

Okehocking Hills Civic Association Interim Board of Directors
Meeting Minutes
September 17, 2015

In Attendance: Jack Dooley, Steve Brook, Eric Asalone, Mark Wise, Julie Savoye, Annie Thorne

1) Overview of general board responsibilities:

a) Financial:

i) Dues:

- (1) Collecting and tracking dues are the primary job (\$150 * 59 members = \$8,850)
- (2) Usually get a pretty good response; just the last 6 or so members are slow to pay

ii) Expenses:

- (1) Landscaper (cut grass, maintain front beds); currently paid monthly
- (2) Insurance – Nationwide
- (3) PO Box
- (4) Miscellaneous maintenance (fallen trees, potential drainage basin (5) responsibilities)

iii) Maintain records of financial transactions; currently in Quicken.

b) Other Responsibilities:

- i) “Enforce” the By-laws, which don’t have consequences; usually just involves writing a letter.
- ii) Coordinating with a realtor and township when someone moves into the neighborhood to send appropriate documents (doesn’t always happen in reality)
- iii) Make sure correct paperwork is filed with State to maintain nonprofit status.

2) Response to Previous Mailing:

- a) Out of 59 homes, less than 10 responded to mailing.

3) Plans Moving Forward:

a) Communication:

- i) Paper mailings are time consuming and expensive. Ideally want to transition to electronic. Plan to only issue two more paper mailings:
 - (1) Before election: Notice of upcoming election meeting with date, notice that nominations have been rec’d (but not names), and note about FB Page, HOA E-mail, and Bonfire.
 - (2) After election: Notice of new board members explaining that this is the last paper mailing & all other events (minus dues) will exclusively be posted online and/or emailed.

- (3) Annual dues notices will be the only future paper mailings.
- ii) Electronic Communication:
 - (1) Moving forward, four modes of communication:
 - (a) Facebook (Jack): upcoming events, discussions, etc.
 - (b) Web Site (Annie):
 - (i) Reference point for static information like by-laws (w/ important points highlighted directly on the site), contact information, current board members, archived meeting minutes, etc.
 - (ii) “Events” page updated with notices of meetings & events (as listed on FB page)
 - (iii) Cost: FREE for www.okehockinghills.wordpress.com; \$18/year registration for www.okehockinghills.com.
 - (c) E-mail: okhills.hoa@gmail.com; Annie will maintain this email and forward all issues to the board. (Email address just acts as a central receiving point.)
 - (d) Phone: Eric’s Phone Number; primarily for direct township/realtor requests.
- b) Next Meeting / Election Process:
 - i) Nominations for Board Positions:
 - (1) President: Mark Wise
 - (2) Vice Presidents: Jack Dooley, Steve Brook
 - (3) Treasurer: Eric Asalone
 - (4) Secretary: Annie Thorne
 - ii) Election Meeting:
 - (1) Steve will look into dates with township and interim board will agree on a date
 - (2) Notification of Meeting/Election will go out via paper notice (direct in mailboxes; see above for details); and also on FB and web site (if ready)
 - (3) Voting will occur at the meeting (the only way to vote)
- c) Misc. Action Items:
 - i) Bonfire: Mark will covertly research the bonfire issue to see if we should do anything specific to be in compliance with applicable insurance & township rules.
 - ii) Steve will coordinate with Eric to add Eric as a signer to the Association’s WSFS Bank Account
 - iii) Steve will send a copy of the books to the board as a record/back-up measure.

Respectfully submitted,

Annie Thorne, Acting Secretary