

Granada HOA Board Meeting Minutes

November 28, 2022

In-person meeting was held at the home of Jenn Martin, 9102 El Rey Dr, Austin, TX and was called to order at 7:14 PM.

Board members in attendance - Scott Budd, Sara Headden, Jen Martin, Ryan Mikulenka, Roy Ribelin and Mary Woodruff; not attending - Lisa Cmerek and Linda Garner; guest - Jess McCay (resident)

Approval of Meeting Minutes

- MOTION TO APPROVE the minutes of the HOA Board Meetings held on 10/24/2022 was made by Scott Budd, seconded by Ryan Mikulenka and unanimously approved.

Membership Update

- There have been no new members since the last report presented at the 10/24/2022 meeting.
- Question from Jess McCay regarding the availability of a PayPal QR code to use at the upcoming Craft Fair for residents to pay their 2023 membership. Mary Woodruff will check in PayPal and advise if this is available to us.
- Question from Jess McCay regarding alternate mobile payment solutions that would increase user accessibility and convenience ... Venmo, Zelle, CashApp. Mary Woodruff will reach out to Linda Garner and ask for an overview of what she has previously learned about options to PayPal.
- Roy Ribelin proposed that the HOA sponsor a raffle to promote the 2023 membership drive. He will provide the Board with a plan for approval, via email, that provides detail and transparency as to how the raffle will be structured and executed. At that time, the board will vote on a motion to approve an amount for the purchase of raffle prizes.
- Sara Headden advised that one of our welcome wagon folks has been ill and that this program needs to be reviewed and discussed at an upcoming board meeting.

Holiday Events

- Halloween Trunk or Treat - 10/29/22: The event was successful with 8-10 families participating.
- Craft Fair – 12/3/2022: Sara Headden advises that there will be 31 vendors this year and that includes 6 kids' booths. The event will be set up in the park adjoining the pool and there will be live music provided by a resident. HOA Board tasks were reviewed and assigned.
- Christmas in the Park – 12/17/2022: Arrangements have been made with resident volunteers for children to visit with Santa and have their photo taken.

Financials

- The 2023 budget needs to be prepared ASAP. A special meeting will be called in December for the review of cost codes, accounts out of balance and reserve amounts.
- The following financial reports were provided by Linda Garner/ Lisa Cmerek. Copies are attached hereto for reference.
 - Budget vs Actuals – Jan-Dec 2021
 - Balance Sheet as of 11/28/2022
 - Profit and Loss 1/1/2022 – 11/28/2022

Park and Pool

- Scott Budd will be meeting with the pool company next week and preparing a list of needed repairs/upgrades for the 2023 budget.

Tennis Court

- No updates provided by the Tennis Coordinator at this time.
- The Tennis Coordinator will be asked to solicit and updated quote for any repairs needed along with the restriping the court to accommodate/comingle pickle ball.

Committee Reports: Transportation, Firewise & Website

- Provided by Eric Brown via email.
- Transportation: CRC partially repaved El Rey at the main front entrance at the HOA's request. Why they did not do both sides is perplexing and I am waiting to hear back about additional paving plans. The Concrete Batch plant delivery is expected December 5th, with operations starting soon after. The location will be next to the current Pug Mill, but closer to the temporary Seton Entrance. Also, relocation of our main entrance onto the new frontage road will not happen until Fall 2023, at the earliest.
- Firewise: Discussions continue with OHFD and Lake Travis FD about coordinating a neighborhood-wide brush collection event in Spring 2023. I hope to be able to present a plan for Board approval at the December meeting. The HOA's Firewise membership is due this month and I will be updating our application to remain in good standing. We have three volunteer HIZ inspectors available if anyone is interested in a home exterior inspection.
- Website: I only update the website as I read about happenings and events in the emailed newsletter or when uploading minutes, otherwise I receive no input. If there are items important to the Board (or individual director) that need to be added, please let me know.

Board Member Transition

- There are currently 8 directors serving on the 2022 HOA Board. The following officer terms will expire in 2023 ... Scott Budd, Lisa Cmerek, Linda Garner, Sara Headden, Jen Martin and Roy Ribelin. All have expressed interest in accepting another 2-year term. Two residents have expressed interest in accepting a board position.
- NOTE: Per By-Laws ... The Board of Directors shall consist of between 5 and 9 directors who shall be elected for a 2-year term, which shall begin at the January annual meeting at which they are elected and shall end upon the qualification of their successors in office.

Annual Meeting

- Sunday, 1/22/2023 – 2:00 PM @ Still Waters Retreat Center (indoor facility)

Adjourned

Meeting was adjourned at 9:05 PM

Minutes prepared by Mary Woodruff, Secretary



Mary Woodruff, Secretary

12/19/2022

Date of Approval

Granada Hills HOA

Monthly Board Meeting Agenda – November 2022

11.28.2022 – 7:00 PM – @ Jen Martin's House - 9102 El Rey Blvd.

Call to Order

Approval of Meeting Minutes

Membership Update

- Payment Options
- Raffle

Holiday Events

- Fall Event Recap
- Craft Fair: 12/3/2022 - 12:00-4:00 PM
 - Sara
 - HOA Booth
- Christmas in the Park: 12/17/2022 - 4:30 PM

Financials

- 2022 Budget

Park

Pool

Tennis Court

Committee Reports: Transportation, Firewise, & Website

Board Member Transition

Annual Meeting

- 1/22/2022 -2:00 PM @ Still Waters Indoor Room
- Slide Deck and A/V

Other Business: Trash Service

Granada Hills Home Owners Association

Budget vs. Actuals: 2021 Budget - FY21 P&L Classes

January - December 2021

	ASSOCIATION				TOTAL			
	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%
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 %	\$1,620.00	\$2,000.00	\$ -380.00	81.00 %
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 %	\$2,080.00	\$2,000.00	\$80.00	104.00 %
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 %	\$31,523.02	\$29,100.00	\$2,423.02	108.33 %
GROSS PROFIT	\$31,523.02	\$29,100.00	\$2,423.02	108.33 %	\$31,523.02	\$29,100.00	\$2,423.02	108.33 %
Expenses								
1990 Suspense	0.00		0.00		\$0.00	\$0.00	\$0.00	0.00%
5010 Neighborhood Activities		6,000.00	-6,000.00		\$0.00	\$6,000.00	\$ -6,000.00	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	875.21		875.21		\$875.21	\$0.00	\$875.21	0.00%
5017 Welcome Wagon	1,001.27		1,001.27		\$1,001.27	\$0.00	\$1,001.27	0.00%
5019 Other	711.16		711.16		\$711.16	\$0.00	\$711.16	0.00%
Total 5010 Neighborhood Activities	2,966.52	6,000.00	-3,033.48	49.44 %	\$2,966.52	\$6,000.00	\$ -3,033.48	49.44 %
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%
5040 Tennis Court	495.34		495.34		\$495.34	\$0.00	\$495.34	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 %	\$1,043.54	\$1,000.00	\$43.54	104.35 %
5230 Supplies	34.53	500.00	-465.47	6.91 %	\$34.53	\$500.00	\$ -465.47	6.91 %
5240 Landscaping	5,611.06	5,500.00	111.06	102.02 %	\$5,611.06	\$5,500.00	\$111.06	102.02 %
5300 Capital Expenditures	3,200.95		3,200.95		\$3,200.95	\$0.00	\$3,200.95	0.00%
5421 Website expenses	69.60		69.60		\$69.60	\$0.00	\$69.60	0.00%
5572 Portable toilet	1,419.68		1,419.68		\$1,419.68	\$0.00	\$1,419.68	0.00%
5590 Professional fees	1,414.28		1,414.28		\$1,414.28	\$0.00	\$1,414.28	0.00%
5680 Outside Organization Dues	175.00	50.00	125.00	350.00 %	\$175.00	\$50.00	\$125.00	350.00 %
5710 Insurance	3,833.00	3,100.00	733.00	123.65 %	\$3,833.00	\$3,100.00	\$733.00	123.65 %
5740 Postage and Delivery	11.00		11.00		\$11.00	\$0.00	\$11.00	0.00%
5750 Office Supplies	571.06	150.00	421.06	380.71 %	\$571.06	\$150.00	\$421.06	380.71 %
5770 Utilities		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
5771 Electric	1,506.58		1,506.58		\$1,506.58	\$0.00	\$1,506.58	0.00%
5773 Water	192.00		192.00		\$192.00	\$0.00	\$192.00	0.00%
Total 5770 Utilities	1,698.58	2,500.00	-801.42	67.94 %	\$1,698.58	\$2,500.00	\$ -801.42	67.94 %
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%
5870 Depreciation Expense	2,432.00		2,432.00		\$2,432.00	\$0.00	\$2,432.00	0.00%
5940 Taxes					\$0.00	\$0.00	\$0.00	0.00%
5943 Property taxes	49.02	60.00	-10.98	81.70 %	\$49.02	\$60.00	\$ -10.98	81.70 %
Total 5940 Taxes	49.02	60.00	-10.98	81.70 %	\$49.02	\$60.00	\$ -10.98	81.70 %
5944 Licenses	90.00		90.00		\$90.00	\$0.00	\$90.00	0.00%
5951 Permit	167.89		167.89		\$167.89	\$0.00	\$167.89	0.00%
Total Expenses	\$28,957.15	\$25,610.00	\$3,347.15	113.07 %	\$28,957.15	\$25,610.00	\$3,347.15	113.07 %
NET OPERATING INCOME	\$2,565.87	\$3,490.00	\$ -924.13	73.52 %	\$2,565.87	\$3,490.00	\$ -924.13	73.52 %
NET INCOME	\$2,565.87	\$3,490.00	\$ -924.13	73.52 %	\$2,565.87	\$3,490.00	\$ -924.13	73.52 %

Granada Hills Home Owners Association

Budget vs. Actuals: 2021 Budget - FY21 P&L Classes

January - December 2021

	POOL				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
4020 Pool revenue					\$0.00	\$0.00	\$0.00	0.00%
4021 Pool Membership Fee	28,674.00	24,000.00	4,674.00	119.48 %	\$28,674.00	\$24,000.00	\$4,674.00	119.48 %
4022 Pool Rental	1,325.00	4,000.00	-2,675.00	33.13 %	\$1,325.00	\$4,000.00	\$ -2,675.00	33.13 %
Total 4020 Pool revenue	29,999.00	28,000.00	1,999.00	107.14 %	\$29,999.00	\$28,000.00	\$1,999.00	107.14 %
4040 Donations	75.00		75.00		\$75.00	\$0.00	\$75.00	0.00%
Total Income	\$30,074.00	\$28,000.00	\$2,074.00	107.41 %	\$30,074.00	\$28,000.00	\$2,074.00	107.41 %
GROSS PROFIT	\$30,074.00	\$28,000.00	\$2,074.00	107.41 %	\$30,074.00	\$28,000.00	\$2,074.00	107.41 %
Expenses								
5010 Neighborhood Activities		150.00	-150.00		\$0.00	\$150.00	\$ -150.00	0.00%
5019 Other	200.00		200.00		\$200.00	\$0.00	\$200.00	0.00%
Total 5010 Neighborhood Activities	200.00	150.00	50.00	133.33 %	\$200.00	\$150.00	\$50.00	133.33 %
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%
5210 Repairs & Maintenance	1,349.30	3,000.00	-1,650.70	44.98 %	\$1,349.30	\$3,000.00	\$ -1,650.70	44.98 %
5221 Cleaning	16,378.81	7,000.00	9,378.81	233.98 %	\$16,378.81	\$7,000.00	\$9,378.81	233.98 %
5230 Supplies	620.57	900.00	-279.43	68.95 %	\$620.57	\$900.00	\$ -279.43	68.95 %
5570 Security	627.85	350.00	277.85	179.39 %	\$627.85	\$350.00	\$277.85	179.39 %
5710 Insurance	4,106.00	3,100.00	1,006.00	132.45 %	\$4,106.00	\$3,100.00	\$1,006.00	132.45 %
5770 Utilities		4,500.00	-4,500.00		\$0.00	\$4,500.00	\$ -4,500.00	0.00%
5760 Telephone	944.78		944.78		\$944.78	\$0.00	\$944.78	0.00%
5771 Electric	2,505.40		2,505.40		\$2,505.40	\$0.00	\$2,505.40	0.00%
5773 Water	887.92		887.92		\$887.92	\$0.00	\$887.92	0.00%
Total 5770 Utilities	4,338.10	4,500.00	-161.90	96.40 %	\$4,338.10	\$4,500.00	\$ -161.90	96.40 %
5870 Depreciation Expense	1,783.00		1,783.00		\$1,783.00	\$0.00	\$1,783.00	0.00%
5940 Taxes					\$0.00	\$0.00	\$0.00	0.00%
5943 Property taxes	368.23	400.00	-31.77	92.06 %	\$368.23	\$400.00	\$ -31.77	92.06 %
Total 5940 Taxes	368.23	400.00	-31.77	92.06 %	\$368.23	\$400.00	\$ -31.77	92.06 %
5951 Permit	190.00	190.00	0.00	100.00 %	\$190.00	\$190.00	\$0.00	100.00 %
Total Expenses	\$34,761.86	\$27,830.00	\$6,931.86	124.91 %	\$34,761.86	\$27,830.00	\$6,931.86	124.91 %
NET OPERATING INCOME	\$ -4,687.86	\$170.00	\$ -4,857.86	-2,757.56 %	\$ -4,687.86	\$170.00	\$ -4,857.86	-2,757.56 %
NET INCOME	\$ -4,687.86	\$170.00	\$ -4,857.86	-2,757.56 %	\$ -4,687.86	\$170.00	\$ -4,857.86	-2,757.56 %

Granada Hills Home Owners Association

Balance Sheet

As of November 28, 2022

	TOTAL		
	AS OF NOV 28, 2022	AS OF DEC 31, 2021 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Association Cash Balance	59,662.68	43,443.03	16,219.65
1001 Pool Cash Balance	1,924.47	-5,566.28	7,490.75
Total Bank Accounts	\$61,587.15	\$37,876.75	\$23,710.40
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	\$62,334.76	\$38,626.65	\$23,708.11
Fixed Assets			
1590 Land	12,621.00	12,621.00	0.00
Association	9,713.68	9,713.68	0.00
Pool	5,269.00	5,269.00	0.00
Total Fixed Assets	\$27,603.68	\$27,603.68	\$0.00
TOTAL ASSETS	\$89,938.44	\$66,230.33	\$23,708.11
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
3900 Reserves - Association	66,501.71	66,501.71	0.00
3910 Reserves - Pool	-271.38	-271.38	0.00
Net Income	23,708.11		23,708.11
Total Equity	\$89,938.44	\$66,230.33	\$23,708.11
TOTAL LIABILITIES AND EQUITY	\$89,938.44	\$66,230.33	\$23,708.11

Granada Hills Home Owners Association

Profit and Loss
January 1 - November 28, 2022

	ASSOCIATION		POOL		TOTAL	
	JAN 1 - NOV 28, 2022	JAN 1 - NOV 28, 2021 (PY)	JAN 1 - NOV 28, 2022	JAN 1 - NOV 28, 2021 (PY)	JAN 1 - NOV 28, 2022	JAN 1 - NOV 28, 2021 (PY)
Income						
4010 Annual Dues	35,532.00	26,466.00			\$35,532.00	\$26,466.00
4011 Next year's dues		120.00			\$0.00	\$120.00
4020 Pool revenue			175.00		\$175.00	\$0.00
4021 Pool Membership Fee			34,860.00	28,674.00	\$34,860.00	\$28,674.00
4022 Pool Rental			2,280.00	1,325.00	\$2,280.00	\$1,325.00
Total 4020 Pool revenue			37,315.00	29,999.00	\$37,315.00	\$29,999.00
4025 Tennis Court Rental	980.00	920.00			\$980.00	\$920.00
4030 Ad Newsletter	200.00	75.00			\$200.00	\$75.00
4040 Donations	1,577.00	1,612.00		75.00	\$1,577.00	\$1,687.00
4043 Misc.		360.00			\$0.00	\$360.00
4044 New Entrance Sign	453.00				\$453.00	\$0.00
Total 4040 Donations	2,030.00	1,972.00		75.00	\$2,030.00	\$2,047.00
4050 Merchandise Sales (Taxable)	37.71				\$37.71	\$0.00
Total Income	\$38,779.71	\$29,553.00	\$37,315.00	\$30,074.00	\$76,094.71	\$59,627.00
GROSS PROFIT	\$38,779.71	\$29,553.00	\$37,315.00	\$30,074.00	\$76,094.71	\$59,627.00
Expenses						
1990 Suspense	13.07	693.90			\$13.07	\$693.90
5010 Neighborhood Activities	123.00				\$123.00	\$0.00
5011 Board Meeting Expenses	466.50	346.50			\$466.50	\$346.50
5014 Halloween	56.25				\$56.25	\$0.00
5015 July 4th	610.15	875.21			\$610.15	\$875.21
5016 Movie Night	26.10				\$26.10	\$0.00
5017 Welcome Wagon	395.00	721.27			\$395.00	\$721.27
5018 Brush and bulk pick up	2,040.91				\$2,040.91	\$0.00
5019 Other	496.79			200.00	\$496.79	\$200.00
Total 5010 Neighborhood Activities	4,214.70	1,942.98		200.00	\$4,214.70	\$2,142.98
5020 Communications					\$0.00	\$0.00
5021 Newsletter	1,938.09	1,111.30			\$1,938.09	\$1,111.30
Total 5020 Communications	1,938.09	1,111.30			\$1,938.09	\$1,111.30
5030 Park Expenses	68.47	1,176.65			\$68.47	\$1,176.65
5040 Tennis Court	813.79	495.34			\$813.79	\$495.34
5052 Pool Area Maintenance			834.93		\$834.93	\$0.00
5101 Pool attendants			4,000.00	4,020.00	\$4,000.00	\$4,020.00
5210 Repairs & Maintenance	2,478.80	1,043.54	76.98	1,349.30	\$2,555.78	\$2,392.84
5220 Subcontracted services			360.00		\$360.00	\$0.00
5221 Cleaning			15,175.75	14,697.44	\$15,175.75	\$14,697.44
5230 Supplies		34.53	1,033.04	620.57	\$1,033.04	\$655.10
5240 Landscaping	3,764.45	3,770.81			\$3,764.45	\$3,770.81
5300 Capital Expenditures		3,200.95			\$0.00	\$3,200.95
5421 Website expenses	509.68	69.60			\$509.68	\$69.60
5570 Security			711.20	627.85	\$711.20	\$627.85
5572 Portable toilet	1,831.31	1,280.96			\$1,831.31	\$1,280.96
5680 Outside Organization Dues	200.00	175.00			\$200.00	\$175.00
5710 Insurance	3,035.50	3,833.00	3,041.50	4,106.00	\$6,077.00	\$7,939.00
5740 Postage and Delivery		11.00			\$0.00	\$11.00
5750 Office Supplies	485.02	168.65			\$485.02	\$168.65
5770 Utilities					\$0.00	\$0.00
5760 Telephone			839.75	865.91	\$839.75	\$865.91
5771 Electric	1,327.67	1,368.06	2,209.36	2,188.34	\$3,537.03	\$3,556.40
5773 Water	176.00	176.00	1,514.97	837.10	\$1,690.97	\$1,013.10
Total 5770 Utilities	1,503.67	1,544.06	4,564.08	3,891.35	\$6,067.75	\$5,435.41
5811 PayPal fees	1,705.80	1,000.34			\$1,705.80	\$1,000.34
5940 Taxes					\$0.00	\$0.00
5943 Property taxes	0.00		26.77		\$26.77	\$0.00
Total 5940 Taxes	0.00		26.77		\$26.77	\$0.00
5944 Licenses		90.00			\$0.00	\$90.00
5951 Permit		167.89			\$0.00	\$167.89
Total Expenses	\$22,562.35	\$21,810.50	\$29,824.25	\$29,512.51	\$52,386.60	\$51,323.01
NET OPERATING INCOME	\$16,217.36	\$7,742.50	\$7,490.75	\$561.49	\$23,708.11	\$8,303.99
NET INCOME	\$16,217.36	\$7,742.50	\$7,490.75	\$561.49	\$23,708.11	\$8,303.99