

**Okehocking Hills Civic Association**  
**Board Meeting**

September 28, 2017, 8:00PM

Beverly Lane

I. Introduction:

- a. Mark Wise opened the meeting at 8:00PM. In attendance were Mark Wise, Eric Asalone, Katie Knee and Annie Thorne.

II. Review of To-Do List from 7/10/17 Meeting

a. Front Entrance / Landscaping

- i. The Board solicited bids from 3 landscapers in July and August. Agreed to hire Dooley Pyne to overhaul the front entrance beds at a cost of \$1675.
  - 1. The contracted work included moving existing plants, planting new perennials, pruning/reshaping existing bushes and trees, and mulching.
  - 2. Work was completed the week of September 11<sup>th</sup>.
  - 3. Dooley Pyne charged for 2 waterings so far even though this was not included in the contract. **Board agreed to pay for the two and ask DP to come one more time to water.**
- ii. Mark purchased and installed two sets of solar lights for the front entrance signs on September 26<sup>th</sup> at a cost of \$70.
- iii. **Eric will ask Turchiarolo to do their standard fall clean up (\$145).**
- iv. Annie will clean the entrance signs.

b. Security

i. Cameras at Neighborhood Entrance

- 1. Over the past year the board assessed the feasibility, cost and interest in installing security cameras. Obstacles included power (PECO would have to install a pole and service), camera maintenance, and cost.
- 2. The Board voted and agreed not to further pursue installation of security cameras at the neighborhood entrance, unless there is an interest from an individual or a group of individuals to take the lead and develop a proposal to bring to the Board, to include initial set up of electricity, camera details (DVR / cloud), internet/network (if required), proposal for usage, security, limitations, access, etc, and ongoing operation and maintenance. The Board would then vote whether or not to implement.

ii. Neighborhood Watch

- 1. A private Facebook group intended for use as a forum for neighbors to communicate and start a Neighborhood Watch was created in November 2016. Its presence was communicated to all neighbors at that time. A few people joined the group but there was no further activity.
- 2. Information on how neighbors can start a Watch will (again) be presented at the General Meeting on October 19<sup>th</sup>.

- c. Speeding
  - i. Information on how neighbors can contact PSP to get a radar sign or speed trap will be presented at the General Meeting on October 19<sup>th</sup>.
- d. Group Trash Discount
  - i. Eric talked to Waste Management in the past. Rates were about half if we could get a group of neighbors on a single bill. Trash fees would be rolled into annual dues for participating neighbors. Eric will contact WM again and find out exactly how many homes need to participate.
  - ii. **Annie will contact Opdenaker for details on a group trash discount.**
  - iii. Gauge Neighbor Interest
    - 1. At the General Meeting on October 19<sup>th</sup> the Board will ask neighbors for feedback on the group trash discount concept.
    - 2. Following the meeting, Annie will create a poll in the FB group to gauge interest
- e. Update to By-Laws and Covenants
  - i. **Annie will send Katie a PDF to text conversion of both documents. Katie will complete the process of transcribing these documents to a searchable, computerized document.**
  - ii. The Board agreed to push further discussion of modifying these documents to a future date.
  - iii. Potentially could include a copy of the Covenants summary in with the dues notice next year as a reminder.
- f. Financial Discussion
  - i. Eric provided financials for the period ending 9/23/17. The financials and upcoming expenses were reviewed and there are no concerns with the budget at this time.
    - 1. 3 homeowners have not yet paid the 2017 dues.
  - ii. Yearly Audit:
    - 1. The By-Laws require the Association to have a yearly audit by a CPA. This has not been done recently.
    - 2. **Solicit a volunteer to assist with audit. Eric may have a contact he can reach out to. If that does not work out, we will ask within the neighborhood for a volunteer.**
      - a. Address at General Meeting on October 19<sup>th</sup>
      - b. Following meeting, ask in neighborhood Facebook group

### III. General Meeting Planning (October 19<sup>th</sup> at 7PM)

- a. Meeting Announcement was distributed by email, FB and web site on 9/16/17.

b. Nominations for Open Board Positions

- i. The positions of President, Treasurer and Secretary are up for reelection. All three serve 2 year terms. As of 9/29 no nominations have been received.
- ii. The Board will be re-communicating that, in accordance with the vote at last year's Annual Meeting, annual HOA dues are waived for the households of all active board members elected on or after October 26, 2016. Currently that includes the two VP positions elected in 2016 and the 3 positions up for election this year.
  1. The separation of "officers" vs. "board members" was discussed. If the need for non-board officers arises, the board will need to determine whether or not the dues waiver also applies to officers.
- iii. **Annie will issue a reminder about the nominations and dues waiver on Facebook.**

c. The General Meeting Agenda was discussed and a basic outline was approved.

- i. **Annie will combine Eric's financials with the Agenda and will bring 25 copies to the meeting.**

IV. Other Upcoming Events

- a. The bonfire, Christmas dinner, and all other social events are organized by volunteers (homeowners) and are not funded by the Association. Use of the Association's common is in accordance with Article VI of the Association By-Laws. Homeowners are individually responsible for the proper use and their actions while using the common areas.
- b. Bonfire (October 14<sup>th</sup> from 3-9PM)
  - i. Safety
    1. Extinguishing the Fire:
      - a. **Katie volunteered to bring buckets of water to the fire to use at the end of the night.**
      - b. **Annie volunteered to be responsible for making sure open flame is extinguished at the end of the night.**
    2. **Fire Perimeter: Annie will purchase pennants to use as a visual perimeter around the fire.**
  - ii. Solicit a volunteer to coordinate wood for fire (Facebook)
  - iii. Costume Contest / Kids Activities
    1. Kids' costume contest with prize TBD.
    2. Explore interest in a trunk or treat (likely not for this year) with a FB poll.
  - iv. **Annie will add updates to Facebook as needed.**
- c. Christmas Dinner (Tentatively Thursday, December 7<sup>th</sup> at 7PM at Giuseppe's)
  - i. **Katie volunteered to organize the Christmas dinner again this year. Will reach out to Giuseppe's to determine availability.**

V. Adjournment.

Respectfully submitted,

Annie Thorne, Secretary