

Griffin Oaks Neighborhood Common and Open Space Maintenance Association (GOMA)

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Minutes from January 23, 2018

Board Members:

Matthew White - President

Pam Olsen - Treasurer

Cathy Richardson - Secretary

Chuck Stamps – Landscape Committee

Herb Farber - Member

Tanea Browning - Member

Jim Huefner - Member

1. Opening:

The Quarterly Meeting of the **Griffin Oaks Neighborhood Common and Open Space Maintenance Association (GOMA)** was called to order by Matthew White.

2. Roll Call:

Board Members Present: Matthew White, Pam Olsen, Chuck Stamps, Cathy Richardson, Herb Farber, Tanea Browning and Jim Huefner.

Non-Board Members Present: Irene Saikevych, David Matthews, Jim Brown, Dan Morley, Iona Stamps, and Julie Freeman.

The election of officers of the Association was held. Matthew White will continue as President, Pam Olsen will continue as Treasurer, Jim Huefner was elected as Secretary and Cathy Richardson will continue to prepare the quarterly Newsletter.

3. Previous Minutes Reviewed:

The minutes of the prior meeting had been previously reviewed electronically and approved by the members of the Board.

4. Treasurer's Report:

The Treasurer reported only three accounts are past due. The Profit & Loss Prev(ious) Year Comparison was distributed to Board members. The Treasurer had recently purchased an upgrade to the software, and when importing the data some 2017 income was apparently erroneously included in 2016. Thus 2017 showed a loss of \$15,973, while 2016 showed a profit of \$24,967. Jim Huefner suggested he audit the financial records to correct the error. There was discussion of engaging a CPA to audit the financial records, but at this point in time the cost would be prohibitive. Jim Huefner will do his audit in February 2018 and report to the Board the results of the audit. When our tax accountant prepares the annual tax return, they have access to all the financial transactions, which helps ensure financial procedures are adequate. Additionally, we will formalize accounting procedures to protect the HOA and the Treasurer.

Jim Huefner reported his analysis of cash reserves. The Association has approximately \$30,000 in a money market account at Umpqua Bank. He recommended some of that money be invested in a Certificate of Deposit (CD) to earn more interest. He also discussed what events might occur which would require an unexpected expenditure. There were only two he identified – having to remove and replace a large street tree and install new water lines for the irrigation. Following discussion, the Board approved unanimously to invest \$10,000 in a long term CD “emergency fund”. Half of the remaining \$20,000 would be invested in a short-term CD, providing more interest income yet allowing reasonable availability of funds, recognizing withdrawing the funds prior to the maturity of the CD would involve a forfeiture of interest. The remaining \$10,000 would be retained in the money market account.

The proposed budget for 2018 was presented and discussed. Not included in the budget was a projected expense of \$2,000 for irrigation system work. The extra landscape maintenance costs during February 2018 will be combined as a single entry. Otherwise, the budget was approved as presented. The budget shows a profit of approximately \$4,000 for 2018. There was discussion about showing that as a projected cost on a separate entry so the HOA “breaks even” for the year. After discussion, it was decided to show the potential \$4,000 profit. Based on those forecasts, the Treasurer recommended we not consider a fee increase at this time.

5. Landscape Report:

The current landscape maintenance contract with J & M Landscape expires on 28 February 2018. Accordingly, during the fourth quarter of 2017 a Request of Proposal was prepared and sent to at least five landscape companies in the area. Two bids were received – Affordable Lawn Care (ALC) and New City Lawn Care. After review of the bids by the Board President (Matthew White), Landscape Committee (Chuck Stamps), Board member (Jim Huefner) and non-Board Member (Dan Morley), the unanimous decision was to select Affordable Lawn Care. ALC has a crew that specializes in landscape maintenance, another crew that specialized in irrigation systems and a third crew that does tree pruning. ALC strongly recommended they start in February so they could apply the weed and pest control before spring. J & M did not want to adjust their contract to terminate on January 31, 2018. The negotiated agreement was that ALC will provide and apply the weed and pest control in February for \$1,400, half the monthly fee. J & M would continue to trim trees and bushes, but would not apply weed and pest control in February. For their work they would be paid their normal \$3,500. Thus, the monthly landscape maintenance costs for February would be \$4,900, but thereafter \$2,800, a savings of \$700 per month. However, ALC will bill us separately on a time and material basis for their work maintaining the irrigation system.

Jim Brown, a non-Board member attending the meeting, asked for clarification of the maintenance responsibility of the HOA. For most properties it includes just the strip between the sidewalk and the curb. For homes on Blue Moon and Haskell, the entire property is HOA

responsibility for which those homeowners pay an additional quarterly landscape maintenance fee.

The Board also discussed sidewalk repairs. The City Municipal Code (12.04.020 Duty to repair and clear) states: "It is the duty of owners of land adjoining any street to maintain in good repair and to remove obstructions from the adjacent sidewalk." The Board does not want to assume any responsibility for sidewalk maintenance. Therefore, the Board will NOT submit to the city a list of the sidewalks that might need repair. Rather, Matthew White will prepare a document regarding the property owners' responsibility and after it is reviewed and approved by the Board, post it to the Association website and include the document with the quarterly bill mailed about 1 April 2018. A notice regarding the property owner responsibility for maintenance of the sidewalk was also included in the January 2018 newsletter. Included in the document will be an excerpt from an email from the city Public Works Director offering some city assistance to fix the problems if they are street tree related and the home owner has limited financial resource.

A discussion of current drainage problems was postponed to the next board meeting.

6. New Business:

The discussion of a revised welcome letter and new resident workflow was postponed until the next Board meeting.

7. Member Comments:

A member, Jim Brown, asked about what was being done regarding the numerous CC&R violations by the owner of the home at 425 Valley Oak, some of which date back two or more years. Matthew White will prepare a notice to the owner regarding the violations.

8. Next Board Meeting:

The next Board meeting will be 24 April 2018 at 6:00 pm at Twin Creeks Retirement Center. The next Newsletter and billing stuffing party will be 20 March at 7:00 pm at the home of Pam Olsen.

9. Adjournment:

Matthew White adjourned the meeting at 7:30.