



2021 Board Meeting

Monday, March 22, 2021

Prepared By:
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**GRAND LAKES COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING**

Place: *Virtual Meeting Platform*

Time: *6:00 PM – 7:00 PM*

AGENDA

Open Session

- I. Establish Quorum & Call to Order**
- II. Approval of Meeting Agenda**
- III. Financials** – February 2021 Financials
 - a. Delinquency Update - *8% Decrease in Accounts Receivable as of March 18th*
- IV. Minutes** – Approval of the February 2021 Minutes
- V. Email Approvals**
 - a. Events for 2021
- VI. New / Old Business**
 - a. Phase 4 Fence Proposal
 - b. Formal Park Pergola
 - c. Landscaping Proposals
 - d. Wetland Planter Boxes
 - e. Dog Park Water Meter Issue
 - f. ARC Rotation
 - i. 1st Quarter** – Jon & Sid - *1/1/21 – 3/31/21*
 - ii. 2nd Quarter** – Richard & Dean – *4/1/21 – 6/30/21*
 - iii. 3rd Quarter** – Lijuan & Sid – *7/1/21 – 9/30/21*
 - iv. 4th Quarter** – Richard & Dean – *10/1/21 – 12/31/21*
 - g. Community Sidewalk Assessment
- VII. *Voting**
 - a. Phase 4 Fence Proposal
 - b. Formal Park Pergola
 - c. Wetland Planter Boxes
 - d. CenterPoint Pole Relocation
- VIII. Homeowner Discussion**
 - a. Ann Minks – Community Discussion
- IX. Schedule Date & Time of Next open Meeting: April 26, 2021 & Adjournment**

GRAND LAKES COMMUNITY ASSOCIATION, INC. BOARD OF DIRECTORS MEETING

Reminder to keep yourself muted until we get to the homeowner discussion, when you have a question, please unmute yourself, state your name, when you have the floor, please ask your question.

As to the Chat...it is only to be used in the following 2 manners:

1. During the homeowner discussion, you can type your question, and it will be read out loud and answered.
2. As a registry, please type your name, street number, and email address, so please do that now. This is very important.

Grand Lakes HOA is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87167621760?pwd=Wk9WTERMUXlmWHdYKzU2RVV0aGRUZz09>

Meeting ID: 871 6762 1760

Passcode: 190624

One tap mobile

+13462487799,,87167621760#,,,,*190624# US (Houston)

+12532158782,,87167621760#,,,,*190624# US (Tacoma)

Dial by your location

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Meeting ID: 871 6762 1760

Passcode: 190624

Find your local number: <https://us02web.zoom.us/j/87167621760?pwd=Wk9WTERMUXlmWHdYKzU2RVV0aGRUZz09>

Balance Sheet Report
Grand Lakes CA
As of February 28, 2021

	<u>Balance Feb 28, 2021</u>	<u>Balance Jan 31, 2021</u>	<u>Change</u>
<u>Assets</u>			
Operating Funds			
1000 - PPB CK #4584	1,634,231.83	251,092.15	1,383,139.68
1001 - New First Ntl Bank #8346	29,222.10	29,222.10	0.00
1100 - Pacific Premier Bank OP MM- #5499	144,266.86	144,250.26	16.60
1101 - PPB MM ICS #499	2,697,051.01	2,696,844.23	206.78
1102 - New First Natl Bank #7558	69.65	69.65	0.00
1650 - Due To/From Reserves	87,990.73	1,308,102.89	(1,220,112.16)
Total Operating Funds	4,592,832.18	4,429,581.28	163,250.90
Reserve Funds			
1326 - PPB MM RSV- #5507	249,042.80	220,664.96	28,377.84
1327 - PPB MM Reserve ICS #507	964,765.02	964,691.05	73.97
1330 - New First Natl Bank #5909	515,465.19	1,800,564.97	(1,285,099.78)
1651 - Due To/From Operating	(87,990.73)	(1,308,102.89)	1,220,112.16
Total Reserve Funds	1,641,282.28	1,677,818.09	(36,535.81)
Accounts Receivable			
1500 - Residential Assessments Receivable	718,346.62	1,017,278.19	(298,931.57)
Total Accounts Receivable	718,346.62	1,017,278.19	(298,931.57)
Other Current Assets			
1600 - Prepaid Insurance	40,511.90	46,299.32	(5,787.42)
1640 - Other Prepaid Expenses	33,810.00	37,553.20	(3,743.20)
1799 - Clearing Account	(1,187.25)	0.00	(1,187.25)
Total Other Current Assets	73,134.65	83,852.52	(10,717.87)
Total Assets	7,025,595.73	7,208,530.08	(182,934.35)

Balance Sheet Report

Grand Lakes CA

As of February 28, 2021

	<u>Balance Feb 28, 2021</u>	<u>Balance Jan 31, 2021</u>	<u>Change</u>
<u>Liabilities</u>			
Liabilities			
2015 - Returned Check Fee Payable	30.00	60.00	(30.00)
2025 - Transfer Fee Payable	130.00	0.00	130.00
2026 - New Account Setup Fee	525.00	105.00	420.00
2036 - PMG Collections	44,156.37	41,326.37	2,830.00
2037 - Payment Plan Fees	1,350.00	1,350.00	0.00
2050 - Resident Refunds	0.00	(1,150.00)	1,150.00
2395 - Other Accrued Expenses	56,145.86	36,327.12	19,818.74
2500 - Deposits Held	7,000.00	6,000.00	1,000.00
2550 - Prepaid Assessments	29,273.20	31,970.21	(2,697.01)
2595 - Deferred Revenue	2,998,373.52	3,298,210.87	(299,837.35)
Total Liabilities	<u>3,136,983.95</u>	<u>3,414,199.57</u>	<u>(277,215.62)</u>
Total Liabilities	<u>3,136,983.95</u>	<u>3,414,199.57</u>	<u>(277,215.62)</u>
<u>Owners' Equity</u>			
Owners Equity - Prior Years			
3000 - Operating Fund - Prior year	1,955,851.53	1,955,851.53	0.00
3005 - Equity Adjustments - Prior Periods	10,059.34	10,015.31	44.03
Total Owners Equity - Prior Years	<u>1,965,910.87</u>	<u>1,965,866.84</u>	<u>44.03</u>

Balance Sheet Report
Grand Lakes CA
As of February 28, 2021

	<u>Balance Feb 28, 2021</u>	<u>Balance Jan 31, 2021</u>	<u>Change</u>
<u>Owners' Equity</u>			
Capital Reserves - Prior Years			
3102 - Repair & Replacement Reserve - Prior Yrs	1,739,045.76	1,739,045.76	0.00
Total Capital Reserves - Prior Years	<u>1,739,045.76</u>	<u>1,739,045.76</u>	<u>0.00</u>
Total Owners' Equity	<u>3,704,956.63</u>	<u>3,704,912.60</u>	<u>44.03</u>
Net Income / (Loss)	<u>183,655.15</u>	<u>89,417.91</u>	<u>94,237.24</u>
Total Liabilities and Equity	<u><u>7,025,595.73</u></u>	<u><u>7,208,530.08</u></u>	<u><u>(182,934.35)</u></u>

Income Statement Report

Grand Lakes CA

Consolidated

February 01, 2021 thru February 28, 2021

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Income								
4000 - Residential Assessments	262,487.50	262,487.00	0.50	524,975.00	524,975.00	0.00	3,149,850.00	2,624,875.00
4016 - Force Mow Income	0.00	41.00	(41.00)	0.00	83.00	(83.00)	500.00	500.00
4070 - Reimbursement	11,156.67	35,234.00	(24,077.33)	55,783.35	70,468.00	(14,684.65)	422,810.00	367,026.65
4130 - Commercial Assessments	37,349.85	41,390.00	(4,040.15)	74,699.70	82,781.00	(8,081.30)	496,686.00	421,986.30
4250 - Pool Fees	0.00	500.00	(500.00)	0.00	1,000.00	(1,000.00)	6,000.00	6,000.00
4710 - Late Fees & Interest	7,766.71	1,250.00	6,516.71	20,074.15	2,500.00	17,574.15	15,000.00	(5,074.15)
4720 - Legal Reimbursements	6,914.00	1,875.00	5,039.00	9,171.00	3,750.00	5,421.00	22,500.00	13,329.00
4810 - Compliance Fines	(200.00)	0.00	(200.00)	(2,400.00)	0.00	(2,400.00)	0.00	2,400.00
4900 - Interest Earned - Operating Accounts	223.38	0.00	223.38	482.19	0.00	482.19	0.00	(482.19)
4905 - Reserve Contribution Income	28,350.00	28,350.00	0.00	56,700.00	56,700.00	0.00	340,200.00	283,500.00
4910 - Interest Earned - Reserve Accounts	293.36	0.00	293.36	645.47	0.00	645.47	0.00	(645.47)
Total Income	354,341.47	371,127.00	(16,785.53)	740,130.86	742,257.00	(2,126.14)	4,453,546.00	3,713,415.14
Total Income	354,341.47	371,127.00	(16,785.53)	740,130.86	742,257.00	(2,126.14)	4,453,546.00	3,713,415.14
<u>Expense</u>								
Administrative								
5000 - General Administrative	39.80	175.00	(135.20)	39.80	350.00	(310.20)	2,100.00	2,060.20
5005 - Application/Processing	675.00	250.00	425.00	675.00	500.00	175.00	3,000.00	2,325.00
5010 - Bad Debt	849.64	416.00	433.64	9,280.18	833.00	8,447.18	5,000.00	(4,280.18)
5025 - Billing/Collections	0.00	2,084.00	(2,084.00)	0.00	4,167.00	(4,167.00)	25,000.00	25,000.00
5027 - Committees	0.00	125.00	(125.00)	0.00	250.00	(250.00)	1,500.00	1,500.00
5035 - Decorations	0.00	1,834.00	(1,834.00)	11,889.00	3,667.00	8,222.00	22,000.00	10,111.00
5075 - Meeting Expense	0.00	84.00	(84.00)	0.00	167.00	(167.00)	1,000.00	1,000.00
5090 - Office Supplies	6.60	250.00	(243.40)	6.60	500.00	(493.40)	3,000.00	2,993.40
5100 - Records Storage	220.50	466.00	(245.50)	443.50	933.00	(489.50)	5,600.00	5,156.50
5115 - Web Site Maintenance	0.00	79.00	(79.00)	0.00	158.00	(158.00)	950.00	950.00
5195 - Other Administrative Services	0.00	34.00	(34.00)	0.00	67.00	(67.00)	400.00	400.00
5200 - Community Events	0.00	4,166.00	(4,166.00)	0.00	8,333.00	(8,333.00)	50,000.00	50,000.00
5210 - Printing & Copying	221.00	1,375.00	(1,154.00)	221.00	2,750.00	(2,529.00)	16,500.00	16,279.00

Income Statement Report

Grand Lakes CA

Consolidated

February 01, 2021 thru February 28, 2021

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Administrative								
5215 - Postage	30.25	1,416.00	(1,385.75)	30.25	2,833.00	(2,802.75)	17,000.00	16,969.75
Total Administrative	2,042.79	12,754.00	(10,711.21)	22,585.33	25,508.00	(2,922.67)	153,050.00	130,464.67
Insurance								
5460 - Property Insurance Premiums	5,787.42	5,816.00	(28.58)	11,574.84	11,633.00	(58.16)	69,800.00	58,225.16
Total Insurance	5,787.42	5,816.00	(28.58)	11,574.84	11,633.00	(58.16)	69,800.00	58,225.16
Utilities								
6000 - Electric Service	17,961.87	13,334.00	4,627.87	31,789.01	26,667.00	5,122.01	160,000.00	128,210.99
6025 - Water Service	2,807.60	42,916.00	(40,108.40)	6,570.80	85,833.00	(79,262.20)	515,000.00	508,429.20
6050 - Telephone Service	1,518.18	1,250.00	268.18	3,491.38	2,500.00	991.38	15,000.00	11,508.62
6055 - Internet Service	441.84	459.00	(17.16)	883.68	917.00	(33.32)	5,500.00	4,616.32
6075 - Other Utility Expenses	7,039.28	20,334.00	(13,294.72)	8,283.68	40,667.00	(32,383.32)	244,000.00	235,716.32
Total Utilities	29,768.77	78,293.00	(48,524.23)	51,018.55	156,584.00	(105,565.45)	939,500.00	888,481.45
Landscaping								
6100 - Grounds & Landscaping - Contract	63,168.22	72,669.00	(9,500.78)	126,336.44	145,337.00	(19,000.56)	872,019.00	745,682.56
6115 - 7M Shared Median	0.00	518.00	(518.00)	0.00	1,036.00	(1,036.00)	6,216.00	6,216.00
6140 - Force Mow	0.00	41.00	(41.00)	0.00	83.00	(83.00)	500.00	500.00
6145 - Mulch	0.00	4,666.00	(4,666.00)	0.00	9,333.00	(9,333.00)	56,000.00	56,000.00
6150 - Seasonal Color/Plantings	0.00	9,166.00	(9,166.00)	0.00	18,333.00	(18,333.00)	110,000.00	110,000.00
6160 - Tree Maintenance	0.00	12,500.00	(12,500.00)	10,275.00	25,000.00	(14,725.00)	150,000.00	139,725.00
6165 - Tree Removal	0.00	1,800.00	(1,800.00)	0.00	3,600.00	(3,600.00)	21,600.00	21,600.00
6199 - Landscape Other	0.00	834.00	(834.00)	0.00	1,667.00	(1,667.00)	10,000.00	10,000.00
6200 - Irrigation Repair & Maintenance	10,967.60	13,750.00	(2,782.40)	20,467.60	27,500.00	(7,032.40)	165,000.00	144,532.40
Total Landscaping	74,135.82	115,944.00	(41,808.18)	157,079.04	231,889.00	(74,809.96)	1,391,335.00	1,234,255.96
Contracted Services								
6418 - Fountains/Ponds/Lakes Services	8,600.00	8,600.00	0.00	17,200.00	17,200.00	0.00	103,200.00	86,000.00

Income Statement Report Grand Lakes CA Consolidated

February 01, 2021 thru February 28, 2021

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Contracted Services								
6434 - Pest Control	1,275.00	2,169.00	(894.00)	2,175.00	4,337.00	(2,162.00)	26,020.00	23,845.00
6438 - Pool Management	4,305.00	21,367.00	(17,062.00)	8,210.00	42,733.00	(34,523.00)	256,396.00	248,186.00
6440 - Safety & Security	33,810.00	35,234.00	(1,424.00)	42,899.11	70,468.00	(27,568.89)	422,810.00	379,910.89
Total Contracted Services	47,990.00	67,370.00	(19,380.00)	70,484.11	134,738.00	(64,253.89)	808,426.00	737,941.89
Repair & Maintenance								
6530 - Common Areas Repair & Maintenance	0.00	834.00	(834.00)	1,383.19	1,667.00	(283.81)	10,000.00	8,616.81
6545 - Electrical Supplies/Repair & Maintenance	0.00	416.00	(416.00)	0.00	833.00	(833.00)	5,000.00	5,000.00
6560 - Fence Repair & Maintenance	0.00	416.00	(416.00)	656.23	833.00	(176.77)	5,000.00	4,343.77
6585 - Fountain/Pond/Lake Repair & Maintenance	500.00	14,584.00	(14,084.00)	10,503.10	29,167.00	(18,663.90)	175,000.00	164,496.90
6595 - Gate & Monument Repair & Maintenance	0.00	250.00	(250.00)	0.00	500.00	(500.00)	3,000.00	3,000.00
6600 - General Repair & Maintenance	0.00	834.00	(834.00)	0.00	1,667.00	(1,667.00)	10,000.00	10,000.00
6640 - Lighting Supplies/Repair & Maintenance	642.00	1,750.00	(1,108.00)	1,404.19	3,500.00	(2,095.81)	21,000.00	19,595.81
6645 - Locks & Keys Repair & Maintenance	0.00	166.00	(166.00)	0.00	333.00	(333.00)	2,000.00	2,000.00
6680 - Painting Services & Supplies	0.00	834.00	(834.00)	0.00	1,667.00	(1,667.00)	10,000.00	10,000.00
6685 - Playground Maintenance/Repairs	0.00	750.00	(750.00)	0.00	1,500.00	(1,500.00)	9,000.00	9,000.00
6695 - Plumbing Supplies/Repair & Maintenance	0.00	84.00	(84.00)	0.00	167.00	(167.00)	1,000.00	1,000.00
6700 - Pool Supplies/Repair & Maintenance	0.00	2,084.00	(2,084.00)	2,243.15	4,167.00	(1,923.85)	25,000.00	22,756.85
6705 - Power Washing Services & Supplies	0.00	2,084.00	(2,084.00)	0.00	4,167.00	(4,167.00)	25,000.00	25,000.00
6710 - Fish Stocking	0.00	834.00	(834.00)	0.00	1,667.00	(1,667.00)	10,000.00	10,000.00
6745 - Signage Repair & Maintenance	0.00	84.00	(84.00)	0.00	167.00	(167.00)	1,000.00	1,000.00
6750 - Trail Maintenance	0.00	125.00	(125.00)	0.00	250.00	(250.00)	1,500.00	1,500.00
6765 - Tennis Court Repair & Maintenance	0.00	334.00	(334.00)	874.01	667.00	207.01	4,000.00	3,125.99
6770 - Vandalism Repair & Maintenance	0.00	166.00	(166.00)	0.00	333.00	(333.00)	2,000.00	2,000.00
Total Repair & Maintenance	1,142.00	26,629.00	(25,487.00)	17,063.87	53,252.00	(36,188.13)	319,500.00	302,436.13
Professional Services								
7000 - Audit & Tax Services	0.00	350.00	(350.00)	0.00	700.00	(700.00)	4,200.00	4,200.00
7020 - Legal Services	0.00	834.00	(834.00)	1,187.50	1,667.00	(479.50)	10,000.00	8,812.50

Income Statement Report

Grand Lakes CA

Consolidated

February 01, 2021 thru February 28, 2021

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Professional Services								
7025 - Legal Services - Collections	0.00	1,666.00	(1,666.00)	2,257.00	3,333.00	(1,076.00)	20,000.00	17,743.00
7035 - Legal Services - Deed Restrictions	0.00	416.00	(416.00)	0.00	833.00	(833.00)	5,000.00	5,000.00
7040 - Management Fees	5,708.26	5,820.00	(111.74)	11,416.52	11,640.00	(223.48)	69,840.00	58,423.48
Total Professional Services	5,708.26	9,086.00	(3,377.74)	14,861.02	18,173.00	(3,311.98)	109,040.00	94,178.98
Taxes								
9015 - Property/Real Estate Tax	0.00	209.00	(209.00)	0.00	417.00	(417.00)	2,500.00	2,500.00
Total Taxes	0.00	209.00	(209.00)	0.00	417.00	(417.00)	2,500.00	2,500.00
Other Expenses								
9105 - Reserve Contribution Expense	28,350.00	28,350.00	0.00	56,700.00	56,700.00	0.00	340,200.00	283,500.00
Total Other Expenses	28,350.00	28,350.00	0.00	56,700.00	56,700.00	0.00	340,200.00	283,500.00
Reserve Expenses								
9828 - Concrete Expenses	17,118.22	0.00	17,118.22	57,048.00	0.00	57,048.00	0.00	(57,048.00)
9916 - Paved Surfaces Expenses	48,060.95	0.00	48,060.95	48,060.95	0.00	48,060.95	0.00	(48,060.95)
9960 - Trails & Paths Expenses	0.00	0.00	0.00	50,000.00	0.00	50,000.00	0.00	(50,000.00)
Total Reserve Expenses	65,179.17	0.00	65,179.17	155,108.95	0.00	155,108.95	0.00	(155,108.95)
Total Expense	260,104.23	344,451.00	(84,346.77)	556,475.71	688,894.00	(132,418.29)	4,133,351.00	3,576,875.29
Net Income / (Loss)	94,237.24	26,676.00	67,561.24	183,655.15	53,363.00	130,292.15	320,195.00	136,539.85

GRAND LAKES COMMUNITY ASSOCIATION, INC.

Minutes of the Open Meeting of the Board of Directors on February 24, 2021

The Grand Lakes Community Association, Inc., held an Open Meeting of the Board of Directors via Zoom on February 24, 2021.

Attending Members of the Board:

Richard Powell
Lijuan Wang
Sid Bagali
Dean Haefner
Jon Burns

Attending Members of Management:

Ashley Howard

CALL TO ORDER

Established quorum and called the meeting to order at 6:18 p.m.

APPROVAL OF AGENDA

The agenda was approved unanimously.

APPROVAL OF MINUTES: Minutes from the January 25, 2021 Open Board Meeting were presented to the Board for review.

Motion: A motion was made by Jon Burns to approve the January 25, 2021 open session minutes a second was given by Sid Bagali for the approval of the January 2021 open session minutes.

FINANCIALS: The Preliminary Financial Report for January 2021 was presented by Ashley Howard to the Board for review.

Email Approvals: The Board approved the following projects via email:

- Phase 1 South Walking Trails
- Master Service Agreement
- Fence & Phase 2 Walking Trail Agreement w/ MUD 2
- Landscape Charter
 - Jon Burns volunteered himself for the Board liaison for the Landscape Charter committee
- 2020 Audit
- Due Date for Annual Assessment

OLD/NEW BUSINESS

- **Fencing Update**– Ashley Howard presented the plans for the wood and brick fence with estimated completion dates.
- **Power Washing Work** – Ashley Howard presented the areas where power washing needed to be done and stated that a proposal was in process of being completed to get the following items on the report completed.
- **Landscaping Contract** – The board stated that due to unfavorable landscaping around the community, so the association will be going out for bid for a new landscaping contractor.
- **Grand Lakes Grand Plan** – Ashley Howard stated to the community that a meeting was being held March 3rd with Grand Lakes MUD 2 to discuss a future working relationship in the community and to complete future projects together.
- **Wetland Planter Boxes** – Ashley Howard addressed the issues with the planter boxes and stated to the board that there was a proposal to replant colorful and better plants in the planter boxes along the lakes.

HOMEOWNER DISCUSSION

- The board requested more information about the insurance coverage on the landscaping due to the freeze killing the majority of the communities landscaping.
- The community stated that the plant replacement information be shared with the community.
- Ann Minks stated that the landscapers that were responsible for removing the plant material from the planter beds behind her home was removing concrete and other debris that shouldn't have been removed, she has requested management and the board look into what was going on with that situation.

NEXT BOARD MEETING – March 22, 2021.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 7:41 p.m.

Board Member

Date

DRAFT

Community Events

Hello Everyone here are some ideas for community events, please feel free to add :-)

Food Truck Frenzy

Outdoor Yoga / Fitness Camp

Community Sports Day - Kick Ball , etc – can utilize Soccer Field

Pool Parties - - with themes

Community Drive thru Birthday Event

Farmers Market

Kite Flying Event

Fun Run - a path around the community

Community Garage Sale

Donation/ Pet Adoption Day

Car Show