

**Oak Forest Homeowners Association Inc.**  
**Executive Board Meeting**  
**April 6, 2021.**  
**Location: Remote Meeting by Zoom**

I. Call to order

Geoff McKeel called the meeting to order at 6:35 p.m. with 8 people in remote attendance.

II. Attendance

The following board members were present:

- Geoff McKeel, President
- Andrea Rafiei, 1<sup>st</sup> Vice President
- Rashod Austin, 2<sup>nd</sup> Vice President
- Cheyenne Trail, Secretary
- Morgan Akin, Parliamentarian

The following committee members were present:

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

III. Approval of Board Meeting Minutes

- A. [March 2021 Minutes](#)– Andrea motioned to approve minutes with edit in Beautification Committee Report and Martha Mears seconds. A vote was taken and the minutes were approved as amended.

IV. Officers' Reports

A. President's Report- Geoff McKeel

- 1.Engagement of John Barnes for resolution of deed restriction questions
  - a) Answer to resident questions: “why do I have to submit plans?” “why can't I use my home for a home business?”
- 2.Process updates - 1st VP, Director of PR, Director of Community Relations
  - a) Anything deed restrictions all go straight to Andrea (Facebook. etc.)
  - b) Public Relations: All should go through Abby (anything out to public from OFHA board- social media, website)
  - c) Lucy to do newsletter, Martha for any security, etc.
3. Look into a way to consolidate and streamline accounts for all records
  - a) Price official OFHA accounts for each board member
  - b) Compare to IONOS email hosting for different email addresses (just the host) currently like \$30/month
  - c) Use of a Google Voice account instead of a cell phone

B. Treasurer/Financials – Martha Mears on behalf of Lucy Cain

- 1.Guest: SABO discussing what they do for us. Need engagement letter for 2021 and Lucy has not been in communication with them yet. 4 hours of work per month. Geoff will send out last year's engagement letter as reference for work to be done.
- 2.Review of current financials
- 3.Expenses for Approval: JP Barnes Law Firm, PLLC Invoice No. 00012 for \$385. SEAL Security Invoice No. 52070 for \$11,040 ; Rainbow Lodge Gratuity for \$165.60; Gremlins

Midnight Snack for \$140.

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

V. Standing Committee Reports

A. Beautification Committee- Martha Mears

1. Mowing estimated costs based on previous years: \$650 candlelight & \$450 Oak Forest Park monthly April-October (via St. Clair).

B. Neighborhood Patrol – Martha Mears

1. Relatively low activity this month
2. Radar project is stalled due to lack of response. Update TBD
3. Vacation watch requests are picking up

C. Public Relations – Abby Jones

1. Discussion of plan for potential business partners/sponsors and their perks
2. Campaign info for new memberships and SEAL memberships and the differences
  - a) Need to include more info on what the funds are for and what each board member does and examples of past events. 40 homes closing per month so it is quite an undertaking. Mailing is possible but the cost might be steep. So possible to just give a stack to the prominent realtors in the area and then they can give after closing to new residents.
  - b) Packet to consist of: welcome letter; FAQs; contact info for board and SEAL; explanation of SEAL; map with local spots and membership forms (6-7 pages)

D. Community Relations –Vanessa Ortega

1. Setting up outline for in-person event outside in the fall
2. Collaborating with Abby- plan for potential business partners/sponsors

E. Deed Restrictions – Andrea Rafiei

1. 18 plans submitted (18 approved/1 pending revision)
2. [New Deed Restriction Process](#) sent to all board members for review. Discussion of changes. Vote for approval at the next meeting.

F. Nominating Committee- Rashod Austin

1. Initial conversation with a potential Director of Neighborhood Patrol Committee

VI. Other Business

No other business was proposed.

VII. Adjournment

The meeting was adjourned at 7:46 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