

# Griffin Oaks Neighborhood Common and Open Space Maintenance Association

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## Executive Board Meeting Minutes, Tuesday, November 5, 2019 Twin Creeks Retirement Center

**Call to Order:** 6:00 pm Board members present: Jim Huefner-treasurer; Michelle Watson-Communications, Chuck Stamp-Landscaping, Cathy Richardson-newsletter, Pam Olsen-secretary, Ken Holmes, Matt Epstein. (Absent Beth) General members in attendance included: Iona Stamps, Marilyn Huefner, Marilyn Weaver and Dan Morley(Landscape committee member),.

**Previous Minutes:** A motion was made by Jim to approve the minutes from the last meeting. Matt seconded. Motion was approved.

**Board Election:** 31 ballots turned in. All members up for election were voted in. After a brief discussion, board positions will be decided on at a later date but before the vote in January. Pam will be the acting president until the elections. Motion was made to destroy the ballots. Motion passed.

**Treasurer's Report:** Jim submitted his treasurer's report. Granger has been rotating the person taking care of our account. They had to rebill one quarter as they didn't account for the different fees along Blue Moon and Haskell resulting in a potential loss of \$1800.

Motion to increase late fees from \$5 to \$15 a quarter. Motion passed. Due to the tight budget, it was decided to table the idea of yearly discounts. We would need to increase dues for this to be a viable option at this time. Recommend revisiting when dues are increased at a future time.

Jim is selling his house and moving so a new treasurer is needed.

### Landscape Report:

1. The current landscaping contract with New City is self renewing. We pay them \$3200 per month. We also contract with Anderson Plumbing for plumbing repairs.
2. The city is rewriting its tree regulations. Currently the home owner is responsible for all tree maintenance in the common areas. According to CC&Rs the HOA is responsible for tree maintenance in common areas. When HOA applies for tree removal, the request is turned down unless the homeowner signs the request form. This is difficult to obtain if the home is rented out and the owner lives out of state. We would like the city regulations to reflect that HOA maintained trees can be removed with board approval if there are problems with the tree. This is especially important when the tree is causing problems with water lines.
3. Recommend hiring a lawyer to read through city regulations and homeowner CC&Rs so that we can clarify our position at future city meetings. Motion made to approve up to \$1500 for a lawyer. Motion passed.
4. City workers, Chuck and Dan are continuing work on mapping the irrigation system and which meters water which areas. It has been discovered that one meter along Blue Moon is watering two city park areas. We have been paying for the water for 15+ years for this area. The city has agreed to waive the water fees for this meter for the remainder of this year and next year to make up for this billing error. We need to get

- the agreement in writing. Recommend writing the agreement and taking it in for Matt to sign. We will evaluate at a future date how much will be equitable for us to pay on future bills.
5. After examining our water system Ken Holmes recommended that we continue to repair and replace parts as needed. It would be too costly to dig up and replace the current system with the trees, pipes under roadways, etc.

**Communications Committee Report:**

Recommend made to update the welcome to the neighborhood letter once the new board members are approved.

**Design Review Committee:**

Volunteers are needed to staff committees especially the DRC. Recommend putting an invitation in upcoming newsletter.

**New Business:**

1. A recommendation to form a Compliance Committee that would address homeowner violations and complaints to the board. We need to invite homeowners to staff the committee. This should be in the next newsletter.
2. Neighborhood walk throughs. We would like to start neighborhood walk throughs the week before board meetings. We would publish in the newsletter when we will be walking through the neighborhood and which violations we will be addressing. For example, we will be checking all homes for proper location of garbage cans. Board members will go in pairs. Board members will be assigned streets other than where their home is located. It is recommended that we check for general yard maintenance, garbage cans and trailers on the first walk through.
3. Ken has volunteered to print the next newsletter.
4. Recommend emailing members the dates of leaf pick ups. (Nov 18 and Dec 13)
5. Iona Stamps has agreed to reserve the room for board meetings. She was able to reserve the meeting room for two years.

**Member Comments:**

None at this time

**Next Board Meeting will be Tuesday, January 21, 2020, at 6 pm.**

Meeting adjourned.

Board members discussion on officers: Matt Epstein, president; Pam Olsen, treasurer; Michelle Watson, secretary.