

## Granada HOA Board Meeting Minutes

September 18, 2023

In-person meeting was held at the home of Mary Woodruff, 7928 El Dorado Dr, Austin, TX and was called to order at 7:13 PM.

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

### Approval of Meeting Minutes

- Minutes of the HOA Board Meetings that was held 08/28/2023 to be approved via email.

### Resident Comments

- No resident concerns reported.

### Financials

- The following financial reports were provided by Lisa Cmerek. Copies are attached hereto for reference.
  - Balance Sheet as of 08/18/2023
  - Profit and Loss 01/01/2203 –09/18/2023
- Discussion regarding paying all anticipated expenses prior to the end of 2023.
- Anticipate expenses for pool repairs to include coping sealant and electrical repairs/upgrades, additional tree work post winter storm.
- Discussion regarding establishing a reserve account for future repairs/improvement and a transfer of a portion of the current balance into that account.
- Lisa Cmerek and Linda Garnder to meet with bank to discuss a high yield “sweep” account for reserve amount. Also, to look into any advantages of converting our use of a debit card for payments to a credit card.
- A capital campaign for a new entry monument to be included in the agenda for the homeowners annual meeting in January 2024.

### Membership

- A HOA Membership Report as of 09/18/2023 was presented for review and discussion. A copy is attached hereto for reference.
- Discussion regarding the status of the Welcome Wagon committee and need to reach out to new residents. The board would like to move forward with a Granada Hills gift bag that includes local food items, i.e. wine, coffee beans, chips/salsa, etc. The gift bag also needs to include a copy of an updated New Resident’s Guide. Mary Woodruff will reach out to Sara Headden and Jen Martin regarding a path forward.

### Website

- John Serrao has offered to work on an update to the Granada Hills website over the next few months and has suggested a migration to Webflow which is a better webhosting platform than our existing platform. This platform offers a number of tools that will enhance the user experience and may provide for some expanded services that we cannot currently offer, i.e. membership functionality, email distribution, ecommerce, pool/tennis court reservations.
- He has also suggested a migration to MailChimp to host our email accounts and the possibility of moving from Paypal to Stripe.

- John has asked the board to (1) conduct an audit of the current website content for what is necessary and what can be removed; (2) he would like the board to review some similar websites for usability; (3) he will need a list of priorities – what we need, want, and would like to have now or in the future; (4) he will need any design assets that we would like on the website, i.e. Nicole Ramia’s photos, Granada Hills graphics, etc.

2023 Events

- Trunk or Treat - October 28<sup>th</sup> at 4:30 pm. Lisa Cmerek is coordinating the event and would like it to be focused on younger children. Lisa will provide messaging to be published in the October newsletter to HOA members and, also on the GH Facebook page. Scott Budd will ensure that the landscape service company will clean up the park prior to the event.
- Craft Fair is set for Saturday December 2<sup>nd</sup> and will be coordinated by Sara Headden.
- More information is needed regarding the Santa in Park event.

Park

- Scott Budd meeting with Ollie @ Homegrown Landscaping this week regarding a fall clean-up schedule and scope of work; would like to have a 2x/month schedule through December.
- Ryan Mikulenk has proposed replacing the basketball backboards and rims at the park along with an extension of the concrete pad to reduce the number of balls that go into the street. Ryan Mikulenk will provide a proposal for the equipment needed and Scott Budd will work to provide a contractor for the concrete extension.

Pool

- Scott Budd to solicit a bid for the necessary electrical work to be redone/updated at the pool. This work needs to be completed and paid for in 2023.

Tennis Court

- Gina Budd advises that there are no current issues.

Communications

- Nothing to report.

Board Member Transition

- No update of potential board members to report.

Other Business

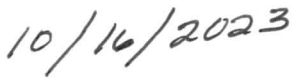
- Ryan Mikulenk will reach out to a landscape architect for three conceptual designs and a budget quote for a new front entrance monument that reflects the history of Granada Hills.
- Next HOA board meeting to be held on Monday, October 16, 2023 @ 7:00 PM.

Adjourned

Meeting was adjourned at 9:00 PM

Minutes prepared by Mary Woodruff, Secretary

  
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 Mary Woodruff, Secretary

  
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 Date of Approval

# Granada Hills HOA

Monthly Board Meeting Agenda – September 2023

9.18.2023 – 7:00 PM – @ Mary Woodruff's House

Call to Order

Approval of Meeting Minutes

Resident Comments

Financials

Membership Update

Website Progress

2023 Events

-Trunk or Treat – 10/28/2023, 4:30 PM, Lisa

-Holiday Craft Fair – 12/2/2023

-Neighborhood Garage Sale

Park

Pool

Tennis Court

Communications

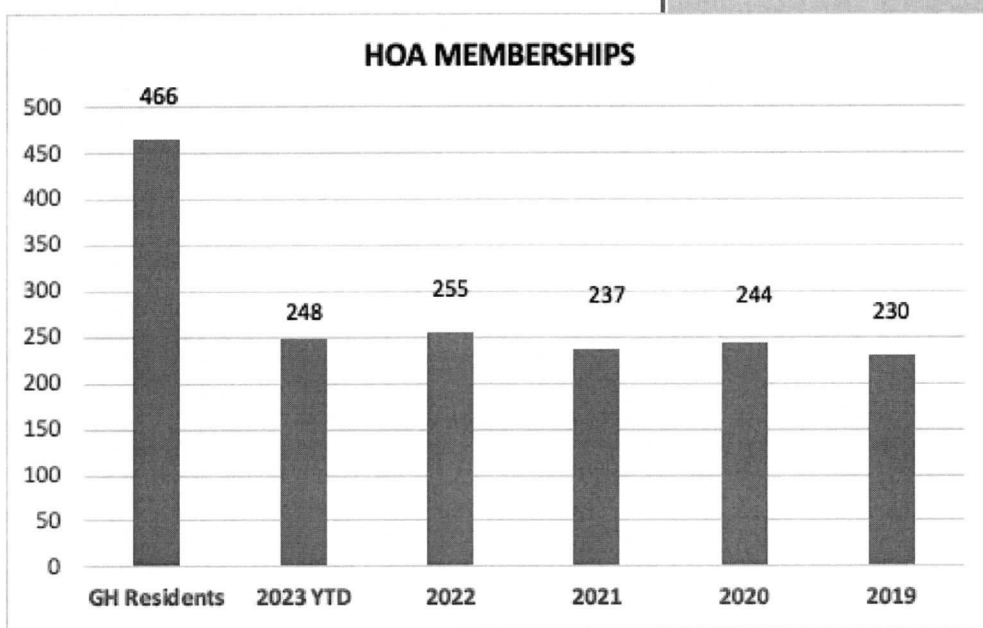
Board Member Transition

Other Business:

**GRANADA HILLS HOA  
BOARD MEETING**

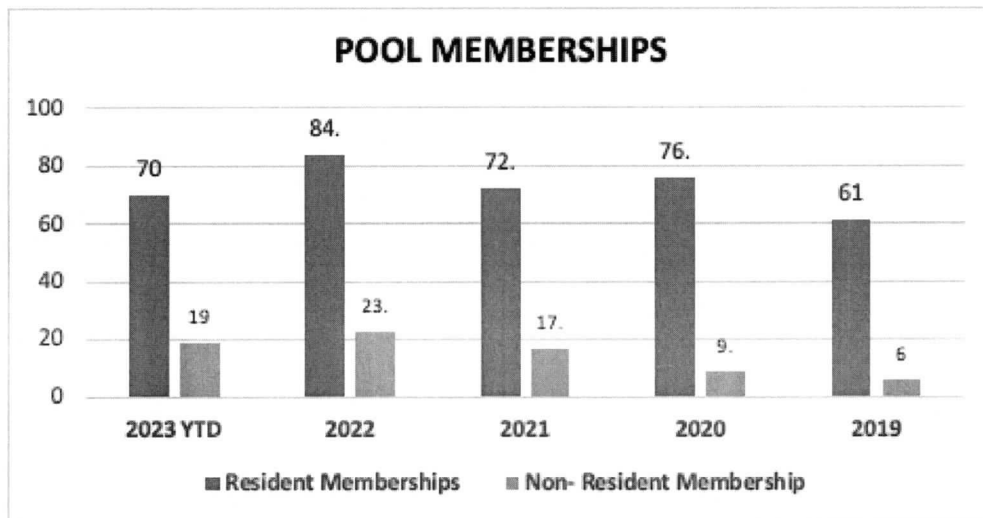
September 19, 2023

8/28 = 246



	2023 YTD	2022	2021	2020	2019
Dues	\$37,780	\$35,034	\$26,292	\$27,032	\$25,540
Donations	\$1,365	\$2,093			
Raffle	\$320				

8/28 = 69  
19



	2023 YTD	2022	2021	2020	2019
Residents	\$20,205	\$25,635	\$21,700	\$21,310	\$17,900
Non-Residents	\$8,325	\$9,515	\$6,010	\$3,420	\$1,985
Pool Parties	\$1,775	\$1,925			

# Granada Hills Home Owners Association

## Comparative Profit and Loss

January 1 - September 18, 2023

	ASSOCIATION		POOL		TOTAL	
	JAN 1 - SEP 18, 2023	JAN 1 - SEP 18, 2022 (PY)	JAN 1 - SEP 18, 2023	JAN 1 - SEP 18, 2022 (PY)	JAN 1 - SEP 18, 2023	JAN 1 - SEP 18, 2022 (PY)
<b>Income</b>						
4010 Annual Dues	34,840.00	35,352.00			\$34,840.00	\$35,352.00
4020 Pool revenue			30,385.00	37,140.00	\$30,385.00	\$37,140.00
4024 Pool refundable deposits			100.00		\$100.00	\$0.00
4025 Tennis Court Rental	960.00	980.00			\$960.00	\$980.00
4030 Ad Newsletter	655.00	200.00			\$655.00	\$200.00
4032 Raffle Tickets	100.00				\$100.00	\$0.00
4040 Donations	1,055.00	2,030.00			\$1,055.00	\$2,030.00
4050 Merchandise Sales (Taxable)		37.71			\$0.00	\$37.71
<b>Total Income</b>	<b>\$37,610.00</b>	<b>\$38,599.71</b>	<b>\$30,485.00</b>	<b>\$37,140.00</b>	<b>\$68,095.00</b>	<b>\$75,739.71</b>
<b>GROSS PROFIT</b>	<b>\$37,610.00</b>	<b>\$38,599.71</b>	<b>\$30,485.00</b>	<b>\$37,140.00</b>	<b>\$68,095.00</b>	<b>\$75,739.71</b>
<b>Expenses</b>						
1990 Suspense	60.61	13.07			\$60.61	\$13.07
5010 Neighborhood Activities	1,708.51	4,055.87	129.43		\$1,837.94	\$4,055.87
5020 Communications	1,914.88	1,468.73			\$1,914.88	\$1,468.73
5030 Park Expenses	2,580.77	68.47			\$2,580.77	\$68.47
5040 Tennis Court	1,287.04				\$1,287.04	\$0.00
5052 Pool Area Maintenance			1,793.62	341.75	\$1,793.62	\$341.75
5101 Pool attendants			4,060.00	3,000.00	\$4,060.00	\$3,000.00
5210 Repairs & Maintenance	4,630.97	336.80		76.98	\$4,630.97	\$413.78
5221 Cleaning & chemicals			10,966.77	10,110.80	\$10,966.77	\$10,110.80
5230 Supplies				1,033.04	\$0.00	\$1,033.04
5240 Landscaping	2,227.24	3,602.07			\$2,227.24	\$3,602.07
5421 Website expenses		440.08			\$0.00	\$440.08
5570 Security			29.77	659.24	\$29.77	\$659.24
5572 Portable toilet	1,462.77	1,343.72			\$1,462.77	\$1,343.72
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	127.92			\$42.64	\$127.92
5770 Utilities	1,343.54	1,207.33	3,288.11	3,548.24	\$4,631.65	\$4,755.57
5811 PayPal fees	1,677.09	1,705.80			\$1,677.09	\$1,705.80
5940 Taxes	175.78	0.00		26.77	\$175.78	\$26.77
5944 Licenses			309.08		\$309.08	\$0.00
<b>Total Expenses</b>	<b>\$22,835.39</b>	<b>\$17,605.36</b>	<b>\$23,735.27</b>	<b>\$21,838.32</b>	<b>\$46,570.66</b>	<b>\$39,443.68</b>
<b>NET OPERATING INCOME</b>	<b>\$14,774.61</b>	<b>\$20,994.35</b>	<b>\$6,749.73</b>	<b>\$15,301.68</b>	<b>\$21,524.34</b>	<b>\$36,296.03</b>
<b>NET INCOME</b>	<b>\$14,774.61</b>	<b>\$20,994.35</b>	<b>\$6,749.73</b>	<b>\$15,301.68</b>	<b>\$21,524.34</b>	<b>\$36,296.03</b>

# Granada Hills Home Owners Association

## Balance Sheet

As of September 18, 2023

	TOTAL		
	AS OF SEP 18, 2023	AS OF DEC 31, 2022 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Association Cash Balance			
1020 Assn Checking- BoA - *3634	82,962.16	63,133.57	19,828.59
1021 (To)From pool acct	-5,416.27	-362.29	-5,053.98
<b>Total 1000 Association Cash Balance</b>	<b>77,545.89</b>	<b>62,771.28</b>	<b>14,774.61</b>
1001 Pool Cash Balance			
1030 Pool Checking - BoA - *3777	784.82	-910.93	1,695.75
1031 (To)From Association acct	5,416.27	362.29	5,053.98
<b>Total 1001 Pool Cash Balance</b>	<b>6,201.09</b>	<b>-548.64</b>	<b>6,749.73</b>
<b>Total Bank Accounts</b>	<b>\$83,746.98</b>	<b>\$62,222.64</b>	<b>\$21,524.34</b>
Other Current Assets			
1310 Prepaid sales tax	23.61	23.61	0.00
1330 Tax Pre Payments/Refunds	724.00	724.00	0.00
<b>Total Other Current Assets</b>	<b>\$747.61</b>	<b>\$747.61</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$84,494.59</b>	<b>\$62,970.25</b>	<b>\$21,524.34</b>
Fixed Assets			
1590 Land	12,621.00	12,621.00	0.00
Association			
1500 Association Assets	118,047.63	118,047.63	0.00
1600 Accumulated Depreciation - Assn	-110,366.95	-110,366.95	0.00
<b>Total Association</b>	<b>7,680.68</b>	<b>7,680.68</b>	<b>0.00</b>
Pool			
1530 Pool Assets	161,150.00	161,150.00	0.00
1630 Accumulated depreciation - pool	-157,667.00	-157,667.00	0.00
<b>Total Pool</b>	<b>3,483.00</b>	<b>3,483.00</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>\$23,784.68</b>	<b>\$23,784.68</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$108,279.27</b>	<b>\$86,754.93</b>	<b>\$21,524.34</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Texas State Comptroller Payable	55.17	55.17	0.00
Tax paid on resale items	-55.17	-55.17	0.00
<b>Total Texas State Comptroller Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Granada Hills Home Owners Association

## Balance Sheet

As of September 18, 2023

	TOTAL		
	AS OF SEP 18, 2023	AS OF DEC 31, 2022 (PP)	CHANGE
Equity			
3900 Reserves - Association	86,754.93	86,754.93	0.00
Net Income	21,524.34		21,524.34
<b>Total Equity</b>	<b>\$108,279.27</b>	<b>\$86,754.93</b>	<b>\$21,524.34</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$108,279.27</b>	<b>\$86,754.93</b>	<b>\$21,524.34</b>