

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

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Minutes from August 7, 2018

Board Members:

Matthew White - President

Taneea Browning - Member

Pam Olsen - Treasurer

Cathy Richardson - Member

Jim Huefner - Secretary

1. Opening:

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

Board Members Present: Matthew White, Taneea Browning, Pam Olsen, Cathy Richardson, and Jim Huefner.

Non-Board Members Present: Dan Morley, Marilyn Huefner, Michelle Watson and Sherm Schwartz.

2. Previous Minutes Reviewed:

The minutes of the prior meeting were reviewed and approved by members of the Board.

3. Treasurer's Report:

The Treasurer reported she had received a notification from our bank that a check from one of the homeowners in the HOA had been returned for insufficient funds. She had not had time to identify which homeowner. The Treasurer distributed a Profit & Loss statement for the period April 1 through August 7, 2018, which showed a loss of nearly \$11,000 for the period. There was discussion regarding the charge of \$19,175.00 for Landscape Maintenance. Jim Huefner will contact Pam Olsen to get detailed information regarding that expense, the Maintenance Dues of \$14,820 as well as a Profit and Loss statement for the year to date. The Treasurer also reported we had earned nearly \$600 in interest since we purchased the CDs. No Balance Sheet was presented by the Treasurer.

The Treasurer had received the payment of Jim Huefner made directly to our bank, but had not received a copy of the actual check, which made it very difficult to identify who had made the payment. Jim Huefner checked his account and found a check, clearly showing him as the payer with his address. Jim asked Pam to check further with Umpqua Bank to see if she could also get a copy of the check.

The Board discussed other direct payment options. Taneea Browning will check with her bookkeeper to see what the bookkeeper could recommend to streamline the invoicing and posting of the payments, perhaps moving the process to the Cloud. Teneaa will report to the

board the results of her discussion. She said almost certainly there would be a cost associated with other options, but the savings in postage might offset that because invoices could be sent via email.

No newsletter was printed and mailed with the invoices in July. Herb Farber, who prints the newsletter, was unavailable, and the cost to print them on the HOA-owned printer was about \$150.00. Dan Morley asked if members of the HOA would be REQUIRED to use the invoicing and paying options being discussed. It would be a problem for members without an email address. If the Treasurer had no email address for a member, the procedures for those members would not be affected.

4. Landscape Report:

Dan Morley reported Gala Tree removed ten large trees and three small trees recently. They also pruned 16 additional trees, including five on Silver Spring. There was discussion about removing the stumps. Matthew asked Chuck and Dan to get a bid to remove the stumps. There might be several the stump removal person might not want to bid on because of an existing retaining wall or utilities under the stump. Most of the stumps can be "hidden" fairly easily by new landscaping.

Regarding the work of Affordable Lawn Care, all things considered, Dan is quite pleased with their work. There are still several places where the grass is dead. Dan indicated the prime time to over-seed the grass was around 1 October. Matthew will send a note to Affordable asking their plans for this fall to help restore the lawns.

5. Technology Update

Discussion of this item was postponed.

6. Design Review Committee

This discussion was included in the Landscape Report.

7. New Business/Comments from members:

Michelle Watson and Sherm Schwartz expressed concern about the condition of the yards at several homes on Griffin Oaks Drive. The owners/occupants are not maintaining the property according to HOA expectations. After some discussion, the board decided members of the board will visit with each of those members of the HOA whose yards are not being properly maintained, give them a copy of the Covenants, Conditions & Restrictions that apply to the property and encourage them to remedy the problems in their yard. If the members fail to take necessary action, the board will send them written notice of violation. Cathy Richardson suggested we encourage all members of the HOA to clean their yards on a specified HOA-wide cleanup day. Working together as appropriate may increase the sense of being part of our HOA.

Regarding one vehicle parked on the street for an extended time, Michelle and Sherm were advised by someone on the board to contact the city police. When they did so, they were told it was a matter for the HOA to resolve. Teneaa will investigate that further.

8. Next Board Meeting:

The next Board meeting will be 13 November 2018 at 6:00 pm at Twin Creeks Retirement Center. One of the items to be discussed is the election of members of the board. Prior to that board meeting, members of the board will review the by-laws to ensure the process we follow is in accordance with the by-laws. The next Newsletter and invoice stuffing party will be 19 September at 7:00 pm at the home of Pam Olsen.

9. Adjournment:

Matthew White adjourned the meeting at 7:30.

Secretary, Jim Huefner

Date