

2022 Griffin Park HOA Annual Meeting

June 7, 2022

Agenda

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

Proof of Notice of Meeting

- ▶ Facebook post on May 16th
- ▶ Letter mailed on May 17th
- ▶ Email Newsletter sent on May 17th
- ▶ Email to residents on May 24th

Board Members

- ▶ Celena McCord, President
- ▶ Alan Donehue, Vice President
- ▶ Matt Taylor, Treasurer
- ▶ Gary Geurts, Secretary
- ▶ Adam Hutzell, Manager
- ▶ Toni Lee, Manager (Griffin Gate Representative)
- ▶ Misty McCorvey, 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 (2)**
 - ▶ 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
 - ▶ 4 Pending Liens against properties for unpaid HOA dues
 - ▶ 3 Griffin Park
 - ▶ 1 Griffin Gate (several legal issues pending)

Top Community Efforts & Improvements

Clubhouse Renovations



- ▶ Replaced Exterior Doors
 - ▶ Replaced dilapidated framing around exterior doors
 - ▶ Replaced broken locks and door handles
 - ▶ Refinished and repainted
- ▶ Repainted Exterior of Clubhouse
- ▶ Added bike rack next to pool gate

Organization and Financial Management



- ▶ Minimized Expenses to rebuild reserves after unexpected ice storm expenses in 2021
- ▶ Placed Griffin Park in a strong position for upcoming years, and repairs, such as Clubhouse roof, pool improvements, etc.
- ▶ Improved processes and procedures with The Property Center

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
- ▶ Community email newsletter
- ▶ Welcome committee
- ▶ Yard of the month
- ▶ Griffin Park First Fridays
- ▶ Fun neighborhood events

Opportunities for Future Improvements



**PARK/PLAYGROUND
IMPROVEMENTS**



**NEW POOL
EQUIPMENT**



POOL COVER



**CLUBHOUSE ROOF
REPLACEMENT**

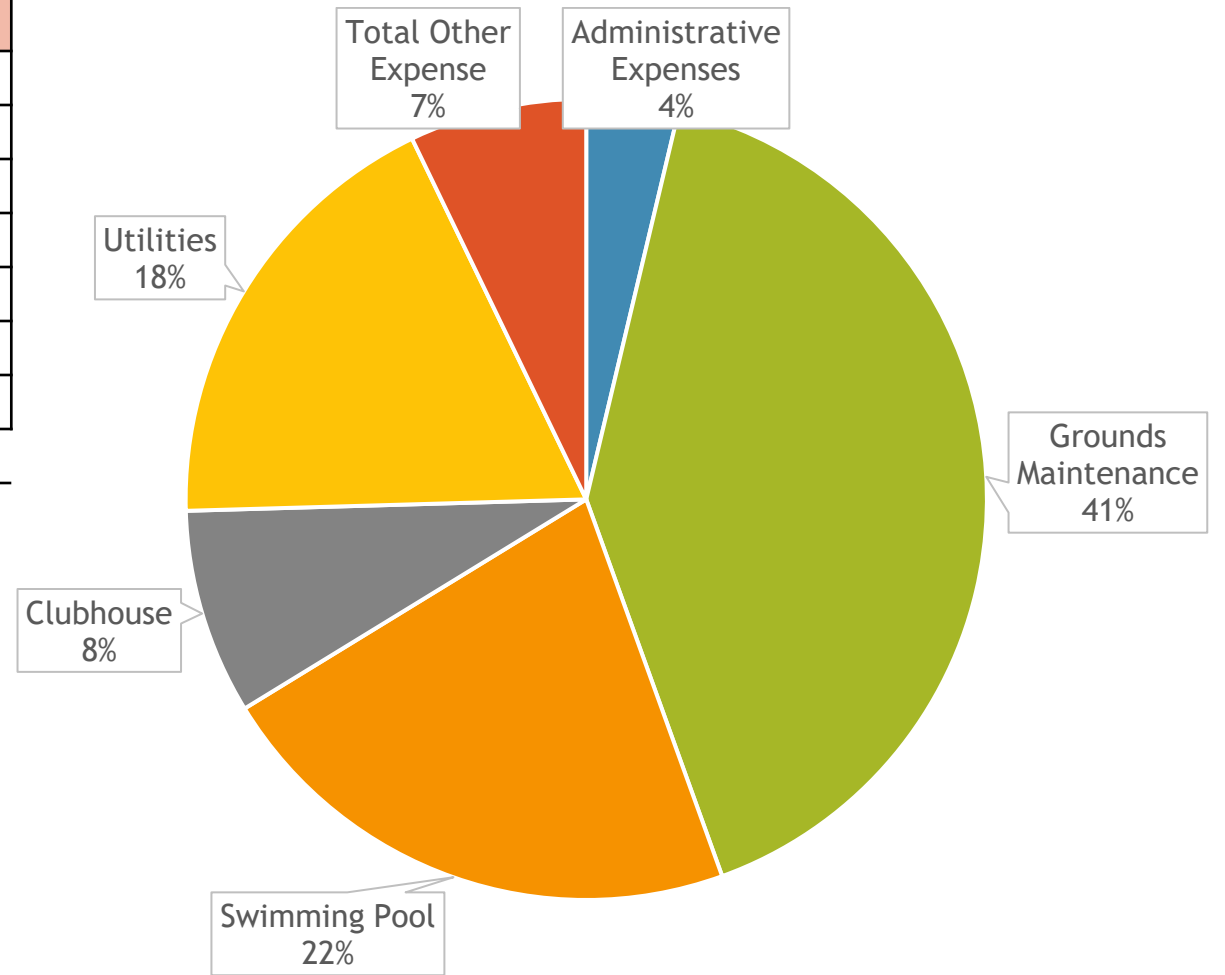
2021 Year End Financials

2021

	2021 Budget	2021 Actual
Total Operating Revenue	\$134,640	\$135,910
Total Administrative Expenses	\$5,125	\$4,583
Total Grounds Maintenance Expenses	\$39,309	\$50,223
Total Swimming Pool Expenses	\$22,250	\$26,813
Total Clubhouse Expenses	\$5,400	\$10,211
Total Utilities Expenses	\$20,975	\$22,537
Total Other Expenses	\$11,800	\$8,821
Total Operating Expenses	\$104,859	\$123,188
Operating Income/(Loss)	\$29,781	\$12,722

Allocation of Dues by Expense Category

	2021 Actual	
Administrative Expenses	\$4,583	3.72%
Grounds Maintenance	\$50,223	40.77%
Swimming Pool	\$26,813	21.77%
Clubhouse	\$10,211	8.29%
Utilities	\$22,537	18.29%
Total Other Expense	\$8,821	7.16%
Total Expense	\$123,188	100.0%

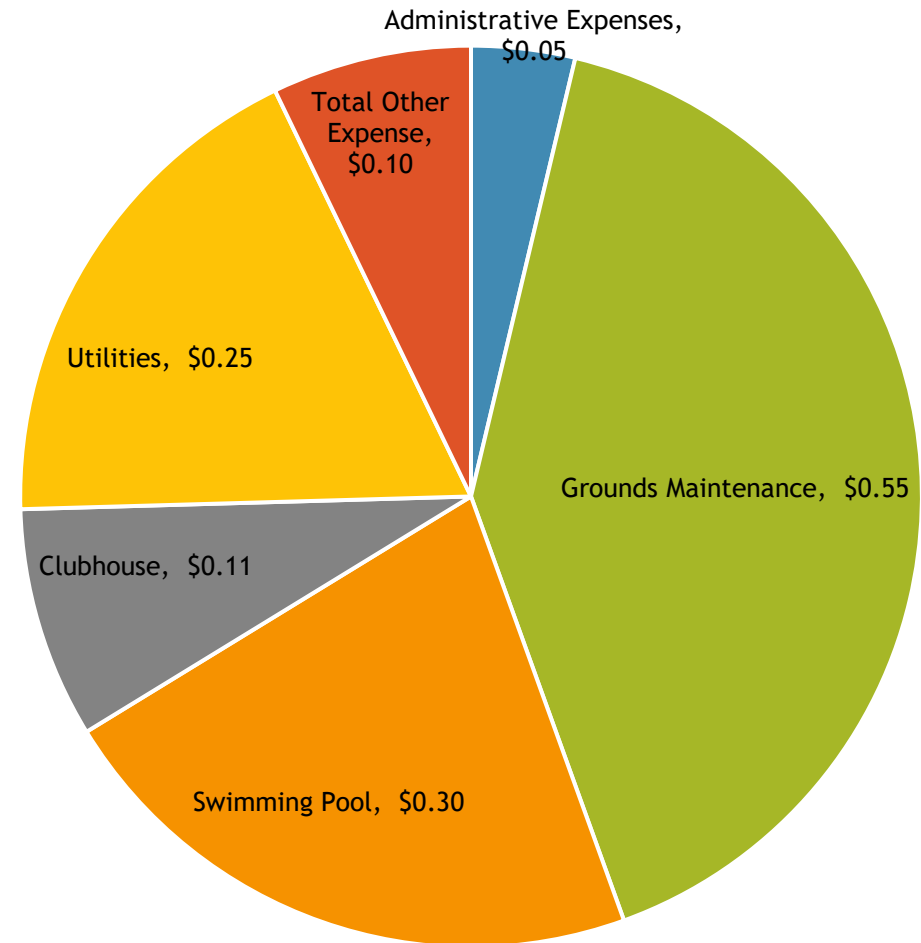


Allocation of Your Dues

	Dues Paid	
2022 Dues	\$495.00	

Allocation of Dues	Amount	Per Day
Administrative Expenses	\$18.42	\$0.05
Grounds Maintenance	\$201.81	\$0.55
Swimming Pool	\$107.74	\$0.30
Clubhouse	\$41.03	\$0.11
Utilities	\$90.56	\$0.25
Total Other Expense	\$35.44	\$0.10
	\$495.00	

Dues Allocation Per Day



2022 Budget

2022 Budget (For Projection Purposes Only)

Total Operating Revenue	\$134,840
Total Administrative Expenses	(\$6,580)
Total Grounds Maintenance Expenses	(\$39,760)
Total Swimming Pool Expenses	(\$31,250)
Total Clubhouse Expenses	(\$16,650)
Total Utilities Expenses	(\$23,460)
Total Other Expenses	(\$12,600)
Total Operating Expenses	(\$130,300)
Operating Income/(Loss)	\$4,540

Neighborhood Committees

- ▶ Architectural Committee
- ▶ Common Area Committee
- ▶ PR/Events Committee

Architectural Committee

- ▶ Review Homeowner Requests for changes to home, fence and yard structures
- ▶ Partner with The Property Center to review yard maintenance conformance to CC&R requirements
 - ▶ 2 Properties: Violation/Escalation
 - ▶ Others being monitored

Common Area Committee

- ▶ Ensure maintenance of neighborhood common areas, including Clubhouse and Gym, Pool, Park, Pond, Entrances and green spaces
- ▶ Partner with various vendors and companies to make necessary repairs and improvements
- ▶ Collect resident feedback for common area enhancements/improvements/additions

PR/Events Committee

- ▶ Plan events, advertise for garage sales, coordinate food trucks, organize the e-newsletter, set up and clean up events and work to foster a community in Griffin Park
- ▶ Volunteers are needed to keep future events going. Committee meetings are held 2-3 times per year and posted in advance on FB and emails. All volunteers are welcome, with various levels of time commitment. Please consider joining the committee and helping continue to make Griffin Park a social and fun neighborhood.

PR/Events Committee Report

PR/Events Committee Members

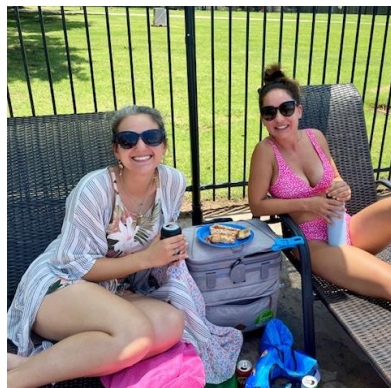
- ▶ Jessica Rodriguez, PR Committee Chair
- ▶ Alicia Bridwell
- ▶ Trisha Chapman
- ▶ Destinee Gutierrez
- ▶ Tonya Hedges
- ▶ Heather Huber
- ▶ Sarah Loving
- ▶ Bobby Lybarger
- ▶ Celena McCord
- ▶ Marisol Whisenant

2021-2022 Community Events & Activities

- ▶ 41 Food Trucks (June 2021-May 2022)
- ▶ 3 Neighborhood Garage Sales (June 2021, Sept 2021, and April 2022)
- ▶ First Fridays in the park April-October
- ▶ Summer Bash (June 2021 and June 2022)
- ▶ Fall Festival (Oct 2021)
- ▶ Halloween Boo-ing and Costume Parade (Oct 2021)
- ▶ Santa Parade (Dec 2021)
- ▶ Cookies & Cocktails Party (Dec 2021)
- ▶ Easter Egg Hunt (April 2022)
- ▶ Fishing Derby (May 2022)

Summer Bash- June 26, 2021

- ▶ Water Slide
- ▶ Beer Truck
- ▶ Food and ice cream trucks
- ▶ Raffle
- ▶ Music



Fall Festival- October 3, 2021

- ▶ Karaoke
- ▶ Cotton Candy and Popcorn
- ▶ Fall photo scenes
- ▶ Facepainting
- ▶ Outdoor games
- ▶ Food Trucks



Halloween Costume Parade and Boo'ed



- ▶ A PR Committee volunteer (Heather Huber) organized neighborhood Boo-ing. Candy and treats were left on porches for kids during the month of October.
- ▶ Annual costume parade, which signals the start of trick or treating in Griffin Park
- ▶ Many neighbors moved their candy delivery to their driveways
- ▶ This created a very fun and community spirited evening



Santa Parade- December 18

- ▶ Santa drove through the neighborhood in a Jeep, courtesy of Bob Howard Dodge
- ▶ Santa handed out candy canes to kids, posed for photos, and made spread Christmas cheer to all.
- ▶ Baked Bear afterwards in the Clubhouse with Santa



Easter Egg Hunt- April 16, 2022



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



Fishing Derby- May 21, 2022

- ▶ Fishing fun for all ages
- ▶ Prizes for smallest fish, longest fish and most fish



Summer Bash- June 4, 2022



- ▶ Inflatable Water Slide
- ▶ Music
- ▶ Pool Games
- ▶ Food Trucks
 - ▶ Turkish Delight
 - ▶ Split Top Dogs
 - ▶ Kochendorfer Brewing Co
 - ▶ Kona Ice

First Fridays



- ▶ First Friday of each month
- ▶ Social night in the park
- ▶ Food Trucks
- ▶ Hang out in the park and meet your neighbors



2022 Events- Save the Date!

First Fridays

- Friday, 7/1
- Friday, 8/5
- Friday, 9/2
- Friday, 10/7

- ▶ TBD
 - ▶ End of Summer Party
 - ▶ BBQ or Chili Cook-off
- ▶ Fall Festival
- ▶ Halloween
- ▶ Santa Parade
- ▶ Holiday Parties

Informal Ladies Bunco & Social Club

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 Fara Taylor on Facebook

Nomination / Election of Managers

- ▶ One Open Manager Position
- ▶ Two board member terms expiring (Celena McCord and Matt Taylor)
- ▶ Members returning for 2022-2023 are: Toni Lee, Alan Donehue, Adam Hutzell, Gary Geurts
- ▶ Board requests Homeowners' approval to expand board to 9 members
- ▶ New Board Members nominated tonight: JoBeth Moad, Kullough Chavez, Mason Godwin, Nick Huber and Andrew Loving

Next Board Meeting

- ▶ July 12, 7pm in the Clubhouse