

Agenda

- Proof of Notice of Meeting
- Reports of Officers
- Review 2023 Action Items
- Reports of Committees
- Nomination/Election of Managers
- Meeting Adjourned

Proof of Notice of Meeting

- ▶ Letters mailed May 10 from The Property Center
- ▶ Email Newsletter sent May 11
- ▶ Facebook post May 21
- ▶ Email to residents May 27
- ▶ Invitation to new residents by email May 28

Current Board Members

- ▶ JoBeth Moad, President
- ▶ Todd Schug, Vice President
- ▶ Andrew Loving, Treasurer
- ▶ KC Chavez, Secretary
- ▶ Managers: Bob Schnepf, Nick Huber, Janna Harris, Alicia Bridwell
- ▶ 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

- ▶ Trisha Chapman - PR/Events Chair
- ▶ Chris Wilson - Fitness Center Chair
- ▶ KC Chavez - Welcome Committee Chair
- ▶ Brent and Kylie Dixon - Yard of the Month Committee
- ▶ Celena McCord - Website Updates
- ▶ JoBeth Moad - Newsletter
- ▶ 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

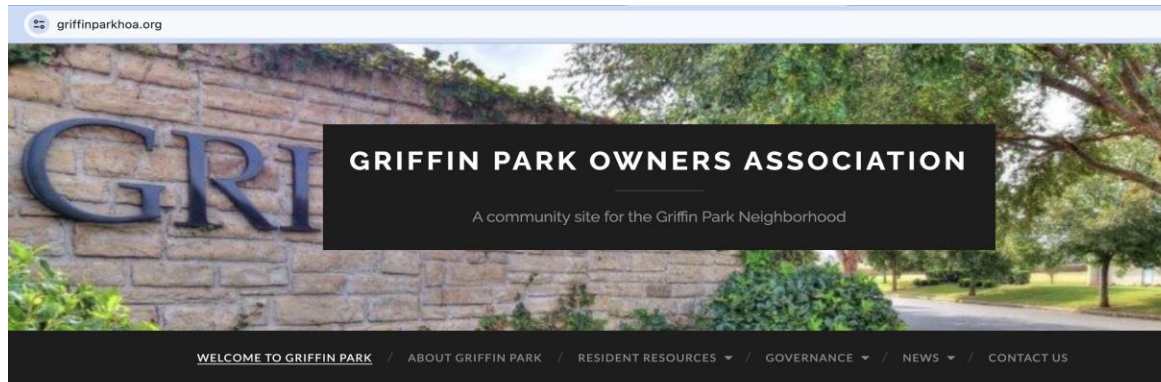
- ▶ President
 - ▶ Set meetings, oversee Board, direct committees, handle necessary HOA duties as needed
- ▶ Vice President
 - ▶ Help/guide President, direct committees, handle necessary HOA duties as needed
- ▶ Treasurer
 - ▶ Manage yearly dues, manage expenses, set budgets, maintain accounts, handle HOA duties
- ▶ Secretary
 - ▶ Keep minutes, handle HOA duties as needed, support committees
- ▶ Managers (4)
 - ▶ Support functions of the board, oversee committees
- ▶ Manager (Representative Griffin Gate - Liaison)

Responsibilities of the Board

- ▶ Maintain a database of homeowner info
- ▶ Maintain neighborhood website/email
- ▶ Maintain a Welcome Committee & respond to homeowner calls/emails
- ▶ Mailings/invoices/statements/notifications and reminders
- ▶ Collection of HOA dues
- ▶ 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
- ▶ Maintain Griffin Park Private Facebook Page
- ▶ Write and email monthly neighborhood newsletter
- ▶ Review bills/contracts for accuracy
- ▶ Pay all approved bills and retain/file copies of paid invoices
- ▶ Balance monthly bank statements
- ▶ Maintain monthly balance sheet, income statement, 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 Website - griffinparkhoa.org

Recently redesigned by Celena McCord



Welcome to Griffin Park

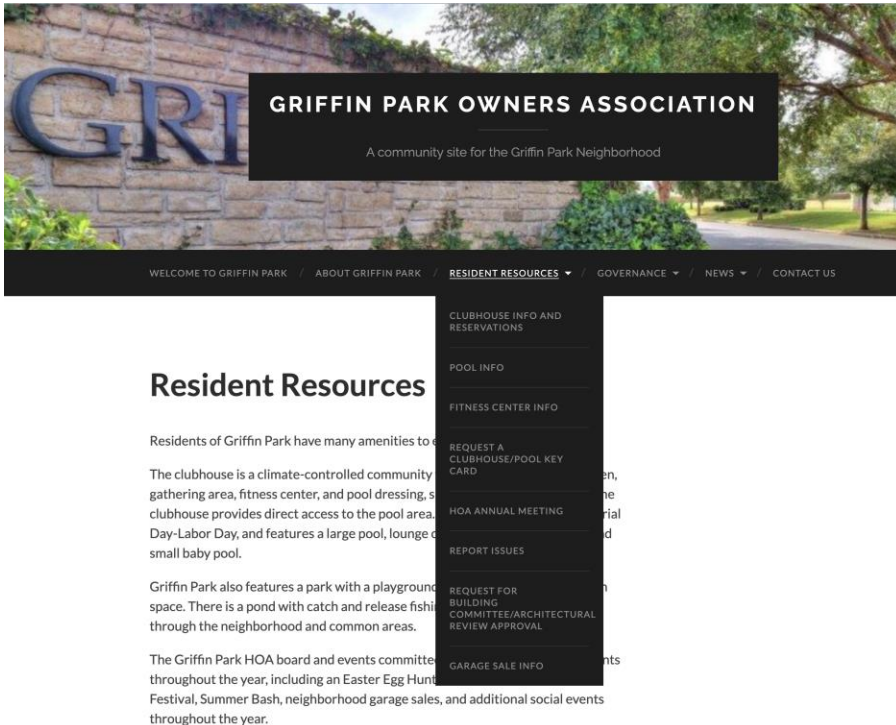
**Welcome to the website of the Griffin Park Owners Association.
We are located in Edmond, Oklahoma.**

Griffin Park is a wonderful residential community located just west of 178th and Western Avenue in west Edmond. Close to shopping, restaurants, nightlife, and recreation. Stay up to date on the latest community news, events, clubhouse reservations, amenities and more through this site.

Griffin Park is in the award-winning Edmond school district, and features OKC utilities. Our neighborhood features many amenities, including a swimming pool, sidewalks, park, green space, playground, fitness center, Clubhouse, and a stocked pond for residential catch and release fishing.

There are approximately 275 homes in our community, which includes one private gated areas.

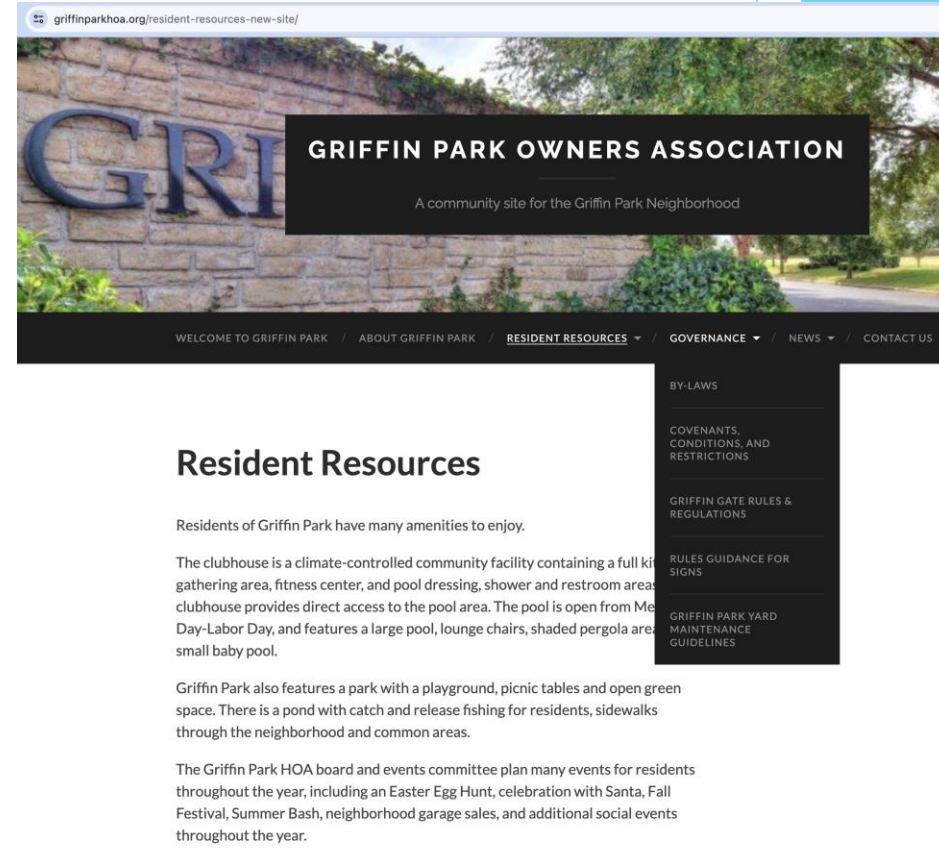
Resident Resources



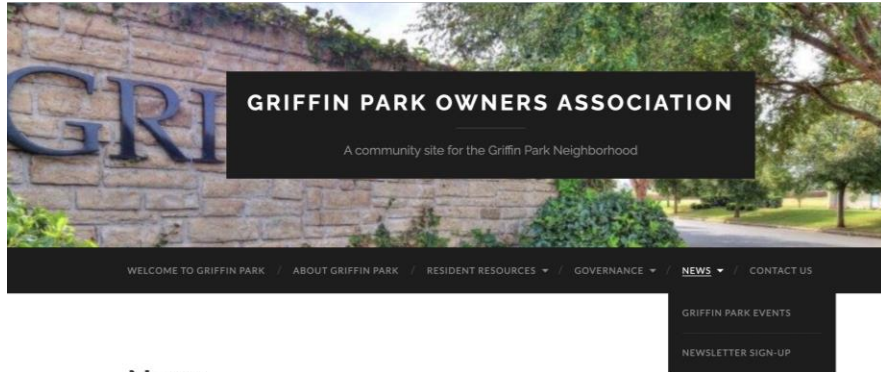
- ▶ Clubhouse Info & Reservations
- ▶ Pool Info & Rules
- ▶ Keycard Request Form
- ▶ Annual HOA Meeting
- ▶ Garage Sale Info
- ▶ Building Committee Approval Request Form
- ▶ Report Issues

Governance

- ▶ Bylaws
- ▶ CC&Rs
- ▶ Griffin Gate Rules & Regulations
- ▶ Rule Guidance for Signs
- ▶ Yard Maintenance Guidelines



News



News

 Join the Griffin Park Facebook group [here](#)

 View past issues of the Griffin Park newsletter [here](#)

 Click [here](#) to subscribe to the Griffin Park newsletter

- ▶ Join the Private Facebook group
- ▶ Subscribe to the Griffin Park Newsletter
- ▶ Access past newsletter issues

Contact Us

- ▶ Contact Information for The Property Center
- ▶ Clubhouse Address
- ▶ List of Board Members
- ▶ List of Committee Chairs
- ▶ Board Meetings
- ▶ Other Useful Information



Contact Us

If you have any questions about the neighborhood or want to get more information about one of the activities please email: GPHOA@Outlook.com

The **Property Center** manages day-to-day services for the Griffin Park neighborhood including dues, replacement keycards, HOA dues letters for home sales or refinancing, questions, complaints, collections, and everything which falls under that umbrella.

Griffin Park Clubhouse address:
17400 Parkgrove Dr
Edmond, OK 73012

2023-2024 Board Members

President		JoBeth Moad
Vice President		Todd Schug
Treasurer		Andrew Loving
Secretary		Kullough Chavez
Manager (Griffin Gate)		Toni Lee

President's Report

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.)
- ▶ 1 Lien against Griffin Park properties for unpaid HOA dues

Major Expenses and Improvements

- ▶ Ordered pool cover replacement
- ▶ Replaced treadmill & elliptical for clubhouse fitness center
- ▶ Replaced pool lights with LED lights and a timer so no longer a need to turn off pool lights each night - Thanks Gary Geurts!
- ▶ Cleared broken branches in the park and pond area
- ▶ Closed common area gate between GP and Fenwick
- ▶ Common area irrigation inspection and repairs (as needed)
- ▶ Continued pond maintenance (water treatment) and yearly beaver extraction
- ▶ Monthly community email newsletter
- ▶ Yard of the month

Ongoing HOA Projects - not included in current budget

- ▶ Erosion against Griffin Gate Fence - bids secured
- ▶ Enhance Front Entry Flower Beds*
- ▶ Repair half brick wall around pool equipment; add mortar to clubhouse brick* (2023)

*Possible volunteer projects

Plans for 2024 and beyond:

- ▶ Forecast major expenses and develop a 10 year strategy for maintenance and improvements.
- ▶ 10 years maintenance plan
 - ▶ AC/furnace replacement
 - ▶ Well and well pump maintenance
 - ▶ New keycard system - current system has hardware problems
 - ▶ Pool equipment upgrade (filters, pumps)
- ▶ Other items (beyond 10 years)
 - ▶ Park walkway

Opportunities for Future Improvements

- ▶ We would like your input! What projects/improvements would you like to see in future years?
- ▶ Please write down ideas and leave at the back following the meeting.
- ▶ If you would like follow-up please leave your name and contact information.

Financial Report - Treasurer

2023 Year End Financials

2023 Final Actual

Total Operating Revenue	\$145,810
Total Administrative Expenses	(\$6,785)
Total Grounds Maintenance Expenses	(\$41,978)
Total Swimming Pool Expenses	(\$39,450)
Total Clubhouse Expenses	(\$10,157)
Total Utilities Expenses	(\$27,822)
Total Other Expenses	(\$11,832)
Total Operating Expenses	(\$138,024)
Operating Income/(Loss)	\$7,786

2020 to 2024 Comparison

Griffin Park Owners Association Inc					
Profit and Loss					
2020-2024					
	2020	2021	2022	2023	(estimated) 2024
Income	140,259	135,910	137,270	145,810	150,371
Expenses	186,718	123,188	126,391	138,024	137,780
Net Income	(46,459)	12,722	10,879	7,786	12,592

2024 YTD/Budget

2024 Year to Date Income and remaining Budget					
			Year To Date	June - Dec Budget	Total
Revenue			150,371	-	150,371
Expenses					
	Admin Expenses		1,853	3,881	5,734
	Clubhouse Expenses		835	12,188	13,023
	Grounds Maintenance Expenses		18,481	26,724	45,205
	Other Expenses		3,936	9,669	13,604
	Pool Expenses		7,001	24,140	31,141
	Utilities		9,447	19,625	29,072
Total Expenses			41,553	96,227	137,780
Net Operating Income			108,818	(96,227)	12,592

Allocation of Dues by Expense Category

	2023 Actual	
Administrative Expenses	\$6,785	4.92%
Grounds Maintenance	\$41,978	30.41%
Swimming Pool	\$39,450	28.58%
Clubhouse	\$10,157	7.36%
Utilities	\$27,822	20.16%
Total Other Expense	\$11,832	8.57%
Total Expense	\$138,024	100.0%

Allocation of Your Dues

	Dues Paid	
2023 Dues	\$540	

Allocation of Dues	Amount	Per Day
Administrative Expenses	\$26.55	\$0.07
Grounds Maintenance	\$164.23	\$0.45
Swimming Pool	\$154.34	\$0.42
Clubhouse	\$39.74	\$0.11
Utilities	\$108.85	\$0.30
Total Other Expense	\$46.29	\$0.13
	\$540.00	

Committee Reports

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

Architectural Committee Report

- ▶ 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
- ▶ Please fill out a Request for Building Committee/Architectural Review Approval form on the website before making changes to the exterior of your home or property
- ▶ Members of the Architectural Committee: Todd Schug, Nick Huber, Janna Harris

Common Area/Beautification 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
- ▶ Members of the Common Area/Beautification Committee: Bob Schnepf, Chair, Nick Huber, Toni Lee, Alicia Bridwell

Welcome Committee Report

- ▶ HOA Board Liaison: KC Chavez - kc_chavez@outlook.com
- ▶ 14 new families moved in since June 2023
- ▶ Welcome new residents that move into Griffin Park
- ▶ Give helpful information about the Facebook group, website, Clubhouse & events
- ▶ Provide Key Card support for Griffin Park/Griffin Gate
- ▶ Members of the Welcome Committee: KC Chavez, Chair, Alicia Bridwell, Cathy Overturf, Kylie Dixon, Trisha Chapman, Sarah Aylor, Kari & Joseph Brevetti, Denise Sivigliano

PR/Events Committee Report

- ▶ Plan and coordinate all aspects of neighborhood events
- ▶ Foster a strong sense of community in Griffin Park/Griffin Gate
- ▶ 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.
- ▶ Volunteers are needed! Please consider joining and helping continue to make Griffin Park a social and fun neighborhood.
- ▶ Members of the PR/Events Committee: Trisha Chapman, Chair, Alicia Bridwell, Carissa Godwin, Celena McCord

2023-2024 Community Events & Activities

- ▶ 2 Neighborhood Garage Sales
- ▶ Summer Bash - June 2023 & 2024
- ▶ Fall Festival - October
- ▶ Halloween Costume Parade - October
- ▶ Santa Event - December
- ▶ Easter Egg Hunt -April
- ▶ Don't miss this year's Summer Bash at the Pool JUNE 15TH

Nomination / Election of Managers

- ▶ One Open Manager Position
- ▶ Two board member terms expiring (JoBeth Moad, Andrew Loving)
- ▶ Members returning for 2023-2024 are: Todd Schug, Bob Schnepf, Toni Lee, Janna Harris, Alicia Bridwell, KC Chavez and Nick Huber
- ▶ New Board Members nominated tonight: Jim Mays

THANK YOU FOR YOUR SUPPORT!

You can always email

GPHOA@outlook.com

with concerns or questions for the Board.

A BIG THANKS to Disciples Christian Church and its staff for hosting us!