



Board of Directors Meeting

Thursday, May 5, 2022 at 6:00 p.m.

Westlake Council Chambers

1500 Solana Boulevard

Westlake, Texas 76262



AGENDA

- Call Meeting to Order
- Establish Board Quorum
- Introduction of the Board of Directors
 - Daryl Amos, President
 - Vishal Dhanuka, Vice President
 - Neil Lonibos, Secretary
- Introduction of Essex Association Management, L.P. Representatives
 - Tameka Jackson, Sr. Community Association Manager
 - Ashlea Morgan, Assistant Community Association Manager
- Town of Westlake Agreement
- Approve December 2021 Board Meeting Minutes
- Financial Review
 - Review March 2022 Balance Sheet & Income Statement
- Old Business
- New Business
- Adjourn Open Meeting
- Executive Session
 - Delinquency Review
 - Compliance/ ACC
- Adjourn Executive Session

Meeting Conduct

- No questions will be answered during the presentation
- All homeowners will have an opportunity to ask questions at the end of the presentation.
- The Board of Directors have allocated 30 minutes for Homeowner Q & A at the end of the open meeting.
- Please be sure to submit your questions or concerns during the meeting to allow all questions to be addressed.
- All homeowners will be allowed 2 minutes



Let's make this a productive meeting!

Town Agreement

- **Town Agreement**

- Town Agreement was fully executed on November 16, 2021

- Town Services

- A. Town will perform all services, and costs necessary to separate the irrigation systems between the Town Irrigated Area and the Association Irrigated Area;
 - B. Town will provide the water necessary for the Association to irrigate and maintain the Town Irrigated Area, including any water features and drinking water fountains;
 - C. Town will provide two (2) water meters within the Town Irrigated Area;
 - D. Town will maintain and repair the three existing (3) shade structures (see Exhibit E) located within the Town Irrigated Area;
 - E. Town will conduct an analysis only of the efficiencies and deficiencies of the irrigation systems in the Town Irrigated Area and Association Irrigated Area. The cost for the analysis will be shared equally between the Town and Association and shall be reviewed and approved by both parties prior to any analysis being performed.
 - F. The Town will reimburse the Association for the one-time costs to restore the landscaping in the Town Irrigated Area in accordance with “Landscape Replacement Plan” as further identified in Exhibit D. The work shown on the “Landscape Replacement Plan” shall be completed no later than April 30, 2022. In no event shall the Town’s costs exceed \$25,000.00.



December 2021 Meeting Minutes

Name	Title	Present
Joseph Amos	President	Yes
Vishal Dhanuka	Vice President	No
Neil J. Lonibos	Secretary	Yes

Present from Essex Association Management, L.P.:

Tameka Jackson, Senior Community Association Manager
Ashlea Morgan, Assistant Association Community Manager

Meeting Type and Location:

Board of Directors Meeting
Virtual

Monday December 13, 2021 at 6:00 pm

Meeting called to order by Tameka Jackson at 6:01 pm.

Introductions: Tameka Jackson introduced Board of Directors & Essex Association Management Representatives

Financial Review:

- Tameka Jackson explained October 2021 Balance Sheet in its entirety explaining any significant variances.
- Tameka Jackson explained October 2021 Income Statement Summary Sheet, explaining any significant variances

Community Updates:

Town Agreement

- Town Agreement was fully executed on November 16, 2021
- Town Services
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Gates

- Main Entry Gate
 - Reader Replacement
 - Reader was repaired 12/8/20
 - Cost of Replacement \$5,425.49
 - Can be installed within a week
 - Board approved to have the reader replaced
- Adding an Emergency Override
- Gate Related Issues
 - During business hours please send all call box code, toll tag request and maintenance request to poolkeys@essexhoa.com.
 - After hours please report all maintenance request to the emergency line at (888) 740-2233.
- Construction Entrance
 - Asking lot owners on Costa Del Sol to add wrought iron fencing to complete fencing around construction gate

- Adding new control panel and gate for programming and remote access

Guard House

- Pre-Construction Steps
 - Created a design concept
 - Reached out to 4 construction companies to turn the concept into design plans
 - Prepare Estimations & Budgets
 - Building Permits
 - Approach a builder

- Ad Hoc Committee to Oversee Guard House Project

Security

- Provided 2 estimates for a roving security vehicle between the hours of 11pm-7am, 7 days a week.
- Securitas Estimate
 - Security Officer & Marked Security Vehicle =\$8,748 a month
- Tier One Estimate
 - Security Officer & Marked Patrol Vehicle= \$11,223.75 a month

Official Association Communication

- Association website at www.granadahoa.com
- TownSq App
- **Any other website, app, text group, or social media (i.e. Nextdoor, Whatsapp, GroupMe or Facebook) are not
- Register for your account by going to app.townsq.io/partners/signup and entering your Account ID and Unit Zip Code below:
 - Account ID: [enter account number]
 - Unit Zip Code: [enter unit zip code]
 - Note: If you have more than one account, you will be able to link them and have a single login
 - Once your account has been created, go to app.townsq.io/login and enter your email and password
- Newsletter
 - Monthly newsletter starting January 5th
- Social Committees

March 2022 Balance Sheet

Balance Sheet Report Granada Residential Community, Inc. As of March 31, 2022

	<u>Balance Mar 31, 2022</u>	<u>Balance Feb 28, 2022</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	220,386.09	228,078.39	(7,692.30)
1011 - CIT Bank Reserve Account	121,542.89	121,527.41	15.48
1050 - CIT Bank Street Reserve Account	68,271.82	68,263.12	8.70
Total Assets	410,200.80	417,868.92	(7,668.12)
Receivables			
1400 - Accounts Receivable	5,305.00	13,110.00	(7,805.00)
Total Receivables	5,305.00	13,110.00	(7,805.00)
Total Assets	415,505.80	430,978.92	(15,473.12)
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	2,166.05	1,885.21	280.84
2050 - Prepaid Assessments	0.00	535.00	(535.00)
4902 - Insurance Claims	(1,000.00)	(1,000.00)	0.00
Total Liabilities	1,166.05	1,420.21	(254.16)
Total Liabilities	1,166.05	1,420.21	(254.16)

March 2022 Income Statement Summary

Income Statement Summary Granada Residential Community, Inc. March 01, 2022 thru March 31, 2022

	Current Period			Year to Date (3 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	1,434.00	428.00	1,006.00	271,893.28	274,604.00	(2,710.72)	282,414.00
Total Income	1,434.00	428.00	1,006.00	271,893.28	274,604.00	(2,710.72)	282,414.00
Total General & Administrative	1,407.16	1,717.00	(309.84)	4,522.44	5,223.00	(700.56)	30,608.00
Total Insurance	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
Total Utilities	2,992.11	2,418.00	574.11	6,960.73	7,054.00	(93.27)	31,816.00
Total Infrastructure & Maintenance	0.00	1,586.00	(1,586.00)	1,513.56	4,756.00	(3,242.44)	22,024.00
Total Pool/Fountains	1,371.15	1,837.00	(465.85)	7,695.67	5,510.00	2,185.67	22,040.00
Total Landscaping	10,882.54	10,083.00	799.54	34,512.98	30,250.00	4,262.98	21,000.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	47,926.00
Total Expense	16,652.96	17,641.00	(988.04)	55,205.38	52,793.00	2,412.38	282,414.00
Net Income / (Loss)	(15,218.96)	(17,213.00)	1,994.04	216,687.90	221,811.00	(5,123.10)	0.00

Old Business

- **Gates**

- Main Entry Gate
 - Reader Replacement
 - Toll Reader was repaired 12/8/20
 - Cost of Replacement \$5,425.49
- Gate Related Issues
 - During business hours please send all call box code, toll tag request and maintenance request to poolkeys@essexhoa.com.
 - After hours please report all maintenance request to the emergency line at (888) 740-2233.

Old Business

- **OFFICAL ASSOCIATION COMMUNICATION**

- Association website at www.granadahoa.com
- TownSq App
- **Any other website, app, text group, or social media (i.e. Nextdoor, Whatsapp, GroupMe or Facebook) are not
- Register for your account by going to app.townsq.io/partners/signup and entering your Account ID and Unit Zip Code below:

1. Account ID: [enter account number]

2. Unit Zip Code: [enter unit zip code]

Note: If you have more than one account, you will be able to link them and have a single login.

3. Once your account has been created, go to app.townsq.io/login and enter your e-mail and password.



New Business

- **Guard House** (from December 13,2021 meeting)
 - Pre-Construction Steps
 - Created a design concept
 - Reached out to 4 construction companies to turn the concept into design plans
 - Prepare Estimations & Budgets
 - Building Permits
 - Approach a builder
 - Ad Hoc Committee to Oversee Guard House Project

New Business

- Design Concept



New Business

- **Design Plans Estimates Include**
 - ***Planning/Preliminary Design Phase***
 - Verification of City of Westlake requirements
 - As-Built Site Survey to verify existing drive and median dimension and topography
 - Preliminary Site Plan. Preliminary Guardhouse floor plan and exterior elevations, scope of building improvements.
 - Submittal of Preliminary Plan and Architectural Plan for City approval
 - City Reviews and Revisions
 - ***Design Development Phase***
 - Design Development shall be prepared to further illustrate the character of the project, review Structural and Mechanical, Electrical, Plumbing (MEP) systems, and determine appropriate materials and components.
 - Coordination/Meetings with Board as required for approval of design and building components.

New Business

- ***Construction Administration Phase***

- From the approval Design Development plan, a complete set of Construction Documents required for bidding and construction of the new building and site requirements shall be prepared including:

- ✓ Cite Site Plans and Details
 - ✓ Architectural Site Plan
 - ✓ Architectural Plans, Elevations, necessary Sections & Details
 - ✓ Structural Engineering Specifications, Plans & Details
 - ✓ Mechanical, Electrical, & Plumbing (MEP) Layout and Plans
 - ✓ Project Specifications (incorporated in drawings where feasible)
 - ✓ Submittal of Construction Documents for City Approval

- **Design Plan Estimates**

- McAdams estimate \$61,700
 - Criterium Engineers \$32,000 plus \$9400 in additional cost

- Additional Cost Included:

- Reached out to 4 construction companies to turn the concept into design plans
 - Prepare Estimations & Budgets
 - Building Permits
 - Approach a builder

New Business

- **Proposed Construction Companies & Estimates**

S E R V I G O N
CONSTRUCTION

WHO WE ARE

Ranked [#1 General Contractors in Plano by the General Contractor Magazine](#) and [Top 10 Remodelers in Dallas by Dallas Architects](#) whether it's our home building team or if it's our home remodeling team we are ready to get your project underway.

Whether it's bathroom remodeling, kitchen remodeling, dynamic media rooms and bespoke built-ins, relaxing outdoor living spaces, or a sophisticated new room addition with luxurious touches like custom wall textures, crown moldings and color design trends, we are a general contractor in an elite class of award-winning service providers recognized for building excellence.

We design and build for general home renovation, insurance restoration, universal design solutions for aging-in-place, and more to improve your home's value and your quality of life.

HIGHRIDGE

Commercial Renovation and Construction

We provide project
management, general
contracting, and
subcontracting solutions
for our Commercial
Customer needs.

New Business

- **Proposed Construction Companies & Estimates**



Authers Building Group (ABG) is a construction firm that brings service and expertise to the construction industry in North Texas as a Construction Manager and General Contractor. While the bulk of our experience is in the K-12 educational market, we also have solid experience in the municipal and private sectors.

With 20 years' experience in the educational sector, we pride ourselves on our ability to produce a project within budget and on time. Our industry awareness allows us to defy the multitude of complexities that the educational sector can oftentimes bring.

Principal owner, Kiwi Authers, spent the last 19 years working to help cultivate and develop another highly respected construction firm here in North Texas. During his 19 years, Kiwi served as a General Superintendent and was a member of the Leadership Team during his tenure. Kiwi was key in developing procedures and processes that are still practiced today. His unique ability to strategically plan and execute projects brings experienced direction and instruction that is most beneficial to all levels of the project team.

While his individual expertise sets him apart, it is Kiwi's common practice of treating people with respect that afforded him the opportunity to help build one of the largest K-12 school building companies in Texas. This respectful culture was most obvious in the "family" atmosphere, among the people who worked with him.

Within weeks of ABG opening its doors, the benefits of treating people fairly over the years was made clear; clients, design partners and subcontractors were all instrumental in helping ABG come to fruition. Just a few weeks later we broke ground on our first project, once again partnered with a familiar design firm and familiar subcontractors.



HOA Reconstruction

Needing to do reconstruction work on your community can feel like the world is being turned upside-down, managing not only the construction needs but also the needs of your residents. With over 14 years of experience working in occupied environments, Reconstruction Experts comes to you fully equipped with the skills to expertly fix your construction-based issues, along with proven processes and procedures to ensure safety, security, in-depth communication, and peace of mind. Let us keep you informed and safe from start to beyond the finish with RE's solid warranty and drive to help you Love Your Place Again™.

New Business

- **Construction Proposed Estimates**

- Servigon Construction Group estimate between \$420K-\$470K
- Highridge LLC estimate \$395K
- Aurthers Building Group estimate \$450K
- Reconstruction Experts estimate \$450K

- **Budget**

- Estimated Total Project Cost \$450K
- One time special assessment of \$5,300 per household
- Requires a vote of 67% of the community (57 homeowners) to approve

New Business

- **Guard House Hours**
 - Proposed guard hours from 6am-11pm (17hrs.)
- **Security Guard Estimates (for 17hrs)**
 - Approximate Annual Security Cost \$140K
 - Approximate Monthly Cost \$12k
- **Security Guard Estimate (for 24hrs)**
 - Approximate Annual Security Cost \$280K
 - Approximate Monthly Cost \$24K



Allied Security

- Site Supervisor \$25.50 per hour
- Security Guard \$22.50 per hour



Securitas

- Site Supervisor \$25.60 per hour
- Security Guard \$24.28 per hour



Reynolds Security

- Security Officer \$24 per hour

New Business

- Town of Westlake Crime Statistics

Crime Rate and Quality of Life

The benchmark to measure crime in communities across the United States is the Uniform Crime Report Part 1 Index Crime. This includes Murder, Rape, Robbery, Aggravated Assault, Burglary, Theft, and Auto Theft. We experienced 48 Part 1 Crimes in 2021. 89% of Westlake crimes are property crimes.

The Town of Westlake continues to maintain a low Part 1 Crime rate, by having a high level of community engagement and the organization deploying a policing strategy that is congruent with the community's expectations and accepted by our stakeholders. This, along with the continued support of our town council, town manager, and community to provide the resources needed to effectively perform our duties continues to have a direct impact on the lowering of crime in the Town of Westlake and being able to sustain a low crime rate over time.

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Motor Vehicle Stops	9,829	12,221	9,993	9,579	10,432	11,109	10,718	8,339	7,729	7,457	7,049
Investigative Motor Vehicle Stops	1,456	1,483	1,331	1,348	1,248	1,265	1,374	930	853	960	945
Miscellaneous Service Calls	793	741	1,066	1,088	992	1,016	1,136	1,496	1,592	1,923	1,445
Traffic Accident Investigations	348	343	322	341	398	461	386	333	327	219	254
Building Checks	5,092	6,595	6,916	6,927	6,506	6,061	7,453	6,621	3,244	5,872	5,161
Alarm Responses	133	235	273	266	230	241	224	277	212	191	251
Animal Control Calls for Service	91	85	114	99	60	74	78	81	84	65	153
Citizen Initiated Calls for Service	2,748	2,959	3,125	2,528	2,693	2,567	2,474	2,458	2,831	2,641	2,657
Total Calls for Service	17,742	21,703	20,002	19,944	19,866	20,227	21,369	18,077	14,041	16,687	15,258
Part 1 Crimes	30	39	9	15	20	13	22	31	14	48	48
Traffic Violations on Citations	6,409	6,464	7,527	7,164	7,524	7,583	6,777	5,134	5,724	5,204	4,427
Westlake Prisoners Booked-In	252	248	262	254	211	202	194	148	153	138	85
DWI Arrests	80	50	69	55	62	66	70	50	25	33	36
Case Reports	140	108	116	113	118	122	133	134	91	175	157
Fire/EMS Calls Dispatched	459	445	529	495	463	493	503	523	454	416	620

New Business

- **Roving Security**

- Roving security vehicle between the hours of 11pm-7am, & days a week.
- Securitas Estimate
 - Security Officer & Marked Security Vehicle =\$8,748 a month or \$104,976.00 annually
- Tier One Estimate
 - Security Officer & Marked Patrol Vehicle= \$11,223.75 a month or \$134,685.00 annually

New Business

- **New Gate Management System**
 - Dwelling Live Visitor Management System

Providing increased efficiency and accuracy through these features and benefits:

- Reduce long lines of visitors waiting at gates
- Guest are admitted without repeated calls to residents
- Handwritten passes are a thing of the past
- Gatehouse PCs are kiosk'd to eliminate unauthorized access
- One-click pass printing
- Optional License Plate Recognition streamlines guest entry
- Barcode scanning for returning visitors
- Resident profile data is visible to attendants
- Daily Activity Reports and Customized Incident Reports
- Drivers License Recognition
- ...and much more

PRICING

Contract Term: 3 Years	Monthly
Technology Including Installation & Standard Corrective and Preventative Maintenance Programs	\$ 1,665.54

Client will be billed \$1,665.54/mo for 36 months (3 Years). 36-month (3 Year) term will begin once Company Equipment is installed.



Open Meeting Adjourned

Please Sign Off

Any questions, comments, or concerns that did not get addressed please submit an inquiry via the “Contact Us” tab through your Associations website and an Essex Representative will respond back shortly.

Thank You For

A T T E N D I N G