

Griffin Oaks Maintenance Assoc.  
July 18<sup>th</sup> 2023 Board meeting Notes

1. Call meeting to Order: Roll call (Matt) – 6:03 pm  
Attendees: Matt, Pam, Ted, Chuck
2. April 18<sup>th</sup> board meeting minutes were not captured as quorum was not present.
3. Homeowner questions/comments (Open). No questions or comments raised.
3. Upcoming Ballot for Officers will go out with October Invoices 2-year term:  
Pam agreed to list her name on the ballot for a 2 year term effective Jan 2024.

**Treasurer's Report (Pam)**

- a. Reviewed highlights of YTD 2023 income, expenses.  
Profit and Loss as of July 18, 2023 shows income of \$ 31,123, expenses of \$ 28,189.
- b. Two delinquent HOA dues home owners identified as needing a visit for follow up.  
Matt to accompany Pam in August on visit.  
A written letter advising delinquency will be issued to all 60 day overdue Home owners.
- c. GOMA has 4 CD's; 2 renew this year; 2 renew in April. Pam will follow up on renewals
- d. Pam proposed transferring surplus checking acct funds to a 1 year CD while interest rates are high. Pam will propose the amount at next board meeting.

**Web-site Update:**

Timely website posting of next board meeting date, time and place was recommended. Meeting date, time & place was included in the quarterly HOA statements.  
Pam will schedule getting her picture taken for website posting.

**6. Landscape Report (Chuck)**

- a. Chuck shared discussion he and Matt had at the 2<sup>nd</sup> quarterly meeting with landscape owner of Augusta. Seeding, aeration and fertilizing of grass strips along sidewalk will happen in late Sept.
- b. Trees need to be planted in 2 locations where previous trees were removed. Work to be scheduled in the fall; funds are in budget for this expense.
- c. Chuck reported working with Augusta workers to trim out dead branches in landscape plants in the rear of Blue Moon & No. Haskell properties.
- d. Matt advised due to extreme heat, Augusta increased watering frequency from twice a day to three times a day (third watering cycle is ~8:00pm) Anticipate July & August water bills higher than in past.
- e. Continuous “thanks” to Elders Jones & Nielson for their community service on irrigation sprinkler repairs.
- f. Chuck shared need to have the city develop a plan and budget to remove a number of trees that are causing raised sidewalks. Pine tree at west end of Blue Moon needs to be trimmed back now overhanging home roof. Need to update tree removal plan that Dan Morley developed needs updating.

## Design Review Highlights (Ted)

Following home Modifications forms submitted and approved.

- a. Silver Creek: Repaint house exterior
- b. Silver Creek: Fence replacement
- c. Silver Creek: install storage shed
- d. Black Oak: Addition to house
- e. Oakley: install new roof, solar panels; remove tall landscaping along driveway.

Ted shared a write up on items requiring a **Home Modification Form (HMF)** to be added to invoices and Fall newsletter to be submitted to Angela to add to Fall newsletter.

RV parking concerns (see CCR attachment page 9 section F) **i.** Board chooses to uphold current CC&R's (Page 9 Section F). Letters to current violators will receive a warning letter. **Pam to develop a Schedule of Fines & Process for Violation Enforcement for Board approval**

## 10. Old Business (Matt)

Develop Skills, Experience or Interest for filling open board seats:

Board identified following Skills, Experience & Interest for greater HOA Board success!

- Person who enjoys what neighborhoods have to offer,
- Working person bringing different perspective than retirees',
- Background in "construction" for expanding DRC support staffing,
- Background in legal or plumbing matters (sprinkler maintenance)
- Event organizing skills for "picnic" type event to meet community members,
- Welcome committee "greeter" for new residents,
- Once per quarter board meeting participation & report out,
- Computer experience for website enhancement,
- Newsletter design/layout experience,
- Knowledge of our Griffin Oaks community,
- Offer "additional input/perspective" for board discussions and decision making.

## 10. New Business (Matt)

- a) Board approved a letter to be sent to resident/owner keeping a dog on Blue Moon in violation of CC&R's.
- b) Pam Olsen agreed to be on ballot mailed out in October for an additional 2 year term.
- c) Discussion on board's focusing on a single goal for GOMA for the coming 6 months:

### **Problem;**

- Managing our HOA business is exceeding capacity of 5 board members.
- Alternative of outsourcing the business of HOA management will be higher dues & more CC&R enforcement focused.
- Our HOA is missing opportunities to improve management of this business.
- No long term successions plans to develop replacement board members after 2-3 terms served.

### **Approach**

- Develop a list of **responsibilities** of board membership and committee needs.
- Develop GOMA **organization chart** showing functions *internal and external* ie Granger.
- Id filled positions.
- Id open needs.
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### **Measurements of progress**

- open

### **Success**

- open

### **11. Cutoff dates October Newsletter:**

a. **Articles due Sept 22**

b. **To printer Sept 26**

c. Deliver to Grainger Sept 27<sup>th</sup>/28<sup>th</sup> for mail out nlt Sept 29th

Next Board Meeting: Tuesday NOVEMBER 14th, 2023, 6pm, Twin Creeks Conf. Room

Meeting closed at 7:40pm