

Oak Forest Homeowners Association Inc.

EXECUTIVE BOARD MEETING

Date: December 3, 2018

Time 6.30pm – Regular Board Meeting

Place: Hope Episcopal Church

- I. The meeting was called to order at 6.35pm by Mr. Sanders. The Pledge of Allegiance was recited.

Roll Call: Matt Mitchell, President– Present
Christine Milliner, 1st Vice President –Absent
Michael Thomas, 2nd Vice President –Present
Treasurer - Vacant
Linda Kelly, Secretary – Present
Linda Werner, Parliamentarian – Present
Martha Mears, Past President/ Director of Neighborhood Patrol - Present
Lane Lewis, Director of Community Relations –Present
Jennifer Massey, Director of Public Relations –Present
Joshua Sanders, Sergeant At Arms – Present

- II **Homeowner’s Concerns** None presented.

III **Immediate Action Items:**

- A. **Board Approval of Minutes from Executive Board Meeting on November 5th.** Motion to approve as written put forward by Ms. Mears. Seconded by Ms. Werner. All in favor.
- B. **Reports:**
1. **President: (Mr. Mitchell)** Currently running behind on architectural reviews and deed restrictions. Mr. Sanders offered to help clear up the backlog. Need to discuss SEAL security campaign. Thanks to Lane and those who worked at the Breakfast with Santa event. Attendance estimated at 600.
 2. **Second Vice President (Mr. Thomas):** Regarding the Nominating Committee and next week’s elections to the Board: has received one volunteer for the position of Director of Community Relations. Thought that at next General Meeting we move to amend the by-laws to the staggered terms in the hopes of having members step forward to serve a six month term. Everyone should send a brief job description to Ms. Massey for inclusion in an Oakie Alert.
 3. **Public Relations Director (Ms. Massey):** Will get a quote on the 2019 security stickers with particular emphasis on ones that do not fade with time.
 4. **Community Relations Director (Mr. Lewis):** Good Breakfast with Santa event. Thanks to all who helped. A thank you to the sponsors will be included in the Oakie Alert. Movies in the Park not yet rescheduled even though it has been pre-paid. Discussed holding the event over Spring Break, perhaps extending the sponsorship for those sponsors whose events were cancelled. Suggestion that Taste of Oak Forest be held as a Valentine’s event. AT&T still owe \$250. Want to pay by credit card.

5. **Director of Security (Ms. Mears):** \$59,482 currently collected for security campaign. Does not include \$3500 in November receipts. Mr. Mitchell explained there was currently approximately \$100,000 in 2019 account. \$25,000 in current account with two months left to pay. \$10-15 will carry over to next year. Suggest we move to 12/7 in January which will be a further \$12,000 in savings. Mr., Lewis put forth a motion to re-allocate all sponsorship money collected before 2017 to the 2019 SEAL contract. Seconded by Ms. Massey. One abstention. Motion carried. Ms. Mears also suggested we get a credit from SEAL for the hours SEAL were unable to patrol with canines.
6. **Financials (Mr. Mitchell):** We still owe St. Claire \$689.10 for mowing. Refund also due to residents on Happy Hollow. Limited financial statement provided because it was not available from Resource One. In response to a question on whether we hired the bookkeeper interviewed by Mr. Mitchell and Ms. Mears, it had been decided that because of Abraham's help and President's experience it was no longer necessary to hire a book keeper.
7. **Beautification (Ms. Werner):** Beth Silva's business seems to have disappeared therefore no sponsorship for some of the signage improvements. Will contact St. Clair to clean up Ella and move stones throughout the neighborhood. Nothing on the grant application.
- C. **Unfinished Business (Mr. Mitchell):** Has not yet contacted Melissa to arrange to go ahead. Mr. Sanders has found someone who will serve on the audit committee.

There being no further business the meeting ended at 7.45pm.