

## Granada HOA Board Meeting Minutes

January 8, 2024

In-person meeting was held at the home of Mary Woodruff, 7928 El Dorado Dr, Austin, TX and was called to order at 6:08 PM.

Board members in attendance were Scott Budd, Lisa Cmerek, Linda Garner, Sara Headden, Jen Martin, Ryan Mikulenka, Roy Ribelin and Mary Woodruff.

### Approval of Meeting Minutes

- MOTION TO APPROVE the minutes of the HOA Board Meetings that were held 11/20/2023 was made by Ryan Mikulenka, seconded by Lisa Cmerek and unanimously approved.

### Website Project

- The new website project has been put on hold since the recent birth of the developer's child.
- Existing website needs to be updated to provide information related to 2024 membership. Sara Headden will follow up with the system administrator.

### Resident Comments

- Discussion regarding recent concern addressed by resident about pool security lighting. The light in question has been turned off to accommodate the concern.

### Financials

- The following financial reports were provided by Lisa Cmerek. Copies are attached hereto for reference.
  - Balance Sheet as of 12/31/2023
  - Profit and Loss 01/01/2023 – 12/31/2023
  - Comparative Profit and Loss 01/01/2023 – 12/31/2023
- Discussion regarding successful end of year spend to minimize taxable income.
- Discussion regarding overall all costs and revenue; there was no financial change in the status of the HOA accounts in 2023.

### Membership

- To date, the HOA has received payment for one 2024 HOA membership.

### 2024 Events

- Park Day – March 2 (Scott Budd)
- Easter – March 30 (Roy Ribelin)
- Pool Opening – May 4 (Erica Lindy)
- July 4 – July 4 (Ryan Mikulenka, Jen Martin)
- Trunk or Treat (Lisa Cmerek, Linda Garner)
- Craft Fair – December 7 (Sara Headden)
- Santa at the Park – December 24 (Mary Woodruff)

### 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. The next park workday will be March 2, 2024.

### Pool

- Scott Budd to meet with Erica Lindy regarding the needs to purchase some new pool furniture.

### Tennis Court

- Gina Budd to present proposed communication to non-resident tennis court users regarding an increase to the usage fee to the board for approval.

### Communications

- The board has ceased publishing a mailed quarterly newsletter as of December 2023. A call for a volunteer to assume this task will continue.

### Annual Homeowners Meeting

- The annual homeowners meeting is scheduled at Still Waters on Sunday, January 28<sup>th</sup> @ 1:30.
- The focus of the meeting is to stress to attendants the importance of residents joining the HOA and enlist their help to increase membership.
- Presentation to include an update on the Granada Ridge apartment construction, progress of Oak Hill Parkway, upcoming need for capital campaign for new entryway.
- The By-Laws require that members be given a minimum of two-week notice of the annual meeting. Sara Headden will provide all 2023 HOA members email notification of the upcoming annual meeting on January 28<sup>th</sup>. Scott Budd will put up a sign at the pool reminding residents to join the HOA and of the upcoming annual meeting.
- There will be an annual meeting preparation session to review the presentation at Scott Budd's on Monday, January 22<sup>nd</sup> at 7:00 PM.

### Board Member Transition

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

### Other Business

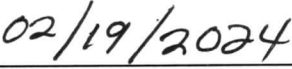
- No further business

### Adjourned

Meeting was adjourned at 7:37 PM

Minutes prepared by Mary Woodruff, Secretary

  
\_\_\_\_\_  
Mary Woodruff, Secretary

  
\_\_\_\_\_  
Date of Approval

# Granada Hills HOA

Monthly Board Meeting Agenda – January 2024

1.8.2024 – 6:00 PM – @ Mary Woodruff's House

Call to Order

Approval of Meeting Minutes

Website

Resident Comments

Financials

Membership Update

2024 Events

Park

Pool

Tennis Court

-Court Dues 2024

Communications

Annual Meeting – January 28<sup>th</sup> – 1:30 – Still Waters

Board Member Transition

Other Business:

# Granada Hills Home Owners Association

## Balance Sheet

As of December 31, 2023

	TOTAL		CHANGE
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PP)	
<b>ASSETS</b>			
Current Assets			
Bank Accounts	\$61,315.36	\$62,222.64	\$ -907.28
Other Current Assets			
1310 Prepaid sales tax	23.61	23.61	0.00
1330 Tax Pre Payments/Refunds	375.00	375.00	0.00
<b>Total Other Current Assets</b>	<b>\$398.61</b>	<b>\$398.61</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$61,713.97</b>	<b>\$62,621.25</b>	<b>\$ -907.28</b>
Fixed Assets			
1590 Land	12,621.00	12,621.00	0.00
Association	5,647.68	7,680.68	-2,033.00
Pool	1,697.00	3,483.00	-1,786.00
<b>Total Fixed Assets</b>	<b>\$19,965.68</b>	<b>\$23,784.68</b>	<b>\$ -3,819.00</b>
<b>TOTAL ASSETS</b>	<b>\$81,679.65</b>	<b>\$86,405.93</b>	<b>\$ -4,726.28</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
<b>Total Liabilities</b>			<b>\$0.00</b>
Equity			
3900 Reserves - Association	86,405.93	66,230.33	20,175.60
Net Income	-4,726.28	20,175.60	-24,901.88
<b>Total Equity</b>	<b>\$81,679.65</b>	<b>\$86,405.93</b>	<b>\$ -4,726.28</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$81,679.65</b>	<b>\$86,405.93</b>	<b>\$ -4,726.28</b>

# Granada Hills Home Owners Association

## Comparative Profit and Loss

January - December 2023

	ASSOCIATION		POOL		TOTAL	
	JAN - DEC 2023	JAN - DEC 2022 (PY)	JAN - DEC 2023	JAN - DEC 2022 (PY)	JAN - DEC 2023	JAN - DEC 2022 (PY)
<b>Income</b>						
4010 Annual Dues	35,185.00	39,492.00			\$35,185.00	\$39,492.00
4011 Next year's dues		360.00			\$0.00	\$360.00
4020 Pool revenue			30,560.00	37,490.00	\$30,560.00	\$37,490.00
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	680.00	350.00			\$680.00	\$350.00
4031 Vendor fees - Craft Fair	440.00	400.00			\$440.00	\$400.00
4032 Raffle Tickets	100.00	260.00			\$100.00	\$260.00
4040 Donations	1,155.61	2,208.00			\$1,155.61	\$2,208.00
4050 Merchandise Sales (Taxable)		37.71			\$0.00	\$37.71
<b>Total Income</b>	<b>\$38,565.61</b>	<b>\$44,087.71</b>	<b>\$30,660.00</b>	<b>\$37,490.00</b>	<b>\$69,225.61</b>	<b>\$81,577.71</b>
<b>GROSS PROFIT</b>	<b>\$38,565.61</b>	<b>\$44,087.71</b>	<b>\$30,660.00</b>	<b>\$37,490.00</b>	<b>\$69,225.61</b>	<b>\$81,577.71</b>
<b>Expenses</b>						
1990 Suspense	60.61	13.07			\$60.61	\$13.07
5010 Neighborhood Activities	2,210.95	4,405.75	129.43		\$2,340.38	\$4,405.75
5020 Communications	2,394.82	2,407.13			\$2,394.82	\$2,407.13
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	102.83		1,942.47	834.93	\$2,045.30	\$834.93
5101 Pool attendants	660.00		6,980.00	4,000.00	\$7,640.00	\$4,000.00
5210 Repairs & Maintenance	7,130.97	2,478.80		76.98	\$7,130.97	\$2,555.78
5220 Subcontracted services				760.00	\$0.00	\$760.00
5221 Cleaning & chemicals			21,185.24	16,876.80	\$21,185.24	\$16,876.80
5230 Supplies				1,033.04	\$0.00	\$1,033.04
5240 Landscaping	4,256.94	4,684.58			\$4,256.94	\$4,684.58
5421 Website expenses	77.79	509.68			\$77.79	\$509.68
5570 Security			29.77	737.18	\$29.77	\$737.18
5572 Portable toilet	2,112.89	1,993.84			\$2,112.89	\$1,993.84
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	527.66			\$42.64	\$527.66
5770 Utilities	2,039.00	1,806.13	5,066.21	5,085.16	\$7,105.21	\$6,891.29
5811 PayPal fees	1,720.91	1,817.35			\$1,720.91	\$1,817.35
5870 Depreciation Expense	2,033.00	2,033.00	1,786.00	1,786.00	\$3,819.00	\$3,819.00
5940 Taxes	627.94	0.00		26.77	\$627.94	\$26.77
5944 Licenses			499.08		\$499.08	\$0.00
<b>Total Expenses</b>	<b>\$33,175.20</b>	<b>\$26,794.75</b>	<b>\$40,776.69</b>	<b>\$34,258.36</b>	<b>\$73,951.89</b>	<b>\$61,053.11</b>
<b>NET OPERATING INCOME</b>	<b>\$5,390.41</b>	<b>\$17,292.96</b>	<b>\$ -10,116.69</b>	<b>\$3,231.64</b>	<b>\$ -4,726.28</b>	<b>\$20,524.60</b>
<b>Other Expenses</b>						
5980 Corporate Taxes		349.00			\$0.00	\$349.00
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$349.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$349.00</b>
<b>NET OTHER INCOME</b>	<b>\$0.00</b>	<b>\$ -349.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ -349.00</b>
<b>NET INCOME</b>	<b>\$5,390.41</b>	<b>\$16,943.96</b>	<b>\$ -10,116.69</b>	<b>\$3,231.64</b>	<b>\$ -4,726.28</b>	<b>\$20,175.60</b>

# Granada Hills Home Owners Association

## Profit and Loss

January - December 2023

	TOTAL
<b>Income</b>	
4010 Annual Dues	35,185.00
4020 Pool revenue	30,560.00
4024 Pool refundable deposits	100.00
4025 Tennis Court Rental	1,005.00
4030 Ad Newsletter	680.00
4031 Vendor fees - Craft Fair	440.00
4032 Raffle Tickets	100.00
4040 Donations	1,155.61
<b>Total Income</b>	<b>\$69,225.61</b>
<b>GROSS PROFIT</b>	<b>\$69,225.61</b>
<b>Expenses</b>	
1990 Suspense	60.61
5010 Neighborhood Activities	2,340.38
5020 Communications	2,394.82
5030 Park Expenses	2,580.77
5040 Tennis Court	1,399.59
5052 Pool Area Maintenance	2,045.30
5101 Pool attendants	7,640.00
5210 Repairs & Maintenance	7,130.97
5221 Cleaning & chemicals	21,185.24
5240 Landscaping	4,256.94
5421 Website expenses	77.79
5570 Security	29.77
5572 Portable toilet	2,112.89
5590 Professional fees	565.04
5710 Insurance	6,317.00
5750 Office Supplies	42.64
5770 Utilities	7,105.21
5811 PayPal fees	1,720.91
5870 Depreciation Expense	3,819.00
5940 Taxes	627.94
5944 Licenses	499.08
<b>Total Expenses</b>	<b>\$73,951.89</b>
<b>NET OPERATING INCOME</b>	<b>\$ -4,726.28</b>
<b>NET INCOME</b>	<b>\$ -4,726.28</b>

# GRANADA HOA

## IT'S MY PARK DAY AGENDA & PLAN

MARCH 2, 2024

### ACTIVITY DESCRIPTION

### TEAM LEADER

1. Aerate/fluff and add kiddie cushion mulch in playscape area.
2. Clean and paint picnic tables and gaga ball court.
3. Rake leaves and clean under all tree canopies – park areas.
4. Cut back bushes, pull weeds and clean beds at entry sign.
5. Cut back bushes, pull weeds and clean beds at park sign.
6. Clean pool bathrooms and storage areas – pool area.
7. Set up furniture – pool area.
8. Replant potted plants - pool area.
9. Landscape maintenance - pool area.
10. Repair and paint bridge a creek crossing.

*MP*

### MATERIALS PROVIDED BY THE HOA:

1. Kiddie mulch – delivery by Whittlesey
2. Cleaning supplies.
3. Paper lawn bags.
4. Pool furniture.
5. Paint, rollers, brushes, gloves.
6. Plants for pots.
7. Lumber, hardware.