

**Okehocking Hills Civic Association
Election and General Meeting Minutes**

October 28, 2015, 7:00PM
Edgmont Township Building

1) Introduction: Steve Brook opened the meeting at 7:00PM. In attendance were Steve Brook, Mark Wise, Jack Dooley, Eric Asalone, Annie Thorne, Nancy Kane, Jim Feldick, Darlene Feldick.

2) Board Elections/Results

- a) Steve Brook and Mark Wise recapped the nomination process, explaining that nominations for board members were solicited via paper mailing in July. Five nominations for the board were received following that mailing.
- b) The following board members were elected by all present at the meeting:
 - i) President: Mark Wise (2 year term)
 - ii) Vice Presidents: Jack Dooley and Steve Brook (1 year terms)
 - iii) Treasurer: Eric Asalone (2 year term)
 - iv) Secretary: Annie Thorne (2 year term)
- c) The following administrative details were agreed upon:
 - i) Board of Directors term will run from Nov. 1 – Oct. 31 in 1 or 2 year cycles as indicated.
 - ii) The Board will hold an annual meeting in October to elect officers and approve the budget. Otherwise, Board and General Meetings will be scheduled as needed.
 - iii) Specific projects or responsibilities can be delegated to committees as needed.

3) Methods of HOA Communication:

- a) One final paper mailing will go out to neighbors with a summary of this meeting.
- b) Following this last mailing, all communication will occur electronically with the exception of official the annual dues notice, which will still be sent via USPS.
 - i) Neighborhoods news and events will be communicated via:
 - (1) Facebook: <https://www.facebook.com/groups/OkehockingHills/>
 - (2) Web Site: www.okehockinghills.com
 - (3) E-mail: Occasional announcements/updates to those who supplied e-mail addresses.
 - ii) The following methods may be used for direct communication with the HOA Board:
 - (1) E-mail: okhills.hoa@gmail.com (*Preferred*)
 - (2) US Mail: P.O. Box 222, Gradyville, PA 19039
- c) Neighbors are reminded to provide their email address to the HOA for future communication, either by e-mailing okhills.hoa@gmail.com or by filling out the contact form on the web site.

4) Status of Finances

- a) Steve Brook transferred over the financial files and banking information to Eric Asalone prior to this meeting.
- b) Eric Asalone presented reports showing (i) a comparison of income and expenses for 2014 and 2015, and (ii) the monthly account balances from May 2015 to present.
- c) Income:
 - i) 5-6 Households have not paid the 2015 annual dues. Penalties, late fees, and other collection options were discussed and will be considered at a future meeting.
- d) Expenses:
 - i) Landscaping:
 - (1) The Board will solicit quotes for the 2016 landscaping needs.
 - (2) The Association pays sales tax on landscaping services. Non-profit status and potential tax exemption will be researched further.
 - (3) Drainage basins may need to be cleared. This may be done by committee and/or volunteers rather than by the landscaper; to be determined at a future date.
 - ii) The current insurance policy will be reviewed and potentially re-quoted for next year.

5) Contacts Database

- a) Steve Brook will continue to maintain this database. Annie Thorne will upload newest version of database to the board's online file share for safekeeping and editing by Steve.

6) Upcoming Events:

- a) Bonfire (11/7/15)
 - i) Regulations for safe recreational fires were discussed. The township ordinance defers to the state Department of Environmental Protection. DEP guidelines indicate that recreational fires with proper safety precautions are permitted. Jack Dooley volunteered to contact DEP to confirm.
- b) Christmas Dinner (December, exact date TBD)
 - i) Jack Dooley agreed to contact Trattoria Giuseppe regarding dates, fixed menu option, and the option for a private room.
 - ii) RSVPs and payment will be required in advance.
- c) **It was noted that the above events are organized by volunteers and are not funded by the Association.**

7) General Discussion:

a) Safety and Security:

- i) The recent break-in on Beverly Lane and two other local break-ins that occurred a few months ago were discussed.
- ii) Neighbors are urged to call 911 or PA State Police (484-840-1000) to report any suspicious behavior including unfamiliar cars parked on the street or unexpected midday solicitors and knocks on the door. The State Police are aware of the neighborhood concerns and are very willing to respond to calls.
- iii) The Board will continue to investigate further measures to enhance safety and security in the neighborhood.

b) The following projects were discussed briefly and it was agreed that they would be considered in more detail at a future date:

- i) New Landscaper/Lawn Service (see more in Finances, above)
- ii) Group Rate for Trash Service
- iii) Update Covenants and By-Laws

(1) If anyone is interested in reviewing these documents and submitting suggestions for change, please e-mail the Board at okhills.hoa@gmail.com.

iv) Walking/Biking Trail

8) Adjournment.

Respectfully submitted,

Annie Thorne, Secretary