

2020 Griffin Park HOA Annual Meeting

June 16, 2020

- Proof of Notice of Meeting
 - Reports of Officers
 - Reports of Committees
- Update from The Property Center
- Review results from CC&R Amendment Vote
 - Q&A

Proof of Notice of Meeting

- ▶ Letter mailed on May 11th
- ▶ Facebook post on May 25th
- ▶ Email to residents on May 27th
- ▶ Facebook post on June 1st (Postponement Notice)
- ▶ Email to residents on June 1st (Postponement Notice)

Board Members

- ▶ Brent Dixon, President
- ▶ Jay Bridwell, Vice President
- ▶ Garrick Mueller, Treasurer
- ▶ Chris Wilson, Secretary
- ▶ Ismat Esrar, Manager
- ▶ A.J. Griffin, Manager
- ▶ Toni Lee, Manager (Griffin Gate Representative)
- ▶ Carrie Shockley, The Property Center

**The HOA Board is comprised of volunteers. We want to see our community thrive and we want our neighborhood to be a warm and welcoming place.*

HOA Board Officer Duties

- ▶ **President**
 - ▶ Set meetings, oversee Board, direct committees, handle necessary HOA duties as needed
- ▶ **Vice President**
 - ▶ Help/guide President, direct committees, handle necessary HOA duties as needed
- ▶ **Treasurer**
 - ▶ Manage yearly dues, manage expenses, set budgets, maintain accounts, handle HOA duties
- ▶ **Secretary**
 - ▶ Keep minutes, handle HOA duties as needed, support committees
- ▶ **Manager**
 - ▶ Support functions of the board, oversees committees
- ▶ **Manager (Representative Griffin Gate - Liaison)**

Board Activity - Responsibilities

- ▶ Maintain a database of homeowner info
- ▶ Maintain neighborhood web page
- ▶ Maintain a Welcome Committee respond to homeowner calls/emails
- ▶ Mailings/invoices/statements/notifications
- ▶ Send reminder notices
- ▶ Deposit HOA dues checks
- ▶ Maintain monthly deposit detail
- ▶ Obtain bids for annual maintenance and contracts
- ▶ Notify homeowners of covenant violations and reach resolutions
- ▶ Maintain delinquent acct report and file liens and releases
- ▶ Refer delinquent accounts for collection
- ▶ Review bills for accuracy
- ▶ Pay all approved bills
- ▶ Balance monthly bank statements
- ▶ Maintain monthly balance sheet
- ▶ Maintain monthly income statement
- ▶ Maintain monthly detailed check ledger
- ▶ Maintain monthly Budget vs Actual report
- ▶ Retain/file copies of paid invoice
- ▶ Retain/file copies of all HOA documents
- ▶ Receive and record all proxies
- ▶ Act as Registered Agent
- ▶ Prepare/file Form 1120H fed tax return
- ▶ Prepare/file state tax returns as needed

Griffin Park / Griffin Gate / The Enclave

Current Resident Status

- ▶ Homeowners Contributing to HOA Dues
 - ▶ 272 Current Residents
 - ▶ 24 HOA Griffin Gate Residents
 - ▶ 248 HOA Griffin Park Residents (includes The Enclave - Braken Dr.)
 - ▶ Working with outside counsel when needed to pursue all avenues to collect
 - ▶ Max Nowakowski
Jones Property Law
424 East 2nd Street
Edmond, OK 73034
(405) 888-2744
 - ▶ 2 Current Liens against properties for unpaid HOA dues
 - ▶ 1 Griffin Park
 - ▶ 1 Griffin Gate (several legal issues pending)

Top Community Efforts & Improvements

Clubhouse Remodel



- ▶ Repaired and repainted walls
- ▶ Deep cleaning, including duct and tile steam cleaning
- ▶ Installed new ceiling fans
- ▶ New functional furniture
- ▶ New television
- ▶ Installed cork boards (designated location for rental decorations)
- ▶ Commissioned painting by resident artist, Alisa Nelson

Fitness Center Remodel



- ▶ Replaced carpet with rubber flooring
- ▶ Installed new, larger ceiling fans
- ▶ New equipment:
 - Rowing Machine
 - Functional Trainer
 - Squat Rack with barbell and Olympic weight set
 - Curl and trap bars
 - Weighted plyometrics box

Walking Trail



- ▶ The original walking trail had become broken and buckled over the years, creating some safety hazards
- ▶ Removed existing trail
- ▶ Dug deeper for a more stable foundation
- ▶ Widened the path size to 6ft (original was 4ft)
- ▶ Established a yearly maintenance plan to extend the life of the trail

Fixed Drainage Issues Along Griffin Park Blvd.



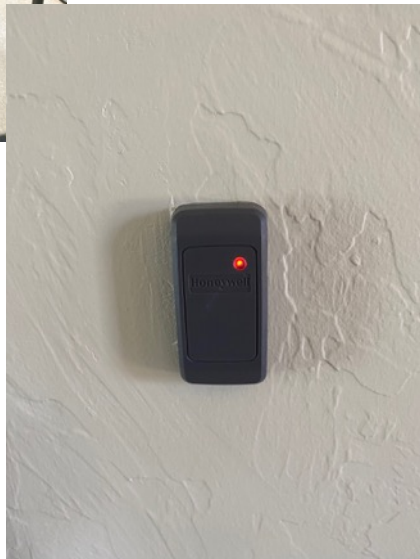
- ▶ Dirt was graded along the fence line
- ▶ Installed decorative rocks slow drainage and keep dirt from washing onto the sidewalk while enhancing curb appeal

Sidewalk Repairs



- ▶ 156 sq ft of damaged sidewalk completely replaced around the park and clubhouse
- ▶ 500 sq ft of sidewalk lifted and leveled to remove trip hazards around clubhouse, park and along Griffin Park Blvd.

New Keycard System



- ▶ Upgraded the key card system
 - Remote access enables card activation and deactivation
 - Custom access for lawn crew and contractors
 - Event log captures history of resident's use of pool, clubhouse and fitness center

- ▶ Added key card access to the pool gate to reduce summer traffic through the Clubhouse

New Security Cameras



- ▶ Installed 6 security cameras in and around the clubhouse
 - 2 inside and 4 outside
- ▶ Provide additional security
- ▶ Deterrent to would be criminals/vandals

Other Notable Accomplishments

- ▶ Regular HOA board meetings occurring every other month open to residents
- ▶ Entered agreement with The Property Center to assist in management duties
- ▶ Streamlined online HOA annual dues payment through The Property Center's resident portal
- ▶ Secured a new lawn maintenance contract for 2020
- ▶ Installed Christmas lights on the trees at the main entrance
- ▶ All community irrigation inspection and repairs (as needed)
- ▶ Trimmed trees throughout Griffin Park and additional common areas cleanup
- ▶ Continued pond maintenance (water treatment) and yearly beaver extraction
- ▶ Obtained a baseline water testing for the pond
- ▶ Replaced pool pump

Resident Contributions

- ▶ Gary Geurts - Donated a second soccer goal for the park



Opportunities for Future Improvements

- ▶ Park/playground improvements
- ▶ Pool area improvements (more shade: new pergola, gazebo, etc)
- ▶ New pool equipment
- ▶ Pond Gazebo
- ▶ Clubhouse roof replacement
- ▶ Clubhouse exterior painting



Which area of the neighborhood should be the top priority for improvement in 2021?

2019 Year End Financials

2019 Final Actual

Total Operating Revenue	\$135,283.25
Total Administrative Expenses	(\$5,645.59)
Total Grounds Maintenance Expenses	(\$36,352.33)
Total Swimming Pool Expenses	(\$19,252.31)
Total Clubhouse Expenses	(\$11,960.61)
Total Utilities Expenses	(\$21,980.66)
Total Other Expenses	(\$15,510.75)
Total Operating Expenses	(\$110,702.25)
Operating Income/(Loss)	\$24,581.00

Allocation of Dues by Expense Category

	2019 Actual	
Administrative Expenses	\$5,645.59	5.1%
Grounds Maintenance	\$36,352.33	32.8%
Swimming Pool	\$19,252.31	17.4%
Clubhouse	\$11,960.61	10.8%
Utilities	\$21,980.66	19.9%
Total Other Expense	\$15,510.75	14.0%
Total Expense	\$110,702.25	100.0%

	Dues Paid	
2020 Dues	\$495.00	

Allocation of Dues	Amount	Per Day
Administrative Expenses	\$25.24	\$0.07
Grounds Maintenance	\$162.55	\$0.45
Swimming Pool	\$86.09	\$0.24
Clubhouse	\$53.48	\$0.15
Utilities	\$98.29	\$0.27
Total Other Expense	\$69.36	\$0.19
	\$495.00	

2020 Budget

2020 Budget (For Projection Purposes Only)

Total Operating Revenue	\$136,980.00
Total Administrative Expenses	(\$9,935.00)
Total Grounds Maintenance Expenses	(\$31,600.00)
Total Swimming Pool Expenses	(\$19,250.00)
Total Clubhouse Expenses	(\$3,600.00)
Total Utilities Expenses	(\$21,405.00)
Total Other Expenses	(\$22,300.00)
Total Operating Expenses	(\$108,090.00)
Operating Income/(Loss)	\$28,890.00

Cost of 2019 & 2020 Improvement Projects

When	Project	Cost
August 2019	Tree trimming in Griffin Park and along Griffin Park Boulevard	\$5,740
September 2019	Installation of new key card system at the clubhouse	\$7,285
December 2019	Christmas lights on Griffin Park Boulevard (lights purchased)	\$3,050
February 2020	Park sidewalk repair	\$1,400
March 2020	Drainage issue along Griffin Park Boulevard behind Griffin Gate	\$4,150
April 2020	Repaving of park trail	\$22,325
May 2020	Remodel of clubhouse fitness room	\$9,010
May 2020	Remodel of clubhouse main room	\$8,450
May 2020	Sidewalk repair along Griffin Park Boulevard behind Griffin Gate	\$2,650
May 2020	New security system installed for clubhouse	\$1,900
Sep '19 thru May '20	Started a financial reserve account for HOA	\$10,000
		\$75,960

Public Relations Committee Report

Public Relations Committee

- ▶ The PR Committee Members meet and plan events, advertise for garage sales, coordinate food trucks, set up and clean up events and have created wonderful memories here in GP.
- ▶ Volunteers are needed to keep future events going. Our PR meetings are held every 3 months and posted in advance on FB and emails. Please consider volunteering for upcoming events that your family enjoys.

PR Committee Members

- ▶ Destinee Gutierrez, PR Committee President
- ▶ Tonya Hedges
- ▶ Celena McCord
- ▶ Jess Rodriguez
- ▶ Kullough Gallagher
- ▶ Chris Cotner
- ▶ Marisol Whisenant

2019 Final & 2020 PR Budget

2019 PR Final Financials

PR Budget	\$1,000
Funds raised at BBQ Cook-off	+\$125
Funds spent on events/supplies	(\$723.95)
Final 2019	\$401.05

2020 PR Budget

PR Budget	\$1,000
Funds rolled over from 2019	+\$401.05
2020 PR Budget	\$1,401.05

2019 Community Events

- ▶ Easter Egg Hunt w/Easter Bunny
- ▶ Spring/Fall Garage Sale (new sign)
- ▶ Luau @ the pool (w/ hot dog bar)
- ~~▶ Movies in the park (w/ popcorn)~~
- ~~▶ Fishing Derby/pond clean up~~
- ▶ Cornhole Tournament & BBQ Cook-off
- ▶ Halloween Parade (w/ glow sticks)
- ▶ Food drive w/Santa Pics and Hot Cocoa Bar

Easter Egg Hunt



- ▶ Easter Egg Hunt in the park
- ▶ Special visit from Easter Bunny

Luau at the Pool



- ▶ Luau themed pool party
- ▶ Inflatable slide in the park
- ▶ Hot dog bar



Cornhole Tournament & BBQ Cook-off



- ▶ Cornhole Tournament
 - Raised HOA \$215
 - 1st Place winner: Steven Jolley
- ▶ BBQ Cook-off
 - Raised PR Committee \$110
 - 1st Place Winner Chris Walker



- ▶ Thanks to the Heidebrecht Family for the band cover donation

Halloween Parade



Food Drive & Pics with Santa



- ▶ Hot Cocoa Bar
- ▶ Pictures taken by Chris McCord
- ▶ Jay Bridwell as Santa
- ▶ Collected 2 car/trunks full of food donations for The Hope Center of Edmond



Events so far in 2020



- ▶ Easter egg hunt was cancelled due to COVID-19
 - Easter egg template was shared to color and put up in home windows to create a “hunt” through the neighborhood
- ▶ Spring garage sale was cancelled due to COVID-19
- ▶ 16 food trucks have been scheduled to visit our neighborhood
 - Supporting small businesses

2020 Community Events (to be planned)

- ▶ Luau @ the pool
- ▶ Movies in the park
- ▶ Fishing Derby/pond clean-up
- ▶ Cornhole Tournament & BBQ Cook-off
- ▶ Halloween Parade
- ▶ Food drive w/Santa Pics and Hot Cocoa Bar

Ladies Bunco & Wine/Crafts

- ▶ If anyone is interested in being added, contact me on Facebook or email @ renonjunormomma@gmail.com, or Kullough Gallagher on Facebook

Update from The Property Center



— THE —
PROPERTY CENTER
— REAL ESTATE SERVICES —

Initial Results from CC&R Amendment Vote

Voting Process Overview

- ▶ *7 different amendments to the CC&Rs were proposed*
- ▶ *Vote was conducted both online and by written ballots*
- ▶ *Voting period was initially opened for 60-days, from 3/24 - 5/22*
- ▶ *Voting period was extended through 7/31*
- ▶ *Residents were notified via a physical letter (mailed via USPS on 3/24), a reminder email (sent out on 4/16), and two Facebook posts*
- ▶ *Residents were notified of the extension via an email on 6/2 and Facebook posts on 6/2 and 6/7.*

CC&R Amendment Vote Summary

Proposed Amendment	5.8	7.7	7.10a	7.10b	7.14	7.28	8.11
Yes Votes	89	96	99	102	95	103	74
No Votes	23	17	13	11	16	10	38
Did Not Vote	1	0	1	0	2	0	1
% Yes	79%	85%	88%	90%	86%	91%	66%

Note: It was discovered that a vote on 7.21, pertaining to fence stain standards along Griffin Park Boulevard, was a matter that had already been addressed by the prior Board. The language was voted and passed at the 2016 Annual Meeting. The language was officially filed with the County Clerk’s office to be made official in 2017.

Fence Stain: Semi-transparent Coffee Brown (available at Lowe’s and Home Depot)

Amendment 5.8

Any part of any assessment not paid by the last day of January shall incur a late fee of one hundred dollars (\$100) as well as have their clubhouse key card turned off. Additional fees of one hundred dollars (\$100) shall be incurred for dues not paid by the last day of each month thereafter. Liens will also be placed on homes not paid in full on March 1st.

Proposed Amendment	5.8
Yes Votes	89
No Votes	23
Did Not Vote	1
% Yes	79%

Amendment 7.7

Unless otherwise approved by the building committee in writing, the roof of each residential structure, including garages, shall be constructed with GAF Timberline HD shingles, or an equivalent or superior shingle approved by the HOA, which shingles shall be of gray weathered wood color.

Proposed Amendment	7.7
Yes Votes	96
No Votes	17
Did Not Vote	0
% Yes	85%

Amendment 7.10a

It is expected that Griffin Park residents observe standard Oklahoma City leash laws when walking dogs in the neighborhood.

Proposed Amendment	7.10a
Yes Votes	99
No Votes	13
Did Not Vote	1
% Yes	88%

Amendment 7.10b

It is also expected that owners will pick up after their animals and not leave piles in resident's front yards or in the park/common areas.

Proposed Amendment	7.10b
Yes Votes	102
No Votes	11
Did Not Vote	0
% Yes	90%

Amendment 7.14

Section 1. General

All personal signs must be limited to members' yard only Must not encroach on the sidewalk Must not block drivers view or impede street traffic Must not promote businesses or services Must not be vulgar or offensive in nature Must be removed within 5 days of the event unless otherwise specified unless otherwise specified.

Section 2. Types of Signs

Garage sale signs must be removed when the event is concluded. Temporary signs in member's yard providing directions to an event, baby shower, birthday party, etc. must be removed when the event is concluded Temporary signs providing directions to an event, baby shower, birthday party, etc., may not be placed in a location different than the member's yard without the consent of the property owner or resident and must be removed by the individual(s) posting the sign when the event is concluded Signs celebrating birthdays, homecomings, personal achievements, etc., must be removed within 4 days Yard decorations such as welcome signs, seasonal signs, holiday decorations, sports team support signs should be removed as appropriate Permitted signs (construction permits, fence signs, etc.) should be removed as appropriate and according to state or local regulations No soliciting signs on porch may be left in place Beware of dog signs on porch or fence may be left in place Signs denoting protection by an alarm company or the use of security cameras may be left in place.

Section 3. Election Signs

Election signs must not exceed 2 feet x 2 feet Are limited to one per yard May not be displayed earlier than 30 days before an election date Must be removed within 3 days of the vote.

Section 4. Signs not covered in Section 1-3

The GPHOA Board will review requests for signs not listed above on an individual basis.

Proposed Amendment	7.14
Yes Votes	95
No Votes	16
Did Not Vote	2
% Yes	86%

Amendment 7.28

It is expected that residents will treat the pool and clubhouse in such a manner that leaves it in working and operable condition for all residents. Further, it is expected that users abide by and accept these rules during use:

- 1.) No smoking is permitted in the clubhouse or pool area
- 2.) Users of the pool under the age of 14 must be accompanied by an adult
- 3.) No glass is permitted in the pool area
- 4.) Users of the fitness room acknowledge the HOA is not held responsible for injuries sustained during use of the room. In addition, those under the age of 14 must be accompanied by an adult.
- 5.) No food is permitted in the fitness room
- 6.) Damage done to any part of the pool or clubhouse is subject to fines and reimbursing the HOA for costs incurred to restore to, at minimum, original condition before the incident.

Proposed Amendment	7.28
Yes Votes	103
No Votes	10
Did Not Vote	0
% Yes	91%

Amendment 8.11

8.11 Enforcement Guidelines:

1.) First Send a Letter: When the Board receives a report, or a board member observes, a violation of the CC&Rs, the Board will validate the claim and then send a letter to the homeowner bringing to their attention they are in violation of the CC&Rs of the Griffin Park Homeowners Association. The letter will ask that they come into compliance within seven (7) days of the date of the letter.

2.) Fines: If the violation is not addressed by the date in the letter, the homeowner will be assessed a fine in the amount of one hundred dollars (\$100). Fines will continue to be assessed for one hundred dollars (\$100) for every 7 days the violation is not addressed.

3.) Collection & Liens: If the homeowner refuses to pay the fines the Board may place a lien on the home. 4.) Board Charge: The Board of Directors is charged with the responsibility to enforce the By Laws, CC&Rs, and all other Rules and Regulations.

Proposed Amendment	8.11
Yes Votes	74
No Votes	38
Did Not Vote	1
% Yes	66%



Polling the Community

Q&A

Topics Submitted

- ▶ *Storage Buildings*
- ▶ *Upkeep of Dormers and Gables (stains, etc)*
- ▶ *Community Trash Cans*
- ▶ *Yard and Lawn Upkeep*