Griffin Oaks Maintenance Association

Monthly Meeting Minutes

January 21, 2025

Twin Creeks Conference Room

Twin Creeks Crossing Loop, Central Point

Meeting called to order at 6:04 p.m.

Board Members Attending: Matt Epstein, Jim Brown, Ron Wright, Ted Sander, Pam Olsen

Guests: Craig Langseth, Sally Hellyer, Jennefer Sander, Nancy Nabozny, and Terri Nabozny.

November Minutes approved as presented – motion by Ted, second by Ron.

**Treasurer’s Report** by Pam Olsen

 Overbudget by $ 15,000 last year due to landscaping bills in October and November

Services occurred in September and October for servicing sprinklers, dethatching, aeration, fertilization, and seeding.

 Checking Account Balance $ 17,449.94 (as of January 18, 2025)

 Certificate of Deposit \*3697 $ 5,048.07

 Certificate of Deposit \*7824 $ 11,888.83

 Certificate of Deposit \*9674 $ 15,935.56

 Certificate of Deposit \*1268 $ 17,253.27

 Mulch expense was in September 2024, and it was $ 2,373.90.

Landscaping services that are not covered by the contract need to be submitted by the landscape company so we can approve and budget for the expense.

Granger needs to pay attention to the checking account balance before writing checks to make sure they are covered. Granger is not going to increase their fees for the upcoming year.

Tree removal and replacement are not part of the landscape contract. There are currently 7-8 locations that the City of Central Point requires trees be replaced. Dan Morley and Matt Epstein have met and will identify a couple of sources for replacement trees. The expected expense will be $ 200-250 per tree to purchase. The planting expense will be separate from the landscape contract. The expense of cleaning up the downed trees is on GOMA. Budget will be contacted to get a yard of soil to fill in holes from downed/removed trees and removed steppingstones.

Bad debt expense on Profit/Loss Statement: due to Granger writing bad checks, Matt Epstein covered the overdraft out of his personal account that he was reimbursed.

HOA Dues Increase discussion occurred. Augusta Landscaping failed to do the job they were contracted to do. When the contract was due for renewal, they wanted to remove some contracted tasks and charge extra for completing them. The contract was put out for bid and Budget Landscaping was accepted. Budget Landscaping is dealing with the fallout from the lack of work done by Augusta. Jim Brown is working on a monthly plan for the work needed and will meet with Budget Landscaping to go over it. Any costs that are outside of the contracted amount will be submitted for discussion and approval. It has been about 12 years since the board has raised the dues.

Best practice for amount of cash on hand was raised due to the rate increase. Due to the possibility of a catastrophic sprinkler system or major tree loss, $ 35,000.00 was determined to not be enough of a cushion. Therefore, the first rate increase in 12 years was voted on. A discount was offered to those homeowners that paid for the year in advance. This provided the board with the cash needed to pay for the upcoming landscaping expenses to repair the grass strips without liquidating the investment CDs.

Overdue HOA Dues: Due to the current billing cycle, an update on any overdue dues is not currently available. Update should be available in mid-February. There is a late fee and if they are 3 quarters behind a lien will be placed on the property. GOMA currently has a lien on one property.

2025 Budget was approved

**Electing a new president and replacing board members:**

President: Matt nominated Ted Sander, motion by Ron Wright, seconded by Pam Olsen, passed w/ no objections. Ted Sander has assumed the presidency of GOMA as of January 21, 2025. Matt has been working with Ted to make the transition easier. Matt is stepping down from the board but will be available to help when needed.

Ted will be contacting Umpqua Bank to become an authorized signer on the Umpqua Accounts.

Board Members: Sally Hellyer and Craig Langseth were both present and have expressed an interest in becoming board members. Nominated/motion by Ted Sander and seconded by Ron Wright. Welcome aboard!

**Organization Chart:** Chart was handed out and discussed due to the recent board changes.

**Email List:** Jim has been compiling a list of email addresses of homeowners. A monthly landscape update was sent out, so the homeowners understand what they are getting for their dues. Doing it by email will save money in postage and open communication between the Board and the homeowners. A walk around the neighborhood may be necessary.

**Landscape Update** by Jim Brown:

The planned landscape maintenance schedule was passed out.

**Communications Update** by Jennefer Sander:

The quarterly Newsletter deadline for submissions is March 24th, to the printer on March 27th, and to Granger on March 28th.

Updates to the GOMA website will be taken over from former board member Michelle Watson.

**Design Review Committee Update** by Ted Sander:

765 Valley Oak Drive submitted a request for roof replacement, approved by Ted on 01/07/2025.

403 Oakley Street submitted a request for fence replacement, approved by Ted on 12/31/2024.

Sally Hellyer and Craig Langseth were both added to the committee as Ted is stepping back from this committee. Anne Langseth is also a committee member.

Guests were given the opportunity to voice concerns, all questions they had were discussed or answered already.

Ron Wright made a motion to always keep a minimum amount of $ 10,000.00 in the checking account. Ted Sander seconded the motion. Passed.

**Next meeting: 6:00 p.m. on Tuesday, April 15, 2025, at Twin Creeks Conference Room.**