

Okehocking Hills Civic Association

Board Meeting Minutes

February 7, 2017, 8:30PM

1040 Beverly Lane

I. Introduction:

- a. Mark Wise opened the meeting at 8:30PM. In attendance were Steve Brook, Mark Wise, Eric Asalone, Katie Knee and Annie Thorne.
- b. The board agreed to work through the updated "To Do List" in lieu of a formal meeting agenda.

II. Financial Discussion

a. Expenses

i. Landscaping

1. Eric and Mark will put the grass cutting contract out to bid at the end of February. Dooley Pine, Andrews, and Turchiarolo (current landscaper). Will inquire if we can a discount if we prepay at the beginning of the year.
2. The Association will request that the landscaper also maintain the beds at the entrance to the development, including at least two annual bed clean ups, mulching and planting of annuals (spring and fall). The board tentatively added \$1000 to the budget for this additional maintenance.
3. Attachments:
 - a. Mark's 2016 map showing land that the Association is responsible for maintaining
 - b. Steve's 2007 Landscaping RFQ letter

ii. Trash

1. Discussed the concept of a group rate for trash pick ups. Would likely involve grouping all payments together into one, potentially via special dues.
2. Annie will contact Opdenaker to learn what their requirements and discount would be.

iii. Insurance

1. Eric will send Mark the insurance declaration page for his records.
2. Pursue getting an online log in to access policy details and payments.

iv. Special Expenses (Security Cameras, Signs) are covered later in these minutes.

b. Income

i. Dues Period

1. Dues will not be issued until spring (May) timeframe as has been the case for the past few years.
 2. Fiscal year (dues year) will be officially changed to May 1- April 31 or June 1 – May 31 to accurately reflect what we're already doing. Hopefully will avoid confusion with homeowner 5407s and timing of dues moving forward.
- c. Budget – **NOTE: The working Civic Association Budget as of June 5, 2017 is attached to these minutes.**
- i. Summary:
 1. Approximate annual expenses of \$5,100 (\$4,100 plus extra \$1000 in 2017 for entrance bed maintenance)
 2. Approximate annual income of \$9,000 (150 dues * 60 homes)
 3. Estimated annual surplus of \$3,900 before any unexpected expenses (i.e. basin maintenance or trees) or special expenditures (cameras or signs).
 4. Current cash is \$8,126. After estimated income and expenses we expect to have approximately \$12,000 in cash by the end of the 2017 calendar year.
 - ii. Reserve:
 1. The Board unanimously agreed that the Association will not maintain an official Reserve.
- d. Tax Return
- i. Katie confirmed that the Association does not need to pay taxes or file anything with the IRS.

III. General Topics for Discussion

- a. Security Cameras
 - i. Update since last meeting: Trooper Greene advised that the only other neighborhood association he knows of that maintains their own camera system is Darlington Woods on Stony Bank Road in Glen Mills. Steve spoke with PoC there and reported that Darlington Woods is a very large neighborhood (380 homes with professional on-site management) so their security system and management is not necessarily a good fit for our situation.
 - ii. PECO Update:
 1. Steve met with PECO installer who quoted \$500-600 to provide a metered hookup. Exact monthly expenses are unknown.
 2. We cannot mount a camera to the existing PECO pole.
 - iii. Intended Scope of Camera System (for RFQs):
 1. Hardware: Installation of one or more cameras at the neighborhood entrance capable of identifying vehicles and license plates day or night.

2. Access to footage: No third part monitoring required. Interested in pricing on basic DVR system (no internet required) and a cloud-based system for our consideration.
 - iv. Security Camera Conclusion: For now, Steve will gather information from PECO and camera companies so we can determine a budget.
 - b. Speeding
 - i. Radar Sign: Katie will contact Trooper Greene.
 - ii. Stop Signs at the Intersection of Beverly and Nicole:
 1. A stop sign in this location not warranted according to a previous PennDot study and the Township.
 2. Katie will reach out to her uncle who works for PennDot to see if it is possible to have the study redone.
 - iii. Speed Bumps: Township says speed bumps are no longer installed. Now they only use speed tables which would need to be engineered.
 - c. Signs
 - i. Improvement of existing signs:
 1. Clean the signs (Annie) when it gets warmer. Better maintenance of flower beds should improve the overall appearance of the entrance.
 2. Consider lighting the signs after we know where we stand with PECO in terms of metered power hookup for cameras.
 - a. Complicating factor is that we would need power on both sides of the road for both signs.
 - ii. Future planning for new signs:
 1. Board will take photos of entry signs at other local developments to note design and lighting. Discussion of replacement options and budget will occur at a future time.
 - d. By-Laws and Covenants
 - i. Steve will revive the By-Laws and Covenants discussion with Leslie and Theresa. Intent is to perform a close reading of both documents, then discuss potential changes and updates to make the documents more relevant to 2017.
 - ii. Annie will summarize the various restrictions set forth in the Covenants and share them in the Neighborhood Facebook Group as a friendly reminder since we have had a lot of turnover in the neighborhood lately.

IV. Adjournment.

Respectfully submitted,

Annie Thorne, Secretary

To-Do List following 2/7/17 Board Meeting

1. Put landscaping out to bid in late February. (Eric and Mark)
 - a. Dooley Pine, Andrews, Turchiarolo
 - b. Wait for Turchiarolo's annual letter, then ask for a discount if we prepay for the season.
 - c. Specify that we want the beds maintained (clean up, plant annuals, mulch) at least twice annually (spring and fall).
2. Contact Opdenaker re: Group Trash discount (Annie)
3. Insurance:
 - a. Find Declaration Page and give to Mark (Eric)
 - b. Get log in for online access to insurance policy (Eric)
4. Cameras:
 - a. Contact PECO for a quote to get power to the other side of the street (Steve)
 - b. Contact friend for advice on camera system (Eric)
 - c. Contact camera companies for camera quotes (Steve)
5. Speeding:
 - a. Contact Trooper Greene re: Radar Sign (Katie)
 - b. Contact uncle re: PennDot stop sign study (Katie)
 - c. Ask Township to redo the study
6. Finances:
 - a. Email 2016 Financial Docs for Association Records and distribution with 5407s (Eric)
 - b. Email existing summary describing why Association does not need to file tax docs (Katie)
 - c. Send out dues notices in May-June timeframe (Eric, with help from all)
7. Signs:
 - a. Clean the signs (Annie)
 - b. Take photos of signs and lighting at other neighborhood entrances for ideas (All)
8. By-Laws and Covenants:
 - a. Revive discussion with Leslie and Theresa (Steve)
 - b. Summarize covenants and share with board and on Facebook (Annie)
 - c. Take specific RV question to Township for input (Eric)

Budget Line Item		2014		2015		2016 (1/16 thru 5/17)		2017 (June 1 -May31)	
Common/Communal Expenses		Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Lawn Service									
	Weekly mowing for areas noted on Okehocking Map			4544	\$5,544	\$4,544	\$3,403	\$3,000	
Entrance Landscaping/hardscaping (including sign)									
	Planting flowers in April/May/June, Sept/Oct			300		\$300		\$300	
	Mulch			500		\$500		\$500	
	Tree/shrub pruning			200		\$200		\$200	
	Sign maintainance (painting, wood repair, etc)							\$500	
	Lighting (solar)							\$200	
Insurance									
	HOA and common area liability insurance (Nationwide)			650	\$650	\$650	\$650	\$700	
Accountant Fees									
	Year-end audit of records							\$300	
Post Office Box									
	PO Box 222, Edgmont Post Office			85	\$85	\$169	\$169	\$85	
Postage and Delivery									
	Various mailings					\$50	\$50	\$50	
Photocopies, office supplies									
	Paper, print services, printer toner, envelopes, etc					\$50	\$50	\$50	
Website									
	www.okehockinghills.com						\$18	\$18	
Common Lot Maintanance									
	Fallen tree / limb clearing, lawn repair, brush and tree pruning					\$1,500		\$1,500	
Drainage Basin Maintenance and Repair									
	Concrete repair, drain clearing, grading/runoff/retention					\$1,500		\$1,500	
Security Cameras									
	Camera hardware / repair / replace							\$400	
	Electric facilities set-up							\$600	
	Internet (10 months)							\$450	
	Electric payment (10 months)							\$300	
	Cloud / monitoring service (10 months)							\$200	
Total Expenses						\$9,463	\$4,340	\$10,853	
Balance forward						\$2,616	\$2,616	\$7,224	
Expenses						\$9,463	\$4,340	\$10,853	
Dues needed (expenses minus balance)						\$6,847		\$3,629	
Each house share (needed) (total divided by 59)						\$116.05		\$61.51	
Dues requested (per house)						\$150		\$150	
Dues requested/received (total) (per house times 59)						\$8,850	\$8,948	\$8,850	
End of Fiscal Year Account Balance:						\$2,003	\$7,224	\$5,221	