

Okehocking Hills Civic Association
Board Meeting Minutes

May 20, 2016, 7:00PM
1040 Beverly Lane

1) Introduction: Annie Thorne opened the meeting shortly after 7. In attendance were Steve Brook, Mark Wise, Eric Asalone, and Annie Thorne.

2) Old Business

a) The meeting minutes from the 10/28/15 meeting were reviewed.

3) Financial Discussion

a) Treasurer Report:

i) Eric Asalone reported on the current financial status of the HOA including 2015 income/expenses, 2016 year to date expenses and current bank account balance.

ii) 2016 Expenses:

(1) Insurance - rate was agreed upon; no change needed in the near term.

(2) Landscaping (HOA's primary expense) - see further discussion below

iii) 2016 Income:

(1) Civic Association Dues – see further discussion below

b) Landscaping / Maintenance of HOA Parcels

i) Grass Cutting:

(1) McArdle is current landscaper; does a spring cleanup and cuts grass in all HOA parcels as needed throughout the summer; bills monthly.

(2) Board is considering rebidding but need to gather more information first re: exactly what needs to be cut.

(a) Steve explained that he has an electronic RFQ from a few years ago and confirmed that there should be a grass cutting map in the paper files that he transferred to Eric and Mark.

(b) Board would consider prepaying for landscaping up front in the spring if the landscaper offered a discount.

ii) Drainage basin maintenance also an unknown, specifically one that a homeowner may be taking care of now. Homeowner's house is for sale so Mark and Eric will meet with him soon to learn what he has been doing to maintain the basin.

c) Civic Association Dues:

i) Civic Association is currently 98% up to date on dues, with just 1 house remaining unpaid. Payment is currently being pursued.

ii) 2016 Dues Notice:

(1) \$150/lot will be due for the 2016 calendar year

(2) Aim for May 31 mailing/invoice date with a June 30 due date

- (3) New this year – late fee (10%?) for unpaid dues; board may elect to send a collection agency after 90 days (homeowner responsible for fees).
- (4) Homeowners who are selling are still responsible for paying 2016 dues; see handling of home sales/turnover discussion below.
- (5) In 2017 dues notice will likely be moved earlier in the spring to coincide with potential prepayment of landscaping costs
- (6) Dues Mailing:
 - (a) Mark will draft a cover letter, Eric will draft the notice, and Annie will print mailing labels

iii) Outstanding Dues from Prior Years:

- (1) One household has not paid dues for several years.
 - (a) Board will continue to send dues notices to both the previous owners (Steve to draft letter) and current owners (Eric to draft) for the specific years they are responsible for.
 - (b) Options for escalation include cc'ing township or mortgage company, assessing late fees on entire balance due, using a collection agency, or taking legal action.

4) Other New Items:

- a) Civic Association handling of home sales/turnover:
 - i) HOA documentation for sellers: A homeowner has reached out for info from the HOA before selling their house. Mark will send them a link to the HOA web site to download By-Laws and Covenants (<https://okehockinghills.com/association/by-laws-covenants/>).
 - ii) Dues: Homeowners who are in the process of selling their houses will still receive normal dues notices. It is the responsibility of the homeowners to pay the dues on time and then negotiate with their new buyers to get back a partial refund from the buyer, if desired.
- b) Discretionary Spending:
 - i) Edgmont Fire Company sent a request for donation. The board approved this expense but did not make a final decision on how much to give. (\$100 or \$250)
 - ii) A homeowner has requested that the board install solar-powered lighting for the neighborhood signs at the base of Beverly Lane. The board approved this expense and agreed to continue the discussion via email to determine which lights will be purchased.
- c) Interim Board Member:
 - i) The board will be seeking an interim board member to replace Jack Dooley. Interim board members will be solicited via electronic methods later this summer.

5) Adjournment.

Respectfully submitted,

Annie Thorne, Secretary