

**Okehocking Hills Civic Association**  
**Board Meeting Agenda**  
September 5, 2019, 8:30PM  
Edgmont Township Building

**1) Introduction**

- a) Mark Wise opened the meeting. In attendance were Mark Wise, Eric Asalone, Roe Mizas, Leslie Petruzzi and Annie Thorne.
- b) Minutes from the 4/27/19 meeting were accepted.

**2) Covenants Revision & Enforcement**

- a) Pursue Covenants revision / overhaul.
  - i) Find an Attorney.
    - (1) Mark will draft a list of bullet points for preliminary assessment of prospective attorneys
      - (a) Lawyer's experience? Estimated project cost? Estimated timeframe?
      - (b) Is unanimous consent required to rewrite the document?
    - (2) Eric, Steve and Annie (and others, if possible) will contact attorneys with Mark's list.
    - (3) Board will determine how and with whom to proceed.
  - ii) Discuss "wish list" of changes with attorney. A meeting of the Covenants Committee preceded this Board meeting. See 9/5/19 committee meeting recap for specific revisions and additions.
- b) Enforce current infractions within current document's boundaries
  - i) The Board approved draft letters to homeowners addressing two reported violations.
  - ii) Get a copy of the OK Hills Subdivision Plan. Roe will email Pearl.

**3) Financial**

- a) 2019 Budget Status: Remaining 2019 budget includes \$1260 to still be paid for mowing (Aug, Sept, Oct), \$500 for entertainment and \$1000 for entrance beds.
- b) Review of Current Financials
  - i) Eric Asalone presented Income Statements dated 8/31/19 for review.
  - ii) See attached YTD 8/31/19, Rolling Twelve Months, FY 2018 vs YTD 8/31/19.
- c) Annual Audit: The Board agreed unanimously to proceed with a CPA audit of the Association's 2018 and 2019 financial records after 12/31/19.
- d) Tax Return: The Board agreed unanimously to proceed with having the CPA file a tax return for the Association for tax year 2019.
- e) Annual Assessment: The Board agreed unanimously not to raise homeowner dues for 2020 because recurring fees should not change significantly.
- f) Capital/Maintenance Assessments: The Board discussed the option of a special Capital/Maintenance Assessment to cover one-time expenses such as lawyer's fees or entrance signs.

**4) Prepare for 10/3 Annual Meeting**

- a) Elections for Three Board of Director Positions
  - i) Modify last year's Notice seeking candidates/nominations to clarify that general Board positions are open. Board members will appoint officers once elected.

- ii) Mark will send the Candidate Information Form that his other HOA uses so we can ask self-nominees to tell us more about themselves and share this info with neighbors.
- iii) Voting/election process: Per the By-Laws, need votes from at least 15 members (households) to reach quorum. We typically do not get representation from 15 households at the annual meeting.
  - (1) Solicit votes in advance via email.
  - (2) In-person voting at the meeting will be by paper ballot. Leslie will create the ballot.
- b) Other Agenda Topics to include:
  - i) Financial Update
  - ii) Old Business
    - (1) Landscaping
    - (2) Covenants and Restrictions Update
  - iii) Upcoming Events
    - (1) Bonfire (10/19)
    - (2) Halloween Trick or Treat Hayride (10/31)

## **5) Bonfire (10/19)**

- a) The Board agreed to use up to \$250 of the entertainment budget for porta potty. Annie will reserve.
- b) Additional entertainment budget (up to \$200) may be used for lighting. Leslie will research.

## **6) Landscaping**

- a) Continue to closely monitor current landscaper for remainder of 2019 year
  - i) Landscaper has not mowed basin on Beverly all summer even though this is part of the stated scope of work. Eric says that he has given notice that the August invoice will not be paid until ALL mowing, *including the Beverly basin*, is complete.
- b) Entrance Beds for Fall 2019
  - i) Approach landscapers, tell them we have a \$1000 budget for fall plantings AND watering, and see what they propose.
    - (1) Mark will contact Dooley-Pine
    - (2) Eric will contact Turchiarolo
    - (3) Roe will contact Main Line Gardens
- c) Plan to solicit new bids from better companies for 2020

## **7) Playground**

- a) The Board discussed and decided not to move forward with a neighbor request to consider installing a playground in the common area between 1060 and 1090 Beverly Lane.
  - i) This topic was evaluated a few years ago and voted down at that time due to increased liability, maintenance costs, and security concerns.
  - ii) The new Edgmont Township playground on Gradyville Road opened recently and provides neighborhood children with a free local playground.

## **8) Adjournment**

Respectfully submitted,  
Annie Thorne, Secretary

**Okehocking Hills Civic Association**  
**Income Statement**  
**Year to Date August 31**

|                               | <u>1/1/2018- 8/31/2018</u> | <u>1/1/2019- 8/31/2019</u> | <u>Amount Difference</u> |
|-------------------------------|----------------------------|----------------------------|--------------------------|
| INCOME                        |                            |                            |                          |
| homeowner dues                | 7,524.90                   | 7,731.75                   | 206.85                   |
| TOTAL INCOME                  | 7,524.90                   | 7,731.75                   | 206.85                   |
| EXPENSES                      |                            |                            |                          |
| Accounting Fees               | 100.00                     | 0.00                       | 100.00                   |
| Insurance                     | 650.00                     | 650.00                     | 0.00                     |
| landscaping                   |                            |                            |                          |
| landscaping:entrance beds     | 695.00                     | 1,909.30                   | -1,214.30                |
| landscaping:grass cutting     | 1,711.90                   | 1,674.80                   | 37.10                    |
| TOTAL landscaping             | 2,406.90                   | 3,584.10                   | -1,177.20                |
| member communications:website | 18.00                      | 18.00                      | 0.00                     |
| Postage and Delivery          | 0.00                       | 11.10                      | -11.10                   |
| Postage Box Rental            | 112.00                     | 114.00                     | -2.00                    |
| Signs                         | 0.00                       | 69.93                      | -69.93                   |
| TOTAL EXPENSES                | 3,286.90                   | 4,447.13                   | -1,160.23                |
| NET INCOME                    | 4,238.00                   | 3,284.62                   | -953.38                  |

**Okehocking Hills Civic Associaton**  
**Income Statement**  
**Rolling Twelve Months**

|                           | <u>9/1/2017- 8/31/2018</u> | <u>9/1/2018- 8/31/2019</u> | <u>Difference</u> |
|---------------------------|----------------------------|----------------------------|-------------------|
| INCOME                    |                            |                            |                   |
| homeowner dues            | 7,934.95                   | 10,168.03                  | 2,233.08          |
| TOTAL INCOME              | 7,934.95                   | 10,168.03                  | 2,233.08          |
| EXPENSES                  |                            |                            |                   |
| Accounting Fees           | 100.00                     | 0.00                       | 100.00            |
| Insurance                 | 650.00                     | 650.00                     | 0.00              |
| landscaping               |                            |                            |                   |
| landscaping:entrance be   | 2,660.00                   | 2,524.10                   | 135.90            |
| landscaping:grass cutting | 3,810.70                   | 3,365.50                   | 445.20            |
| TOTAL landscaping         | 6,470.70                   | 5,889.60                   | 581.10            |
| member communication      | 36.00                      | 18.00                      | 18.00             |
| Postage and Delivery      | 0.00                       | 11.10                      | -11.10            |
| Postage Box Rental        | 112.00                     | 114.00                     | -2.00             |
| Signs                     | 0.00                       | 69.93                      | -69.93            |
| TOTAL EXPENSES            | 7,368.70                   | 6,752.63                   | 616.07            |
| NET INCOME                | 566.25                     | 3,415.40                   | 2,849.15          |

**Cash Balance**

|                            |    |           |    |           |
|----------------------------|----|-----------|----|-----------|
| Book Balance               | \$ | 12,424.04 | \$ | 15,839.44 |
| Outstanding Checks         |    |           |    |           |
| Turchiarolos - Landscaping |    |           |    | 498.2     |
| Annie Thorne - website     |    |           |    | 18        |
| Bank Balance               |    |           | \$ | 16,355.64 |

**Okehocking Hills Civic Association**  
**Income Statement**  
**FY 2018 vs YTD August 31, 2019**

|                           | <u>1/1/2018- 12/31/2018</u> | <u>1/1/2019- 8/31/2019</u> | <u>Difference</u> |
|---------------------------|-----------------------------|----------------------------|-------------------|
| INCOME                    |                             |                            |                   |
| homeowner dues            | 8,136.28                    | 7,731.75                   | (404.53)          |
| TOTAL INCOME              | 8,136.28                    | 7,731.75                   | (404.53)          |
| EXPENSES                  |                             |                            |                   |
| Accounting Fees           | 100.00                      | -                          | 100.00            |
| Insurance                 | 650.00                      | 650.00                     | -                 |
| landscaping               |                             |                            |                   |
| landscaping:entrance be   | 1,309.80                    | 1,909.30                   | (599.50)          |
| landscaping:grass cutting | 3,402.60                    | 1,674.80                   | 1,727.80          |
| TOTAL landscaping         | 4,712.40                    | 3,584.10                   | 1,128.30          |
| member communication      | 18.00                       | 18.00                      | -                 |
| Postage and Delivery      | -                           | 11.10                      | (11.10)           |
| Postage Box Rental        | 112.00                      | 114.00                     | (2.00)            |
| Signs                     | -                           | 69.93                      | (69.93)           |
| TOTAL EXPENSES            | 5,592.40                    | 4,447.13                   | 1,145.27          |
| NET INCOME                | 2,543.88                    | 3,284.62                   | 740.74            |

**Cash Balance**

|                            |           |           |
|----------------------------|-----------|-----------|
| Book Balance               | 12,554.82 | 15,839.44 |
| Outstanding Checks         |           |           |
| Turchiarolos - Landscaping |           | 498.20    |
| Annie Thorne - website     |           | 18.00     |
| Bank Balance               |           | 16,355.64 |