5011 Board Meeting Expenses	346.50		\$346.50
5012 Garage Sale	32.38		\$32.38
5015 July 4th	669.72		\$669.72
5017 Welcome Wagon	1,001.27		\$1,001.27
5019 Other	70.14		\$70.14
Total 5010 Neighborhood Activities	2,120.01		\$2,120.01
5020 Communications			\$0.00
5021 Newsletter	1,464.74		\$1,464.74
Total 5020 Communications	1,464.74		\$1,464.74
5030 Park Expenses	1,176.65		\$1,176.65
5101 Pool attendants		4,800.00	\$4,800.00
5210 Repairs & Maintenance	1,043.54	1,349.30	\$2,392.84
5221 Cleaning		16,378.81	\$16,378.81
5230 Supplies	34.53	620.57	\$655.10
5240 Landscaping	5,611.06		\$5,611.06
5421 Website expenses	69.60		\$69.60
5570 Security		627.85	\$627.85
5572 Portable toilet	1,419.68		\$1,419.68
5590 Professional fees	1,414.28		\$1,414.28
5680 Outside Organization Dues	175.00		\$175.00
5710 Insurance	3,833.00	4,106.00	\$7,939.00

Granada Hills Home Owners Association

Profit and Loss

January - December 2021

	ASSOCIATION	POOL	TOTAL
5730 Equipment to be depreciated	3,200.95		\$3,200.95
5740 Postage and Delivery	11.00		\$11.00
5750 Office Supplies	571.06		\$571.06
5770 Utilities	1,698.58	443.87	\$2,142.45
5760 Telephone		944.78	\$944.78
5771 Electric		1,955.27	\$1,955.27
5773 Water		887.92	\$887.92
Total 5770 Utilities	1,698.58	4,231.84	\$5,930.42
5811 PayPal fees	1,032.71		\$1,032.71
5940 Taxes			\$0.00
5943 Property taxes	49.02	368.23	\$417.25
Total 5940 Taxes	49.02	368.23	\$417.25
5944 Licenses	90.00		\$90.00
5951 Permit	167.89	190.00	\$357.89
Total Expenses	\$27,419.05	\$32,672.60	\$60,091.65
NET OPERATING INCOME	\$4,103.97	\$ -2,598.60	\$1,505.37
NET INCOME	\$4,103.97	\$ -2,598.60	\$1,505.37

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	27,546.00	26,500.00	1,046.00	103.95 %					\$27,546.00	\$26,500.00	\$1,046.00	103.95 %
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	119.48 %		24,000.00	4,674.00		\$28,674.00	\$24,000.00	\$4,674.00	119.48 %
4022 Pool Rental			1,325.00	33.13 %		4,000.00	-2,675.00		\$1,325.00	\$4,000.00	\$-2,675.00	33.13 %
Total 4020 Pool revenue			29,999.00	107.14 %		28,000.00	1,999.00		\$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	455.00	300.00	155.00	151.67 %					\$455.00	\$300.00	\$155.00	151.67 %
4040 Donations	1,620.00	2,000.00	-380.00	81.00 %	75.00		75.00		\$1,695.00	\$2,000.00	\$-305.00	84.75 %
4043 Misc.	360.00		360.00						\$360.00	\$0.00	\$360.00	0.00%
4044 New Entrance Sign	100.00		100.00						\$100.00	\$0.00	\$100.00	0.00%
Total 4040 Donations	2,080.00	2,000.00	80.00	104.00 %	75.00		75.00		\$2,155.00	\$2,000.00	\$155.00	107.75 %
4050 Merchandise Sales (Taxable)	327.02		327.02						\$327.02	\$0.00	\$327.02	0.00%
Total Income	\$31,523.02	\$29,100.00	\$2,423.02	108.33 %	\$30,074.00	\$28,000.00	\$2,074.00	107.41 %	\$61,597.02	\$57,100.00	\$4,497.02	107.88 %
GROSS PROFIT	\$31,523.02	\$29,100.00	\$2,423.02	108.33 %	\$30,074.00	\$28,000.00	\$2,074.00	107.41 %	\$61,597.02	\$57,100.00	\$4,497.02	107.88 %
Expenses												
1990 Suspense	2,235.75		2,235.75						\$2,235.75	\$0.00	\$2,235.75	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%
5012 Garage Sale	32.38		32.38						\$32.38	\$0.00	\$32.38	0.00%
5015 July 4th	669.72		669.72						\$669.72	\$0.00	\$669.72	0.00%
5017 Welcome Wagon	1,001.27		1,001.27						\$1,001.27	\$0.00	\$1,001.27	0.00%
5019 Other	70.14		70.14						\$70.14	\$0.00	\$70.14	0.00%
Total 5010 Neighborhood Activities	2,120.01	6,000.00	-3,879.99	35.33 %	150.00		-150.00		\$2,120.01	\$6,150.00	\$-4,029.99	34.47 %
5020 Communications		2,000.00	-2,000.00						\$0.00	\$2,000.00	\$-2,000.00	0.00%
5021 Newsletter	1,464.74		1,464.74						\$1,464.74	\$0.00	\$1,464.74	0.00%
Total 5020 Communications	1,464.74	2,000.00	-535.26	73.24 %					\$1,464.74	\$2,000.00	\$-535.26	73.24 %
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					4,800.00		4,800.00		\$4,800.00	\$0.00	\$4,800.00	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	34.53	500.00	-465.47	6.91 %	16,378.81	7,000.00	9,378.81	233.98 %	\$16,378.81	\$7,000.00	\$9,378.81	233.98 %
5230 Supplies	5,611.06	5,500.00	111.06	102.02 %	620.57	900.00	-279.43	68.95 %	\$6,551.10	\$1,400.00	\$-744.90	46.79 %
5240 Landscaping	69.60		69.60						\$69.60	\$0.00	\$69.60	0.00%
5421 Website expenses					627.85	350.00	277.85	179.39 %	\$627.85	\$350.00	\$277.85	179.39 %
5570 Security	1,419.68		1,419.68						\$1,419.68	\$0.00	\$1,419.68	0.00%
5572 Portable toilet	1,414.28		1,414.28						\$1,414.28	\$0.00	\$1,414.28	0.00%
5590 Professional fees	175.00	50.00	125.00	350.00 %					\$175.00	\$50.00	\$125.00	350.00 %
5680 Outside Organization Dues	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 %
5710 Insurance	3,200.95		3,200.95						\$3,200.95	\$0.00	\$3,200.95	0.00%
5730 Equipment to be depreciated	11.00		11.00						\$11.00	\$0.00	\$11.00	0.00%
5740 Postage and Delivery	571.06	150.00	421.06	380.71 %					\$571.06	\$150.00	\$421.06	380.71 %
5750 Office Supplies	1,698.58	2,500.00	-801.42	67.94 %	443.87	4,500.00	-4,056.13	9.86 %	\$2,142.45	\$7,000.00	\$-4,857.55	30.61 %
5770 Utilities												

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
5760 Telephone					944.78		944.78		\$944.78	\$0.00	\$944.78	0.00%
5771 Electric					1,955.27		1,955.27		\$1,955.27	\$0.00	\$1,955.27	0.00%
5773 Water					887.92		887.92		\$887.92	\$0.00	\$887.92	0.00%
Total 5770 Utilities	1,698.58	2,500.00	-801.42	67.94 %	4,231.84	4,500.00	-268.16	94.04 %	\$5,980.42	\$7,000.00	\$-1,069.58	84.72 %
5810 Bank Fee		750.00	-750.00						\$0.00	\$750.00	\$-750.00	0.00%
5811 PayPal fees	1,032.71		1,032.71						\$1,032.71	\$0.00	\$1,032.71	0.00%
5940 Taxes									\$0.00	\$0.00	\$0.00	0.00%
5943 Property taxes	49.02	60.00	-10.98	81.70 %	368.23	400.00	-31.77	92.06 %	\$417.25	\$460.00	\$-42.75	90.71 %
Total 5940 Taxes	49.02	60.00	-10.98	81.70 %	368.23	400.00	-31.77	92.06 %	\$417.25	\$460.00	\$-42.75	90.71 %
5944 Licenses	90.00		90.00		190.00	190.00	0.00	100.00 %	\$90.00	\$0.00	\$90.00	0.00%
5951 Permit	167.89		167.89						\$357.89	\$190.00	\$167.89	188.36 %
Total Expenses	\$27,419.05	\$25,610.00	\$1,809.05	107.06 %	\$32,672.60	\$27,830.00	\$4,842.60	117.40 %	\$60,091.65	\$53,440.00	\$6,651.65	112.45 %
NET OPERATING INCOME	\$4,103.97	\$3,490.00	\$613.97	117.59 %	\$-2,598.60	\$170.00	\$-2,768.60	-1,528.59 %	\$1,505.37	\$3,660.00	\$-2,154.63	41.13 %
NET INCOME	\$4,103.97	\$3,490.00	\$613.97	117.59 %	\$-2,598.60	\$170.00	\$-2,768.60	-1,528.59 %	\$1,505.37	\$3,660.00	\$-2,154.63	41.13 %