

**Oak Forest Homeowners Association Inc.**  
**Executive Board Meeting**  
**May 4, 2021.**  
**Location: Remote Meeting by Zoom**

I. Call to order

Geoff McKeel called the meeting to order at 6:35p.m. with 5 people in remote attendance.

II. Attendance

The following board members were present:

- Geoff McKeel, President
- Andrea Rafiei, 1<sup>st</sup> Vice President
- Lucy Cain, Treasurer
- Cheyenne Trail, Secretary

The following committee members were present:

- Martha Mears, Director of Neighborhood Patrol

III. Approval of Board Meeting Minutes

A. April 2021 Minutes– Martha Mears motioned to approve minutes as presented and Andrea Rafiei seconds. A vote was taken and the minutes were approved without opposition.

IV. Guest and/or Residents

A. No guests in attendance.

V. Officers' Reports

A. President's Report- Geoff McKeel

1. FAQs with attorney. Recent complaints from residents about neighbors so we want to be prepared to respond appropriately.
2. Sidewalks: new homes (not renovations) have to put a sidewalk in. The intent is to make the city more walkable. Agreed that we should post a link to the COH website with the description of their initiative and when answering questions on Facebook or emails we will just direct them to the COH website.
3. Proposed social gathering for board members.

B. Treasurer/Financials – Lucy Cain

1. Review of current financials
2. Need one more proposal from CPA to abide by by-laws to select a new one
3. Membership Drive event summer to increase funding
4. Expenses for Approval: Uhaul storage for remainder of 2021: \$479.60. St. Clair due payments: Invoice #10-10850 for \$606.20 and Invoice #10-19851 for \$757.75. SEAL April: Invoice #52464 for \$10,624.

**A motion to approve the four expenses was made by Martha Mears and seconded by Cheyenne Trail. A vote was taken and the expenses were approved without opposition.**

5. Administrators need to be updated for QuickBooks, ResourceOne, and FlipCause so accounts can be accessed and payments made.

**Lucy Cain to be listed as administrator of online Resource One account and Cheyenne Trail added to account. Martha motions and Andrea seconds. A vote was**

**taken and motion carries without opposition.**

**Lucy Cain to be added as administrator of QuickBooks. Andrea motions and Martha seconds. A vote was taken and motion carries without opposition.**

**Cheyenne Trail to be added as administrator of FlipCause. Lucy motions and Martha seconds. A vote was taken and motion carries without opposition.**

6. Secretary

- a) consolidating emails and the google drive
- b) will convert to google workspace and add google voice and clean up google drive and give access to all board members

7. Website updates: ask board members to give suggestions for update on info etc.

- a) Add approved meeting minutes incident report to website

VI. Standing Committee Reports

A. Beautification Committee- Martha Mears

1. St. Clair contacted for cost estimate for mowing the parks. \$560 per trip and Candlelight Park \$700 per trip . Need to pull about \$6000 from general account to beautification account to cover these costs.

B. Neighborhood Patrol – Martha Mears

1. Break-in on Woodcrest. House that squatters were in is torn down but have relocated to section 15. Gentleman previously living behind library has relocated to an unknown location.
2. New hours for SEAL starting on Monday.

C. Public Relations – Abby Jones, Absent

D. Community Relations – Lucy Cain on behalf of Vanessa Ortega, Absent

1. 75th anniversary of Oak Forest this year and we want to celebrate to make it special. Bring ideas to next meeting.
2. Mohite family (Amar and Ujari) offered to serve as co-chairs for the ‘Tour de Oak Forest’ event.

E. Deed Restrictions – Andrea Rafiei

1. 12 plans submitted (10 approved/ 2 pending revision/ 0 denied)
2. [New Deed Restriction Process](#) sent to all board members for review. Discussion of changes. **Cheyenne Trail motions to approve this new process and Martha Mears seconds. A vote was taken and the motion passes without opposition.**

F. Nominating Committee- Rashod Austin, Absent

VII. Other Business

No other business was proposed.

VIII. Adjournment

The meeting was adjourned at 7:59 p.m.

Minutes were recorded and submitted by: Cheyenne Trail.

OFHA Board – 2021

Geoff McKeel, President  
Andrea Rafiei, 1<sup>st</sup> Vice President  
Rashod Austin, 2<sup>nd</sup> Vice President

Lucy Fisher Cain, Treasurer  
Cheyenne Trail, Secretary  
Neela Patel, Sergeant-at-Arms  
Morgan Akin, Parliamentarian

Martha Mears, Director of Neighborhood Patrol  
Abby Jones, Director of Public Relations  
Vanessa Ortega, Director of Community Relations