

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

October 3, 2019, 7:00PM  
Edgmont Township Building

## **1) Introduction**

- a) Mark Wise opened the meeting.
- b) Board members in attendance were Mark Wise, President; Roe Mizas, Vice President; Leslie Petruzzi, Vice President; Eric Asalone, Treasurer; and Annie Thorne, Secretary.

## **2) Elections for Civic Association Board**

- a) Three Board positions, each serving 2 year terms were up for election.
  - i) New this year, Mark Wise explained that the By-Laws specify that “Board Members” be elected rather than specific officer positions. The new Board will be responsible for appointing officers. The President must be a member of the Board; the Secretary and Treasurer need not be.
- b) Election Results:
  - i) Nominations were received from three Association members.
  - ii) Votes were cast in advance by email and in person on paper ballots as follows:
    - Brian Mackrides (16 votes)
    - Annie Thorne (15 votes)
    - Mark Wise (15 votes)
  - iii) The three candidates were elected to the Board with terms running from November 1, 2019 through October 31, 2021.

## **3) Budget and Financial Update**

- a) Review of current financial status
  - i) Eric Asalone provided an overview of the Association’s income statements including year to date and rolling 12 month income/expense comparisons.
    - (1) The Association currently has approximately \$16k in the bank with around \$2k left to spend in 2019. Dues are still outstanding from 2 households.
    - (2) See last page for copies of the income statements reviewed at the meeting.
  - ii) Mark Wise provided an overview of the Association’s budget.
    - (1) Unusual expenses in 2020 could include legal fees associated with Covenants enforcement/renewal and updating the front entrance signs. The budget tentatively includes \$5000 for these expenses.
    - (2) Despite these anticipated one-time expenses, the Board does not plan to increase homeowner dues for 2020.
- b) Per the By-Laws, the Board will have a CPA conduct an audit of the Association’s financials for 2018 and 2019. The Board also plans to have a CPA file a 2019 tax return for the Association.

## 4) Landscaping

- a) Front Entrance
  - i) The Board is waiting for quotes from three landscaping companies for fall plantings/cleanup.
  - ii) Watering continues to be a challenge for any new plantings. Roe Mizas took care of some watering this summer but explained that this is a big job that requires watering multiple times a week during hot, dry weather.
    - (1) It was suggested that next year we request volunteers to assist with watering.
    - (2) Alternatively, the Association could pay a landscaper to water, but in the past the landscaper has charged \$100-150 per watering.
- b) Grass Cutting
  - i) This year there was a problem with the landscaper cutting the grass in the basin next to Terkanians. They said it was too wet and let the grass get very long throughout the summer. This issue was resolved in late September and the grass is now being cut.
  - ii) Rebid Mowing for 2020
    - (1) The Board intends to rebid the mowing contract for 2020 and very clearly define expectations in terms of locations to be mowed and specific set back distances.
    - (2) Brian Mackrides suggested creating more detailed maps of specific areas of concern showing exact measurements and set-backs. That way we will have more recourse if the landscaper does not do the job properly.
- c) Maintaining Right-Of-Ways
  - i) The Association-owned right-of-ways have encroached on the set-back and roads in a few locations. Although the landscaper was supposed to be maintaining this by mowing, the areas have now become overgrown to the point where additional machinery will be required to clear them.
    - (1) The Board could solicit quotes from a contractor who could cut back the brush,
    - (2) or, alternatively, the brush could be cut back by volunteers from the neighborhood.
  - ii) Some of the overgrown right-of-ways are on private property. It was suggested that the Board remind homeowners that they are responsible for maintaining the right-of-way between their properties and the road.

## 5) Covenants and Restrictions Update

- a) Amendments and Renewal:
  - i) The current *Covenants and Restrictions* will expire in May 2021 unless renewed by a majority of homeowners. In addition to renewing the document, the Board seeks to revise the *Covenants* to clarify restrictions and add penalties for non-compliance.
  - ii) Over the summer a committee met four times to create a wish list of changes to the current restrictions. This preliminary list is available upon request by emailing [okhills.hoa@gmail.com](mailto:okhills.hoa@gmail.com).
  - iii) The Board intends to seek legal counsel to better understand how the committee's proposed changes should be incorporated into the renewed document and whether or not these changes require unanimous approval from all homeowners.
- b) Enforcement of Existing Restrictions:

- i) The Board will continue to attempt to enforce violations of the current *Covenants and Restrictions* through certified letters and public notices that may include general meetings to discuss unresolved violations.
- ii) The Association reserves the right to seek an injunction against a homeowner with a continued noncompliance, but the Board would prefer to resolve issues without the need for involvement by lawyers and a judge.
- iii) As a reminder, neighbors with a concern about a specific violation that is easily visible from the street may email the Board at [okhills.hoa@gmail.com](mailto:okhills.hoa@gmail.com). At its discretion, the Board will issue a kind reminder in an attempt to resolve the issue privately. The identity of the complainant will be kept confidential. If not resolved, the Board may request assistance from the township. If a violation cannot be seen from the street, the issue will need to be resolved between homeowners.

## 6) Upcoming Events

- a) Bonfire: October 19<sup>th</sup>
  - i) More information about the bonfire is available on Facebook and at [www.okehockinghills.com](http://www.okehockinghills.com).
  - ii) Per the vote at the 2018 Annual Meeting, the Association has budgeted \$500 for “entertainment expenses” such as porta-potties for events that benefit and are open to everyone in the neighborhood. A portion of the budgeted funds will be used for a porta-potty and for the rental of a generator to power string lights at the bonfire.
    - (1) Leslie Petruzzi will look into renting a generator from Home Depot.
- b) Trick or Treat Hayride: October 31<sup>st</sup>
  - i) The hayride was discussed at the Annual Meeting but after further discussion the Board has decided not to plan or sponsor any hayride activities due to potential Board/HOA liability concerns.
  - ii) Neighbors are welcome to meet and enjoy Halloween festivities in the open lot but any trick-or-treating, hayrides, or other activities on owners’ properties or township roads is up to individuals and should be conducted in accordance with applicable regulations.
- c) Christmas Dinner: Date TBD
  - i) Typically a BYOB dinner in a private room at Trattoria Giuseppe on a weeknight in early December.
  - ii) Leslie Petruzzi will call Giuseppe’s to find out which dates are currently available.

## 7) Adjournment

Respectfully submitted,

Annie Thorne, Secretary

**Okehocking Hills Civic Association Income Statement**  
**Year to Date September 30, 2019**

	<b>1/1/2018- 9/30/2018</b>	<b>1/1/2019- 9/30/2019</b>	<b>Amount Difference</b>
<b>INCOME</b>			
homeowner dues	7,524.90	7,731.75	206.85
<b>TOTAL INCOME</b>	<b>7,524.90</b>	<b>7,731.75</b>	<b>206.85</b>
<b>EXPENSES</b>			
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	2,210.10	2,082.90	127.20
<b>TOTAL landscaping</b>	<b>2,905.10</b>	<b>3,992.20</b>	<b>-1,087.10</b>
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
<b>TOTAL EXPENSES</b>	<b>3,785.10</b>	<b>4,855.23</b>	<b>-1,070.13</b>
<b>NET INCOME</b>	<b>3,739.80</b>	<b>2,876.52</b>	<b>-863.28</b>

**Okehocking Hills Civic Association Income Statement**  
**FY 2018 vs YTD September 30, 2019**

	<b>1/1/2018- 12/31/2018</b>	<b>1/1/2019- 9/30/2019</b>	<b>Amount Difference</b>
<b>INCOME</b>			
homeowner dues	8136.28	7731.75	-404.53
<b>TOTAL INCOME</b>	<b>8136.28</b>	<b>7731.75</b>	<b>-404.53</b>
<b>EXPENSES</b>			
Accounting Fees	100.00	0.00	100.00
Insurance	650.00	650.00	0.00
landscaping			
landscaping:entrance beds	1309.80	1909.30	-599.50
landscaping:grass cutting	3402.60	2082.90	1319.70
<b>TOTAL landscaping</b>	<b>4712.40</b>	<b>3992.20</b>	<b>720.20</b>
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
<b>TOTAL EXPENSES</b>	<b>5592.40</b>	<b>4855.23</b>	<b>737.17</b>
<b>NET INCOME</b>	<b>2543.88</b>	<b>2876.52</b>	<b>332.64</b>
Book Balance	12554.82	15431.34	

**Okehocking Hills Civic Association**  
**Financials**  
**9/30/19**

	<b>10/1/2017- 9/30/2018</b>	<b>10/1/2018- 9/30/2019</b>	<b>Amount Difference</b>
<b>INCOME</b>			
homeowner dues	7,995.45	8,343.13	347.68
<b>TOTAL INCOME</b>	<b>7,995.45</b>	<b>8,343.13</b>	<b>347.68</b>
<b>EXPENSES</b>			
Accounting Fees	100.00	0.00	100.00
Insurance	650.00	650.00	0.00
landscaping			
landscaping:entrance beds	915.00	2,524.10	-1,609.10
landscaping:grass cutting	3,402.60	3,275.40	127.20
<b>TOTAL landscaping</b>	<b>4,317.60</b>	<b>5,799.50</b>	<b>-1,481.90</b>
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
<b>TOTAL EXPENSES</b>	<b>5,197.60</b>	<b>6,662.53</b>	<b>-1,464.93</b>
<b>NET INCOME</b>	<b>2,797.85</b>	<b>1,680.60</b>	<b>-1,117.25</b>
Book balance	\$ 13,750.74	\$ 15,431.34	
Outstanding Checks			
Turchiarolos - Landscaping			408.1
Annie Thorne - website			18
Bank balance	\$ 15,857.44		