

2023 Griffin Park HOA Annual Meeting

June 6, 2023

Agenda

- Proof of Notice of Meeting
- Reports of Officers
- Reports of Committees
- Nomination/Election of Managers
- Review 2022 Action Items
- 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

- ▶ Alan Donehue, President
- ▶ Open, Vice President
- ▶ Andrew Loving, Treasurer
- ▶ Gary Geurts, Secretary
- ▶ Adam Hutzell, KC Chavez, JoBeth Moad, Nick Huber Managers
- ▶ 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.*

Other Key Contributors

- ▶ Trish Chapman/Alicia Bridwell - Events
- ▶ Chris Wilson - Fitness area team
- ▶ Brent and Kylie Dixon - Yard of the Month Committee
- ▶ Celena McCord - Website Updates
- ▶ KC Chavez - Welcome Committee
- ▶ Ryan Jones - Legal

**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
- ▶ **Managers (4)**
 - ▶ 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 and reminders
- ▶ Collect and deposit HOA dues checks
- ▶ Maintain monthly deposit detail
- ▶ Obtain bids for annual maintenance and contracts
- ▶ Respond to Building committee requests and all other communications
- ▶ Notify homeowners of covenant violations and reach resolutions
- ▶ Maintain delinquent acct report, and file liens and releases
- ▶ Maintain all infrastructure within the HOA
- ▶ Review bills for accuracy
- ▶ Pay all approved bills and retain/file copies of paid invoices
- ▶ 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 all HOA documents
- ▶ Receive and record all proxies
- ▶ Act as Registered Agent
- ▶ Prepare/file Form 1120H fed tax return and 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
 - ▶ Ryan Jones
Jones Property Law
424 East 2nd Street
Edmond, OK 73034
(405) 888-2744
 - ▶ 7 Liens against properties for unpaid HOA dues
 - ▶ All Griffin Park

Top Community Efforts & Improvements

Clubhouse/Pool Renovations



- ▶ Replastered pool -\$15,000
- ▶ New roof on clubhouse - insurance claim covered the cost
- ▶ Replaced plastic cover on pergola - Insurance claim covered the cost
- ▶ Fitness team - deep clean of fitness area

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
- ▶ Fun neighborhood events

Opportunities for Future Improvements



**PARK/PLAYGROUND
IMPROVEMENTS**



**NEW POOL
EQUIPMENT**



POOL COVER

2022 Year End Financials

2022 Final Actual

Total Operating Revenue	\$137,270
Total Administrative Expenses	(\$5,815)
Total Grounds Maintenance Expenses	(\$40,943)
Total Swimming Pool Expenses	(\$21,005)
Total Clubhouse Expenses	(\$19,424)
Total Utilities Expenses	(\$26,270)
Total Other Expenses	(\$12,752)
Total Operating Expenses	(\$126,391)
Operating Income/(Loss)	\$10,879

2020 to 2023 Comparison

Griffin Park Owners Association Inc

Profit and Loss

January 2020 - December 2023

	JAN - DEC 2020	JAN - DEC 2021	JAN-DEC 2022	JAN - DEC 2023
Income	140,259	135,910	137,270	141,913
Expenses	186,718	123,188	126,391	135,798
Net Income	(46,460)	12,722	10,879	6,115

(estimated)

2023 YTD/Budget

2023 Year to Date Income and remaining Budget

	<u>Year To Date</u>	<u>June - Dec Budget</u>	<u>Total</u>
Revenue	141,913	-	141,913
Expenses			
Admin Expenses	2,527	3,579	6,106
Clubhouse Expenses	1,128	9,593	10,721
Grounds Maintenance Expenses	16,646	24,297	40,943
Other Expenses	3,326	10,064	13,390
Pool Expenses	21,538	15,517	37,055
Utilities	7,165	20,419	27,584
Total Expenses	52,330	83,468	135,798
Net Operating Income	89,583	(83,468)	6,115

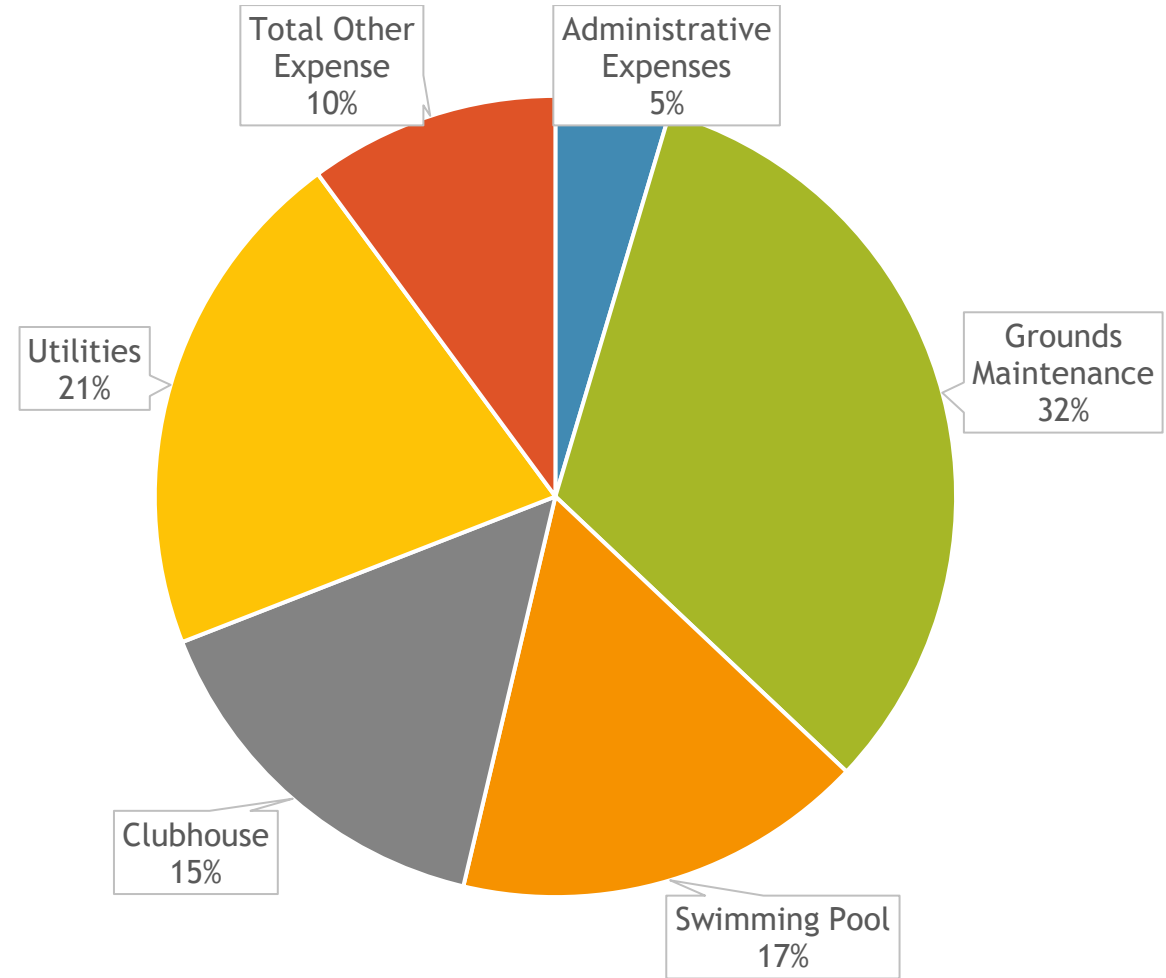
List of Projects for HOA - not included in current budget

- ▶ Front Entry Flower Beds* and added irrigation
- ▶ Erosion against Griffin Gate Fence*
- ▶ Replacement 2nd Treadmill for Fitness area
- ▶ New Pool Cover; repair Electrical box and add switches for LED pool lights (2023)
- ▶ Repair half brick wall around pool equipment; add mortar to clubhouse brick* (2023)
- ▶ Cut down dead tree in park. Trim low hanging branches* (2023)

*Possible volunteer projects

Allocation of Dues by Expense Category

	2022 Actual	
Administrative Expenses	\$5,815	4.61%
Grounds Maintenance	\$40,943	32.44%
Swimming Pool	\$21,005	16.64%
Clubhouse	\$19,424	15.39%
Utilities	\$26,270	20.81%
Total Other Expense	\$12,752	10.10%
Total Expense	\$126,391	100.0%

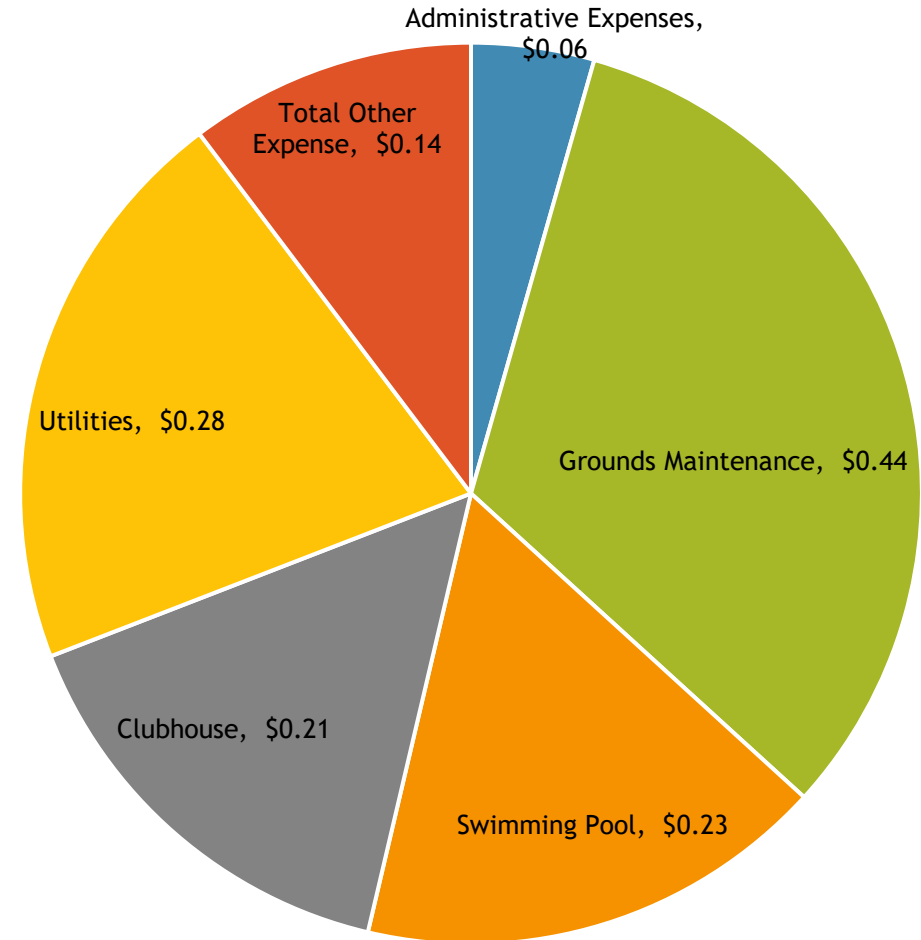


Allocation of Your Dues

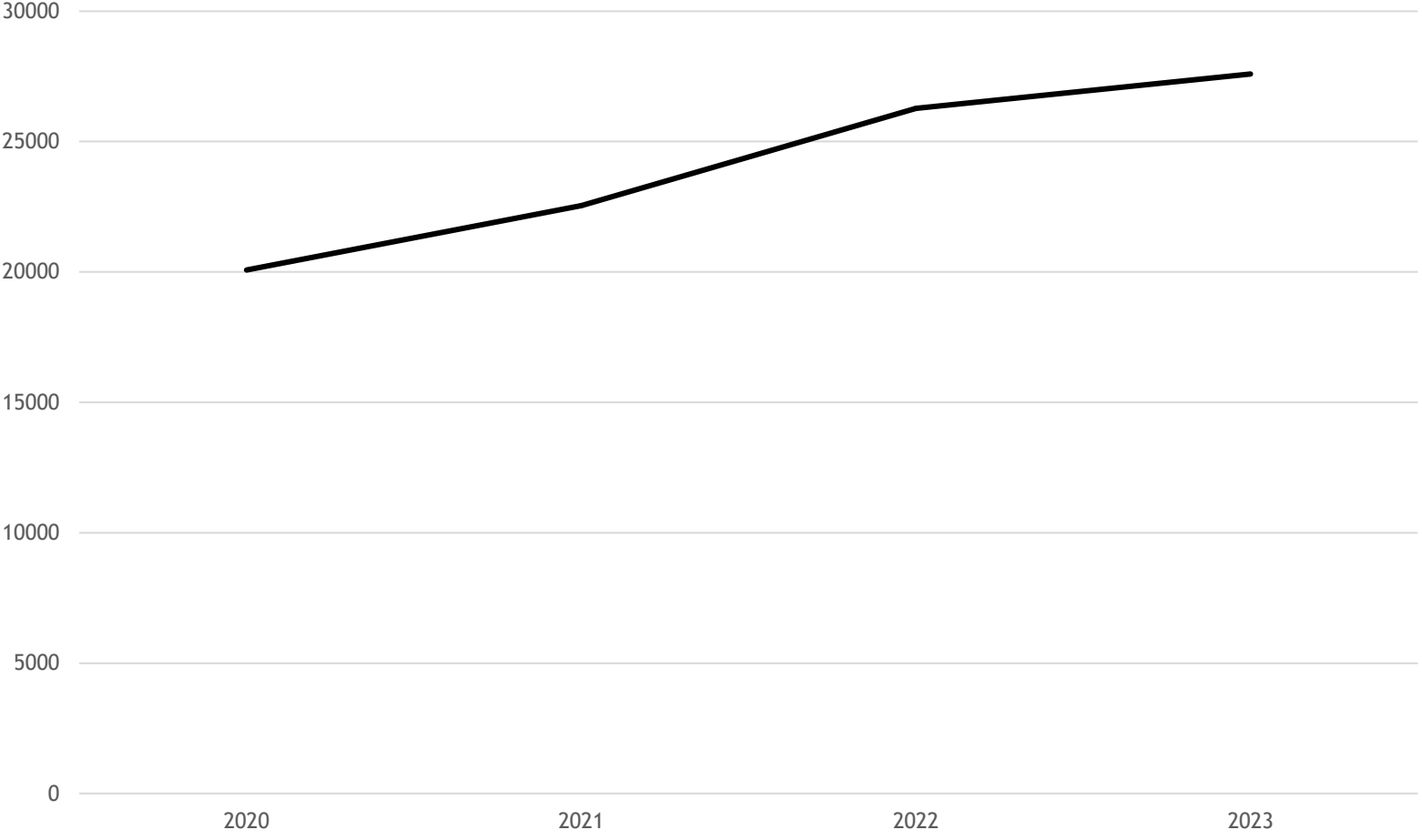
	Dues Paid	
2022 Dues	\$495.00	

Allocation of Dues	Amount	Per Day
Administrative Expenses	\$22.81	\$0.06
Grounds Maintenance	\$160.58	\$0.44
Swimming Pool	\$82.38	\$0.23
Clubhouse	\$76.18	\$0.21
Utilities	\$103.03	\$0.28
Total Other Expense	\$50.01	\$0.14
	\$495.00	

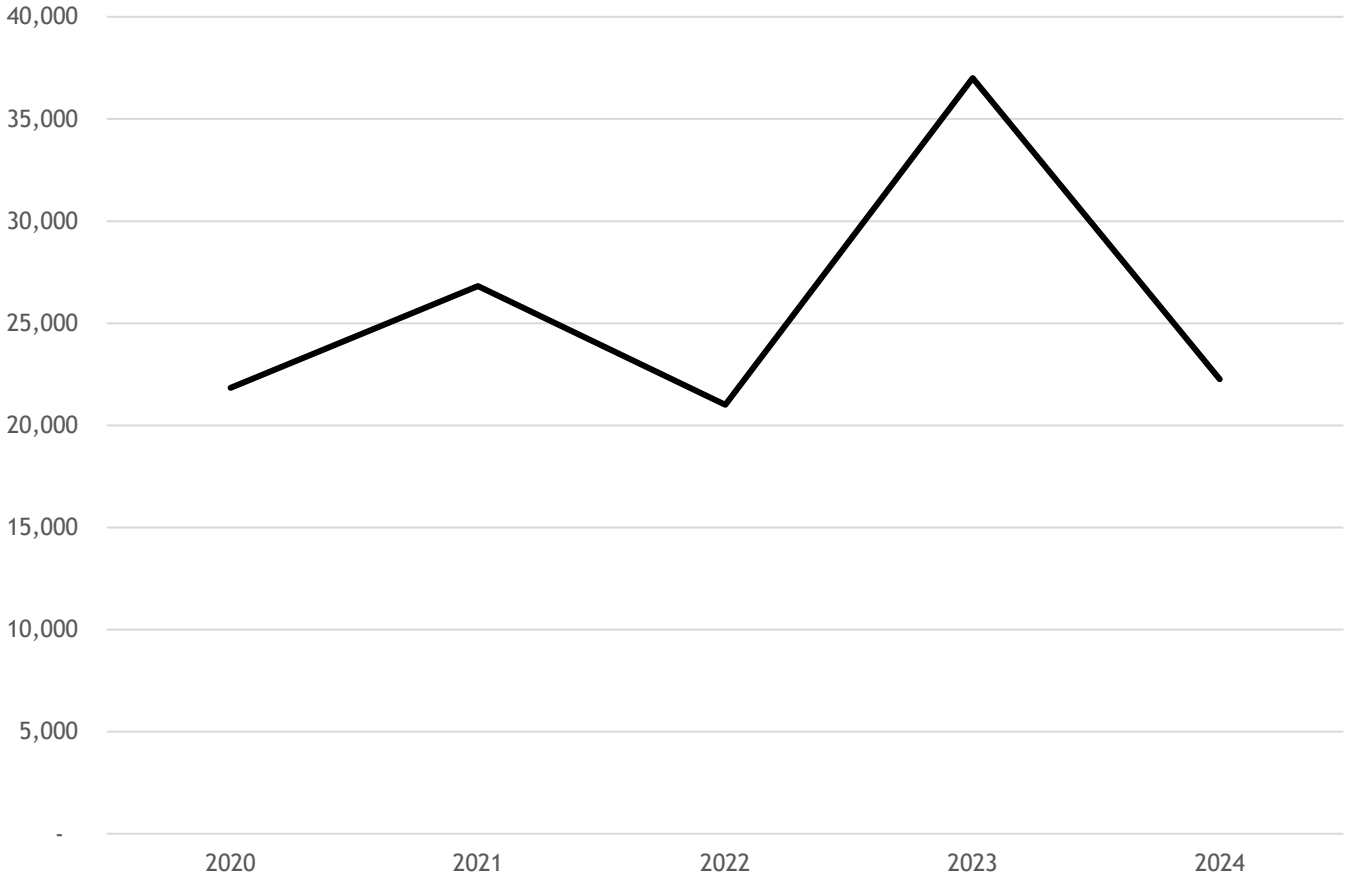
Dues Allocation Per Day



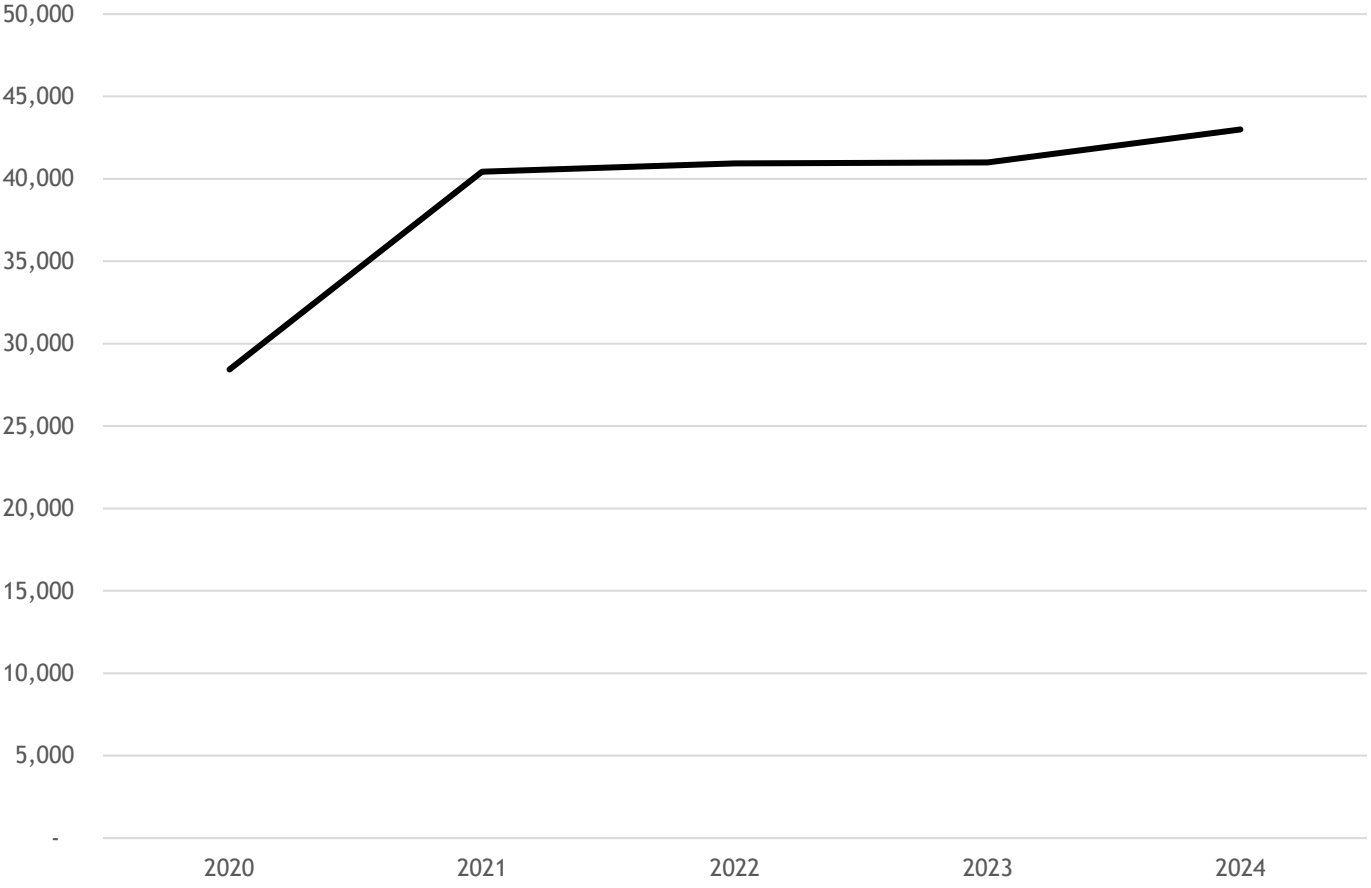
Utilities Expenses



Pool Expenses



Lawn Care and Irrigation Expenses



Neighborhood Committees

- ▶ Architectural Committee
 - ▶ Common Area Committee
 - ▶ PR/Events Committee
 - ▶ Welcome Committee
-
- ▶ Comments by *Misty McCorvey*, The Property Center
 - ▶ Comments by *Ryan Jones, ESQ*, Jones Property Law

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
- ▶ Added rooftop solar criteria to Building committee Request form

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
- ▶ Invite neighbors to help on various projects to reduce costs
- ▶ Collect resident feedback for common area enhancements/improvements/additions AND invite residents to participate on various committees

Welcome Committee

- ▶ HOA Board Liaison: Kullough Chavez - kc_chavez@outlook.com
- ▶ 14 new families move since June 2022
- ▶ Our job is to welcome new residents that move into Griffin Park and to give them helpful information so they can connect with our neighbors and community.
- ▶ What the welcome committee does:
 - ▶ When we are notified of a new resident, we take a few minutes to go to their house to introduce ourselves.
 - ▶ They receive a welcome letter and a keycard with lanyard (if they don't yet have a keycard).
 - ▶ Inform them about the Facebook group, website, Clubhouse amenities, any upcoming events!
 - ▶ Make a post in the Griffin Park group to welcome the new neighbors. Be sure to tag them if they have joined the group!

PR/Events Committee Report

PR/Events Committee

- ▶ Plan and coordinate all aspects of neighborhood events. All in the name of fostering a strong sense of 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 Members

The PR / Events Committee is small but mighty!
Working hard to build a strong sense of
community in Griffin Park.

2022/2023 Committee Chair - Trisha Chapman
Members & Regular Volunteers

Alicia Bridwell

Celena McCord

Sarah Loving

Heather Huber

Jess Rodriguez

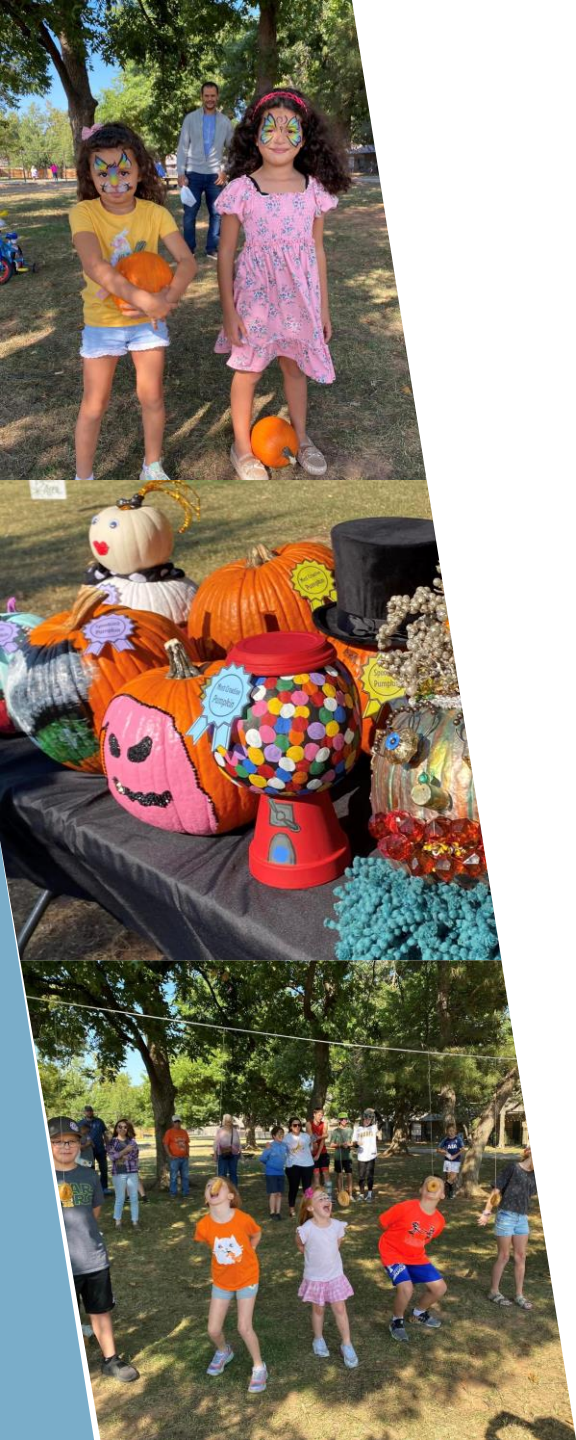


2022-2023 Community Events & Activities

- ▶ 2 Neighborhood Garage Sales
- ▶ Summer Bash (June 2022 & 2023)
- ▶ Fall Festival - October
- ▶ Halloween Costume Parade - Oct
- ▶ Santa Parade - Dec
- ▶ Easter Egg Hunt -Apr

Fall Festival - October

- ▶ Music
- ▶ Cotton Candy and Popcorn
- ▶ Fall photo scenes
- ▶ Facepainting
- ▶ Outdoor games
- ▶ Mini Donut Truck
- ▶ First Annual Decorated Pumpkin Contest



Halloween Costume Parade

- ▶ Annual costume parade, which signals the start of trick or treating in Griffin Park
- ▶ Another fun and busy night of trick or treating!



Santa Parade- December

- ▶ 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
- ▶ Going forward, we will host a Santa Event in the Clubhouse





Easter Egg Hunt- April 2023

Easter Egg Hunt in the park with
Special visit from Easter Bunny



Summer Bash- June



- ▶ Inflatable Water Slide
- ▶ Music
- ▶ Pool Games
- ▶ Food Trucks



2023 Events- Save the Date!

- ▶ Summer Bash on Saturday, June 17th 12-3pm; Neighborhood Potluck, Water Slide, Raffle, Free Ice Cream Truck and More!
- ▶ Fall Festival on Saturday, Oct 8th; Family Friendly Games, Food and Fun
- ▶ Santa, Cocoa and Cookies in the Clubhouse in December

PR/Events Committee Members

We invite you to have FUN and make an impact!

Trisha Chapman, Committee Chair

We LOVE volunteers - whether you can help with one or event or want to help plan every event we'd love to get more neighbors involved.

Please contact PR Committee Chair, Trisha Chapman to talk about ways to get involved: Trishachapman@live.com or message on Facebook.

Nomination / Election of Managers

- ▶ One Open Manager Position
- ▶ Three board member terms expiring (Alan Donehue, Adam Hutzell and Gary Geurts)
- ▶ Members returning for 2022-2023 are: Toni Lee, Andrew Loving, JoBeth Moad, KC Chavez and Nick Huber
- ▶ New Board Members nominated tonight: Bob Schnepf, Todd Schug, and Alicia Bridwell

2022 Annual Meeting Open Action item

- ▶ Forecast major expenses and develop a strategy to reserve funds in advance.
- ▶ Items under consideration (next 10 years)
 - ▶ Upgrade Playground Equipment
 - ▶ Replace furnace, AC
 - ▶ Well and well pump maintenance
 - ▶ New keycard system - current system has hardware problems
 - ▶ Seal gaps between sections of pool deck to prevent erosion
 - ▶ Pool equipment (filters, pumps) upgrade
 - ▶ Pool umbrellas
- ▶ Other items (beyond 10 years)
 - ▶ Park walkway

THANK YOU FOR YOUR SUPPORT!

Next Board Meeting

- ▶ July 11, 6:30pm in the Clubhouse
- ▶ THANKS to Alan Donehue, Adam Hutzell and Gary Geurts as they complete their Board Membership!!
- ▶ AND THANKS to Edmond Trinity Christian Church and its staff for hosting us!!