

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

I. Call to order

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

II. Attendance

The following board members were present:

- Andrea Rafiei, 1st Vice President
- Rashod Austin, 2nd Vice President
- Lucy Cain, Treasurer
- Cheyenne Trail, Secretary
- Martha Mears, Director of Neighborhood Patrol

III. Approval of Board Meeting Minutes

A. June 2021 Minutes– **Rashod Austin motioned to approve minutes as written. Lucy Cain 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, Absent

1.Updated FAQs coming soon. Board members please review and give feedback.

B. Treasurer/Financials – Lucy Cain

1.Review of current financials

2.CPA has been hired and will begin reviewing accounts

3.Expenses for Approval: SEAL June 2021 for \$10,640.00

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

C. Secretary Report- Cheyenne Trail

1.Switching to Google Workspace and Google Voice and removing AT&T phone and possibly JotForm. Streamlining the storage for all documents, voicemails, emails, etc. for the Board of Directors. This will also help with onboarding new board members.

a) Likely will keep existing phone and forward calls for one month until the new phone number is posted on website, newsletter and Facebook groups.

VI. Standing Committee Reports

A. Beautification Committee- Martha Mears

1.Mowing has begun but completion has been delayed due to recent heavy rains

B. Neighborhood Patrol – Martha Mears

1. Recent break-ins and attempted break-in through back doors. Reminder to everyone to keep doors locked and stay vigilant. Looking into trying to get a month of 24/7 surveillance from SEAL.

C. Public Relations – No report-Abby Jones, Absent

D. Community Relations – Vanessa Ortega, Absent

1.Date for Tour de Oak Forest has been set: October 9, 2021

- a) Hope Episcopal Church has offered their location for the event site without any charge (since 2020 was canceled) including parking, etc.

E. Deed Restrictions – Andrea Rafiei

1. 5 plan submitted (4 new home/1 addition | 3 approved/2 pending/ 0 denied)

2. Committee meeting was successful with one resident in attendance

3.Website updated-Deed Restriction Tab has plenty of information

- a) Looking into adding widget on website to help residents identify their section

F. Nominating Committee- Rashod Austin

1.Oak Forest Magazine has post for August for open Board and Committee Chair positions

2.Prospective Neighborhood Patrol Director chair- Rashod and Martha to meet with him and answer questions about position

VII. Other Business

No other business was proposed.

VIII. Adjournment

The meeting was adjourned at 7:18 p.m.

Minutes were recorded and submitted by: Cheyenne Trail.

OFHA Board – 2021

Geoff McKeel, President
Andrea Rafiei, 1st Vice President
Rashod Austin, 2nd Vice President

Lucy Fisher Cain, Treasurer
Cheyenne Trail, Secretary
Vacant, Sergeant-at-Arms
Vacant, Parliamentarian

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