

# Griffin Oaks Neighborhood Common and Open Space Maintenance Association

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## **Executive Board Meeting Minutes, Tuesday, April 23, 2019, Twin Creeks Retirement Center**

**Call to Order:** 6:03 pm (Due to room confusion half the board were in the old room and half in the new room. Room confusion resolved about 6:22 pm) Board members present. Tanea Browning-acting president; Jim Huefner-treasurer; Michelle Watson-Communications, Chuck Stamp-Landscaping, Cathy Richardson-newsletter, and Pam Olsen-secretary. General members in attendance included Sherm Schwartz, Matt Epstein(Communication committee member), Marilyn Weaver, Iona Stamps, Marilyn Huefner and Dan Morley(Landscape committee member).

**Previous Minutes:** A motion was made by Jim Huefner to approve the minutes from the last meeting. Michelle seconded. Motion was approved. A discussion was held regarding a faster turn around in approving minutes. Current board minutes can not be posted until the board approves them. This usually happens 3 months later at the following board meeting. Pam made a motion which allows the board to electronically approve the minutes. Michelle seconded the motion. The motion passed.

**Treasurer's Report:** Jim submitted a budget for 2019 which included actual expenditures for the first quarter. After some discussion, Chuck made a motion to approve the treasurer's report and Pam seconded the motion. The motion passed.

### **Budget Amendments and Landscaping:**

1. Our current landscaping company walked off the job. They would like to raise the current fees to \$4800 a month in place of the current \$2800 due to the scope of the work. Jim was able to negotiate \$4200 if we are still willing to contact with them.
2. Chuck, landscape committee chair, contracted on an hourly base with New City to mow until a new contract is signed with a landscape company. He has also contracted with a plumbing specialist who charges \$100 an hour (2 workers) to fix major plumbing issues. They are working hard to fix the major issues so that the water can be turned on before grass is affected by the rising temperatures.
3. New City after reviewing the contact and work scope have made a bid for \$3200 per month.
4. Chuck made a motion to separate out the expenditures for plumbing repair, tree maintenance and routine landscaping maintenance in the budget. Chuck recommends to not have the landscape company work on plumbing repairs, but to hire a plumber experienced in landscape irrigation issues. Cathy seconded the motion. The motion passed.
5. Chuck would like to hire the landscape plumber for 3 days to work on our system. This would be \$800 per day for a total of \$2400. He would also like to rehire the Tree maintenance company again this summer for one day of work at \$2500.
6. The city is working on a list of trees that can be removed. Matt Samitore, the city liaison, thinks that he will be able to apply for grant money that can help with tree maintenance.
7. Michelle made the motion to approve \$3200 a month for landscape maintenance, \$2500 for tree maintenance, and \$5000 for irrigation repairs. Chuck seconded the motion. The motion passed.

- Michelle made the motion to approve a contract with New City Landscape Company. The contract would start May 1<sup>st</sup> and be a year long. Cathy seconded the motion. The motion passed.
- Chuck made the motion to use \$200 to replace plants that were removed from the Blue Moon subdivision. Michelle seconded the motion. The motion passed.

#### **Communications Committee Report:**

- Michelle is having trouble getting onto the website and transferring it from Matthew.
- Discussion on posting a calendar of events for members.
- E-mail list currently includes about 75% of homeowners.
- Discussion on expense of the newsletter. Conclusion is that the newsletter to be sent with invoices will be black and white. The newsletter sent with invoices will be black and white. A big thank you to Herb Farber for printing the newsletter in color at his expense for the HOA for many years.
- Thanks to Cathy for publishing the newsletter in the past. She will start writing it again with the next issue.
- Items to be included in the newsletter: budget updates, discussion on a motion to raise late fees from \$5 to \$15 at the next board meeting. Also a discussion at the next board meeting on giving a discount on association dues for those who pay a year in advance.

#### **Design Review Committee:**

- Eight homes are currently doing no upkeep on their properties. Recommend to write a letter of request and start fining them for noncompliance.
- The committee currently is headed by Chuck Stamps with Dan and Sherm as members. They would like extra members. Recommend putting a request in the newsletter.

#### **Board Positions/Vacancies:**

- The HOA is deeply grateful for all the work Matt White accomplished as president. He was a great president and will be missed.
- No current board member is interested in serving as president. Recommend table discussion until next meeting.
- Pam will provide the agenda for the next meeting.

#### **New Business:**

- Cathy Richardson questioned who to obtain permission from to access the back of her yard. The wetland area was donated by the developer to the Nature Conservatory.
- There was a discussion on how to increase attendance at meetings. Matt Epstein is willing to donate pizza and beverages for the next meeting. Recommend including in newsletter that pizza will be served at next meeting.

**Next Board Meeting will be Tuesday, July 23, 2019, at 6 pm.**

Meeting adjourned at 7:48 pm.