

Garden Homeowners Association

Welcome to the GHOA Shareholders Meeting

November 10, 2020

6:00 PM

Agenda

I. Introductions

- a. Board Members
- b. New Homeowners

II. Financial Report

- a. Balance Sheet
- b. Profit/Loss Budget vs. Actual
- c. Profit/Loss Previous Year Comparison
- d. Reserve Report

III. 2021 Proposed Budget

IV. Garden HOA 2021 Monthly Dues Increase

V. Common Area Repairs and Special Assessment

VI. Committee Reports

- a. Landscape Committee
- b. Social Committee

VII. Board Member Election

VIII. Questions & Comments

IX. Adjourn

GHOA Board Members

2019-2020

Lisa Burton, President

John Allen, Vice President

Buck Blevins, Secretary/Treasurer

New Stonebriar Neighbors

Martha Couch

4728 Stonebriar Circle

Keith & Courtni Symons

4717 Stonebriar Circle

Pedro Lara & Magdalena Cardenas-Lara

4756 Stonebriar Circle

Wanda Oehlert

4606 Stonebriar Circle

Nuala Haddox

4710 Stonebriar Circle

Welcome to Stonebriar Circle!

Garden Homeowners Association

Balance Sheet

As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Guaranty Bank Operating Account	53,621.44
Guaranty Bank Reserve Account	<u>21,795.52</u>
Total Checking/Savings	75,416.96
Accounts Receivable	
Accounts Receivable	<u>93,273.28</u>
Total Accounts Receivable	<u>93,273.28</u>
Total Current Assets	<u>168,690.24</u>
TOTAL ASSETS	<u>168,690.24</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
N/P 2020 PCOA Loan for Repairs (Bridge loan from PCOA for eme...	<u>55,000.00</u>
Total Other Current Liabilities	<u>55,000.00</u>
Total Current Liabilities	<u>55,000.00</u>
Total Liabilities	55,000.00
Equity	
Retained Earnings	28,455.25
Net Income	<u>85,234.99</u>
Total Equity	<u>113,690.24</u>
TOTAL LIABILITIES & EQUITY	<u>168,690.24</u>

Garden Homeowners Association
Profit & Loss Budget vs. Actual
 January through October 2020

	<u>Jan - Oct 20</u>	<u>Budget</u>	<u>\$ Over Budg...</u>
Ordinary Income/Expense			
Income			
2020 Special Assessment	135,240.00		
Dues	67,950.00	73,440.00	-5,490.00
Interest/Dividends	161.38	500.00	-338.62
Total Income	<u>203,351.38</u>	<u>73,940.00</u>	<u>129,411.38</u>
Gross Profit	203,351.38	73,940.00	129,411.38
Expense			
2020 Common Area Repairs	53,725.00		
Accounting / Taxes	352.26	353.00	-0.74
Administrative	3,917.50	3,726.00	191.50
Bank Service Charges	0.00	0.00	0.00
Capital Expenditure	0.00	0.00	0.00
Common Area Electricity	113.77	150.25	-36.48
Common Area Irrigation	2,631.75	2,500.00	131.75
Common Area Plant Replacem...	0.00	1,125.00	-1,125.00
Insurance	1,369.00	1,600.00	-231.00
Landscape Maintenance	48,541.20	58,249.44	-9,708.24
Ligustrum Hedge Maintenance	3,399.00	4,124.00	-725.00
Miscellaneous	951.27	2,500.00	-1,548.73
Postage & Copies	338.94	450.00	-111.06
Repairs	2,776.70	1,000.00	1,776.70
Total Expense	<u>118,116.39</u>	<u>75,777.69</u>	<u>42,338.70</u>
Net Ordinary Income	<u>85,234.99</u>	<u>-1,837.69</u>	<u>87,072.68</u>
Net Income	<u>85,234.99</u>	<u>-1,837.69</u>	<u>87,072.68</u>

Garden Homeowners Association
Profit & Loss Prev Year Comparison
 January through October 2020

	<u>Jan - Oct ...</u>	<u>Jan - Oct ...</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
2020 Special Assessment	135,240.00	0.00	135,240.00
Dues	67,950.00	61,860.13	6,089.87
Interest/Dividends	161.38	527.05	-365.67
Miscellaneous Income	0.00	41.68	-41.68
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Total Income	203,351.38	62,428.86	140,922.52
	<hr/>	<hr/>	<hr/>
Gross Profit	203,351.38	62,428.86	140,922.52
	<hr/>	<hr/>	<hr/>
Expense			
2020 Common Area Repairs	53,725.00	0.00	53,725.00
Accounting / Taxes	352.26	352.27	-0.01
Administrative	3,917.50	2,925.00	992.50
Common Area Electricity	113.77	12.52	101.25
Common Area Irrigation	2,631.75	2,016.00	615.75
Insurance	1,369.00	1,000.00	369.00
Landscape Maintenance	48,541.20	43,855.94	4,685.26
Ligustrum Hedge Maintenance	3,399.00	0.00	3,399.00
Miscellaneous	951.27	3,231.46	-2,280.19
Postage & Copies	338.94	18.50	320.44
Repairs	2,776.70	1,517.16	1,259.54
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Total Expense	118,116.39	54,928.85	63,187.54
	<hr/>	<hr/>	<hr/>
Net Ordinary Income	85,234.99	7,500.01	77,734.98
	<hr/>	<hr/>	<hr/>
Net Income	<u>85,234.99</u>	<u>7,500.01</u>	<u>77,734.98</u>

Reserve Report

Reserve Account Balance 12/31/2019: \$21,707.72

Reserve Account Balance 10/31/2020: \$21,795.52

Reserve Deposits as of 10/31/2020: There have been no deposits made to the Reserve Account other than interest deposits since the 2013 Net Income was transferred to the account in February 2014.

Reserve Interest Deposits for 2020 as of 10/31/2020: \$87.80 (Account had 1.00% annual percentage yield in early 2020, but the interest rate began decreasing in February and it is now at .20%)

Projected Reserve Expenditures: There are no approved Reserve Fund expenditures for 2020 yet, but the 2020 operating expenditures may go over budget. If so, a transfer would be needed from the Reserve Fund into the Operating Fund to cover 2020 operating expenses.

Please note the Board is trying to build the balance of the Reserve Fund for the future repair and replacement of common area assets.

Preliminary 2021 Budget

	2020 Budget	Proposed 2021 Budget Without Dues Increase	Proposed 2021 Budget with \$9.00 per Month Dues Increase
Income			
Dues	73,440.00	74,520.00	81,972.00
Interest/Dividends	500.00	150.00	150.00
Miscellaneous Income	0.00		
Total Income	73,940.00	74,670.00	82,122.00
Expense			
Accounting / Taxes	353.00	353.00	353.00
Administrative	3,726.00	3,726.00	3,726.00
Bank Service Charge	0.00	0.00	0.00
Capital Improvement Expense	0.00	0.00	0.00
Common Area Electricity	150.25	140.00	140.00
Common Area Irrigation	2,500.00	2,500.00	2,500.00
Common Area Plant Replacement	1,125.00	1,125.00	1,125.00
Insurance	1,600.00	1,369.00	1,369.00
Landscape Maintenance	58,249.44	58,249.44	58,249.44
Ligustrum Hedge Maintenance	4,124.00	4,124.00	4,124.00
Miscellaneous	2,500.00	2,500.00	2,500.00
Postage & Copies	450.00	450.00	450.00
Repairs	1,000.00	1,000.00	1,000.00
Total Expense	75,777.69	75,536.44	75,536.44
Net Income	-1,837.69	-866.44	6,585.56

Garden HOA Monthly Dues Increase

Approved 2021 Dues Increase: \$9.00 per month/\$108.00 per year

The 2021 Dues will be \$99.00 per month/\$1,188.00 per year

History:

- 1998: Monthly Dues Began at \$70.36 per month
- March 2001: \$75.00 per month
- March 2004: \$80.00 per month
- January 2019: \$85.00 per month
- January 2020: \$90.00 per month
- January 2021: \$99.00 per month

Why An Increase Is Needed:

- **Projected Net Loss Without Increase:** The 2020 budget was approved with a projected net loss and the 2021 budget would also have had a projected net loss without the increase.
- **Building the Reserve:** Other than interest deposits, there has not been a contribution to the Reserve Fund since the 2013 year-end net income transfer. The board feels it is important to begin building up the Reserve Fund to be prepared for future common area repairs.
- **Plant Replacement:** The board added a plant replacement line item to the budget in 2020 to begin replacing common area plants that have died or have been removed and were not replaced. The board may consider increasing the plant replacement budget in 2021 to continue restoring the common area landscaping.

Common Area Repairs and Special Assessment

After discussing the condition of the common areas and the likely upcoming special assessment at the December 2019 Garden HOA Annual Meeting, the board continued to pursue additional information about the repairs needed in the common areas.

Insurance Inspection

In June 2020, the common areas were inspected by The Cincinnati Insurance Company. The assessment of the areas revealed several issues that the association is required to repair to maintain liability insurance with the company: sections of sidewalks and walkways had height differentials that created trip hazards and areas where water accumulates; drive way approaches have settled well below the height of the street curb resulting in trip hazards; stairs/steps that have recessed and became detached from the upper landing; areas at the lower landing of the stairs where the surface has depressed creating a condition where water accumulates and does not readily runoff; and retaining walls that are beginning to protrude (lean) outward resulting in some of top row of blocks to become loose.

Engineering Inspection

Following receipt of the insurance assessment, the board hired engineering firm Terracon Consultants to assess the common area sidewalks, parking lots, and masonry retaining walls. Their report found that there is approximately 750 linear feet of crack sealing needed in the common area parking lots; there are approximately 650 square yards of concrete sidewalks that need replacement due to cracking, differential movement, standing water, and algae growth; they advised the association should evaluate the stairs within the sidewalk for replacement due to ADA requirements and differential movement; the association should redirect the excessive drainage next to 4759 Stonebriar Circle; cracked and leaning masonry walls should be evaluated and repaired by a stone mason; the association should discuss installing a drainage system within the walls with a stone mason, and it was recommended that the existing wall be cleaned.

Bid Process

Following receipt of the engineering assessment report, the board shared bid specifications for the repair project with eight qualified contractors and held a pre-bid meeting to discuss the project with the contractors on site. Three of the eight invited contractors attended the meeting. Following the pre-bid meeting, only two contractors chose to bid the project. The board reviewed the bids at the September 28, 2020 board meeting and selected Aggieland Masonry's bid as the winning bid at a cost of \$101,950.00.

Special Assessment

To fund the repairs, all owners were invoiced on October 15th through a Special Assessment in the amount of \$1,960.00 per property. The total approved cost of the project is \$135,000 which includes the cost of the repairs being done by Aggieland Masonry, a budget for stairway lighting, and a budget for incidentals.

Aggieland Masonry repairs:

1. Replacing the concrete steps and most of the concrete sidewalk in the common area between 4759 Stonebriar Circle and 4775 Stonebriar Circle (referred to as area “A”), as well as replacing 2 sections of sidewalk in the north end common area (referred to as area “B”).

2. Replacing the concrete apron at both entrances into parking area “A” due to the height of the street curb. This portion of the bid includes installing a new drain in the parking lot to eliminate the build up of algae and muck near the sidewalk. Includes pressure washing.

Please note that the City of College Station also began making repairs to sidewalks and curbs just prior to the GHOA work beginning, and the city agreed to replace the parking lot aprons in parking area “A”. This could indicate a cost savings for the association. However, a leak that seems to originate from GHOA common area was located during the replacement of the north end apron and the source has not yet been determined. Contractors hired by GHOA are working in conjunction with the city to locate the source of the water so it can be repaired, but the scope and cost of the repair is unknown.

3. Repairing cracks in the curbs and driveways at both parking areas “A” and “B”.

4. Install a new drain at the south and north end stairwells located in area “A”. Includes removing current drain, patching hole, and installing new drain system behind the wall.

5. Masonry stone repair at both area “A” and area “B”. Tuckpoint all loose, cracked, or missing mortar at obvious areas. Includes near matching mortar. Reset loose stones. Clean out all drains. Includes stump removal from area “B” prior to resetting stone wall. Includes power washing all stone upon completion.

6. Masonry walls and concrete steps at common area approaching 4769 Stonebriar Circle. Remove and replace steps and sidewalk within the common area and install stone walls to match other stairway approaches in common area. Includes a handrail.

Lighting

The board also approved installing lighting in the common area at the stairways to illuminate the stairs at night. The board approved up to \$21,350.00 for lighting and they are soliciting bids from three contractors; Aggieland Masonry, Green Teams, and Casiano Electric.

Incidentals

The board also approved a total of \$11,700.00 in incidental expenditures to cover costs to provide a portable restroom on site for contractors; to install a quick coupler valve in the common area to provide water on site for contractors; to provide a generator on site for contractors if an alternative electrical source cannot be located; for landscaping incidentals like repairing irrigation, replacing sod, and other needed landscaping repairs that could transpire due to the repairs; and for possible handrail alteration or replacement (whichever is more cost efficient if this need arises) to ensure the common area handrails are installed properly after the stairways are replaced.

Committees & Chairpersons

Landscape Committee: Judy Guido

Irrigation Systems: Please be aware that the irrigation system at your home is your personal system that you are responsible for maintaining. Your irrigation system should be checked regularly (I suggest a monthly self check of your system), and any needed repairs should be made promptly. Having a well-maintained irrigation system is a very important component to keeping your lawn and landscaping at its best!

Watering and Flower Reminder: Please remember that Green Teams is mowing on Wednesdays, and they ask that homeowner irrigation systems not be run on Tuesday evenings or Wednesday mornings/afternoons to help prevent ruts. Fall flowers were planted the last week of October and should have been watered in after planting and watered well for two weeks following planting.

Winter Maintenance Reminder: A reminder that the maintenance trips by Green Teams are less often during the winter months; two times in December, one time in January, and two times in February. Maintenance trips will return to once per week in March.

Landscaping Questions/Requests: If you have any questions or have a landscaping request, please contact Mrs. Guido by email at JJGuido66@yahoo.com or by phone at 690-2281. Mrs. Guido acts as a liaison between GHOA owners and Green Teams.

Social Committee: Madeline Stiles, Nancy Simmons, and Carolyn Moore

Luncheons: The Stonebriar Ladies meet for lunch one time per month but have not been meeting this year due to Covid-19. The committee will reinstate the luncheons once it is safe to do so. Once the luncheons begin again, please submit your restaurant suggestions to a member of the committee. Invitations are sent by email, so please make sure the Association Office has your current email address to ensure you're included!

National Night Out: The Social Committee also helps to plan and host the National Night Out event each October. The next GHOA National Night Out event will be on the evening of October 5, 2021, and homeowners are encouraged to bring a dish to share as well as drinks and chairs for themselves. The event is held in the lower parking area next to 4759 Stonebriar Circle. Additional information will be emailed to homeowners in the fall.

Election of Board Members

No less than 3 but no more than 7 Board Members
can be elected, and the candidates are:

Lisa Burton

Buck Blevins

Charles Marietta

*****More Volunteers ARE NEEDED!*****

*****PLEASE SIGN AND RETURN YOUR BALLOTS.
SIGNATURES ARE REQUIRED BY TEXAS STATE LAW.*****

Questions & Comments