

2021 Griffin Park HOA Annual Meeting

June 1, 2021

- Proof of Notice of Meeting
 - Reports of Officers
 - Reports of Committees
- Nomination/Election of Managers
 - Meeting Adjourned

Proof of Notice of Meeting

- ▶ Letter mailed on May 13th
- ▶ Email to residents on May 16th
- ▶ Facebook post on May 18th
- ▶ Email Newsletter sent on May 21st

Board Members

- ▶ Brent Dixon, President
- ▶ Jay Bridwell, Vice President
- ▶ Matt Taylor, Treasurer
- ▶ Chris Wilson, Secretary
- ▶ Celena McCord, Manager
- ▶ Ismat Esrar, 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
 - ▶ 9 Pending Liens against properties for unpaid HOA dues
 - ▶ 8 Griffin Park
 - ▶ 1 Griffin Gate (several legal issues pending)

Top Community Efforts & Improvements

Ice Storm Cleanup



- ▶ Emergency cleanup following the storm to clear Griffin Park Blvd. to make the road drivable.
- ▶ Multiple proposals to address the remaining damage were weighed
 - ▶ Trimmed 26 trees
 - ▶ Removed 5 trees
 - ▶ Planted 5 new lacebark elms
- ▶ Removed and replaced dead bushes throughout the neighborhood

Tree Cleanup Volunteers



- ▶ Nearly 40 residents volunteered to clean up trees in park
- ▶ Saved the neighborhood estimated \$30k



OG&E Tree Removal



- ▶ Stump grinding where 4 trees were removed
- ▶ Planted 4 red buds in their place



Updated Pool Area



- ▶ Pergola Update
 - ▶ Replaced dilapidated woodwork on top of the pergola
 - ▶ Added covering on top of woodwork for added shade and to protect the structure
 - ▶ Refinished and repainted
- ▶ New umbrellas for added shade

Other Notable Accomplishments

- ▶ Regular HOA board meetings occurring every other month open to residents
- ▶ Added fresh mulch to playground
- ▶ All community irrigation inspection and repairs (as needed)
- ▶ Continued pond maintenance (water treatment) and yearly beaver extraction
- ▶ Launched a community email newsletter
- ▶ Reactivated welcome committee
- ▶ Started a yard of the month

Opportunities for Future Improvements

- ▶ Park/playground improvements
- ▶ New pool equipment
- ▶ Pool replaster
- ▶ Pond Gazebo
- ▶ Clubhouse roof replacement
- ▶ Clubhouse exterior woodwork and paint

2020 Year End Financials

2020 Final Actual

Total Operating Revenue	\$140,258.78
Total Administrative Expenses	(\$11,902.94)
Total Grounds Maintenance Expenses	(\$88,518.56)
Total Swimming Pool Expenses	(\$21,830.02)
Total Clubhouse Expenses	(\$22,549.93)
Total Utilities Expenses	(\$20,071.85)
Total Other Expenses	(\$21,845.16)
Total Operating Expenses	(\$186,718.46)
Operating Income/(Loss)	(\$46,459.68)

Allocation of Dues by Expense Category

	2020 Actual	
Administrative Expenses	\$11,902.94	6.37%
Grounds Maintenance	\$88,518.56	47.41%
Swimming Pool	\$21,830.02	11.69%
Clubhouse	\$22,549.93	12.08%
Utilities	\$20,071.85	10.75%
Total Other Expense	\$21,845.16	11.70%
Total Expense	\$186,718.46	100.0%

	Dues Paid	
2020 Dues	\$495.00	

Allocation of Dues	Amount	Per Day
Administrative Expenses	\$31.56	\$0.09
Grounds Maintenance	\$234.67	\$0.64
Swimming Pool	\$57.87	\$0.16
Clubhouse	\$59.78	\$0.16
Utilities	\$53.21	\$0.15
Total Other Expense	\$57.21	\$0.16
	\$495.00	

2021 Budget

2021 Budget (For Projection Purposes Only)

Total Operating Revenue	\$134,640
Total Administrative Expenses	(\$5,125)
Total Grounds Maintenance Expenses	(\$39,309)
Total Swimming Pool Expenses	(\$22,250)
Total Clubhouse Expenses	(\$5,400)
Total Utilities Expenses	(\$20,975)
Total Other Expenses	(\$11,800)
Total Operating Expenses	(\$104,859)
Operating Income/(Loss)	\$29,781

Cost of 2020 & 2021 Improvement Projects

When	Project	Cost
June 2020	Trail Resurfacing	\$22,326
June 2020	Security Cameras in Clubhouse	\$2,304
September 2020	Irrigation Repairs	\$1,412
December 2020	Tree Cleanup, Round 1	\$23,550
January 2021	Tree Cleanup, Round 2	\$3,897
2020	Savings Reserve for Projects	\$12,000
		\$65,489

Public Relations Committee Report

PR Committee Members

- ▶ Celena McCord, PR Committee Chair
- ▶ Destinee Gutierrez, Past PR Committee Chair
- ▶ Chris Cotner
- ▶ Kullough Gallagher
- ▶ Tonya Hedges
- ▶ Heather Huber
- ▶ Sarah Loving
- ▶ Cassie Niemann
- ▶ Jessica Rodriguez
- ▶ Todd Schug
- ▶ Marisol Whisenant

Public Relations Committee

- ▶ The PR Committee Members plan events, advertise for garage sales, coordinate food trucks, organize the e-newsletter, set up and clean up events and help create wonderful memories here in GP.
- ▶ Volunteers are needed to keep future events going. Committee meetings are held every 3 months and posted in advance on FB and emails. Please consider joining the committee and helping continue to make Griffin Park a social and fun neighborhood.

2021-2022 Community Events & Activities

- ▶ 86 Food Trucks since March 2020
- ▶ Neighborhood Garage Sale (September 2020)
- ▶ Halloween Driveway Trick-or-Treating (Oct 2020)
- ▶ Reactivated Welcome Committee (Oct 2020)
- ▶ HOA E-Newsletter (November 2020)
- ▶ Santa Parade (Dec 2020)
- ▶ Easter Egg Hunt (April 2021)

Food Trucks



- ▶ 86 food trucks have visited Griffin Park since March 2020
 - Supporting small businesses
- ▶ 9 currently scheduled
- ▶ Committee will continue to schedule food trucks as long as the neighborhood enjoys them

Halloween Driveway Trick-or-Treating



- ▶ Plans for a Trick-or-Treat Trail and Halloween Party were cancelled due to the ice storm
- ▶ Neighbors moved their planned trick-or-treat theme tables to their driveways
- ▶ This created a very fun and community spirited event
- ▶ New tradition

Reactivated Welcome Committee



- ▶ New residents since May 2020
- ▶ Make sure new residents receive a key card that is activated and assigned to their household
- ▶ Receive a Griffin Park lanyard
- ▶ Receive a welcome letter full of information about the neighborhood and how to connect with neighbors
- ▶ Meet a new neighbor and get them their key and info quicker
- ▶ 24 new neighbors personally welcomed

Initiated HOA E-Newsletter



Welcome to the Griffin Park Newsletter

Griffin Park Residents,

- ▶ Six newsletter emailed since October 2020
- ▶ 316 subscribers
- ▶ Average 58% open rate
- ▶ Share info with residents who are not part of the Facebook group

Santa Parade with Toys



- ▶ Santa drove through the neighborhood in a big red Jeep
- ▶ Special thanks to Fowler Dodge for donating use of the Jeep
- ▶ Santa handed out toys to kids, posed for photos, and made spread Christmas cheer to all.

Easter Egg Hunt



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



2021 Events- Save the Date!

- ▶ First Fridays
 - ▶ Begin Friday, June 4th
- ▶ Neighborhood Garage Sale
 - ▶ June 4-5
- ▶ Summer Bash
 - ▶ June 26, 12-5

2021 Events- Save the Date!

First Fridays

- Friday, 6/4
- Friday, 7/9
- Friday, 8/6

Neighborhood Garage Sale

- June 4-5

Summer Bash

- June 26
12-5

▶ Other Ideas

- ▶ End of Summer Party
- ▶ BBQ or Chili Cook-off

- ▶ Fishing Derby
- ▶ Halloween
- ▶ Santa
- ▶ Family Campout

First Fridays



- ▶ First Friday of each month (unless it's a holiday weekend, then goes to 2nd Friday)
- ▶ Social night in the park
- ▶ Food Trucks
- ▶ BYOB
- ▶ Hang out in the park and meet your neighbors

Summer Bash- June 26, 2021



- ▶ Inflatable Water Slide
- ▶ Music
- ▶ Door Prizes
- ▶ Pool Games
- ▶ Yard Games
- ▶ Food Trucks
- ▶ Lolli & Pops
- ▶ Kochendorfer Brewing Co

Informal Ladies Bunco & Social Club

Bi-Monthly Bunco night in the Clubhouse

Occasional Craft nights and other social events

To be added, please email
GPHOA@outlook.com or message Celena McCord or Destinee Gutierrez on Facebook

Neighborhood Committees

- ▶ Architectural Committee
- ▶ Neighborhood Improvements
- ▶ Events/Public Relations Committee

Nomination / Election of Managers