

OLYMPIA FIELDS EAST HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 11, 2025
Meeting Held at Olympia Fields Conference Center, 20701 Governors Hwy., Olympia Fields, IL 60461

The meeting was called to order by President Carlando Owens at 9:31 AM.

Attendance

The following board members were present: Carlando Owens, Thomas McNeal, Sam Cosentino, Beverly Sanders, Meli Marquez, Monica Plaid, and Patricia Hopkins. Board Members absent were Steven Jackson, Arthur Byrd, and Larry Mullins.

Approval of Previous Minutes

The minutes from the board meeting of May 17, 2025, were distributed to all board members for review prior to this meeting. A motion to dispense with the reading of the minutes and to approve them was made by Thomas McNeal, seconded by Meli Marquez, and unanimously carried by the Board.

President's Report

President Carlando Owens presented his report and recommended that the Board collaborate to update the OFEHA ByLaws. Discussion followed regarding this proposal. President Owens will email the ByLaws using Google docs to board member for their review and recommendations, due by November 24, 2025. The board will meet on January 10, 2026, for discussion and consideration of recommendations.

Finance Report

No finance report was presented due to the absence of Treasurer Arthur Byrd.

Beautification Committee Report

Committee Chairman Meli Marquez reported on the planting party, which began today at 10 AM. Board members were encouraged to join the party immediately after adjournment of the meeting. This initial base planting was scheduled for Saturday and Sunday, October 11 and 12. The two locations are: Brookwood Terrace 3 and Oakwood Terrace at Brookwood. Wild Plum landscape consultants will be onsite to provide guidance and assist with the planting. A beautification 2026 planning meeting for is scheduled for Saturday, October 25, 2025, and all board members are invited.

Communications Committee Report

Committee Chairman Sam Cosentino presented the communications report. A newsletter will be distributed in February 2026 in both print and electronic formats, and Cosentino is soliciting input and articles from all board members. This initiative also provides an opportunity to promote participation in the various committees.

The association's presence on FaceBook can evolve now that new features allow for development of a private page exclusively for residents. Additionally, Marquez recommended utilizing Instagram for communication purposes. The QR (GoDaddy) code for 2026 membership payments is now available. There is a separate code for each year to facilitate recordkeeping. The QR code will be used in the newsletter and provided to Plaid for use in the 2026 membership mailing. It was also recommended that photos be included in communications and newsletters, featuring a recap of 2025 events.

Membership Committee Report

Committee Chairman Monica Plaid reported the committee consists of herself and two enthusiastic members and is seeking additional members to expand its reach beyond dues solicitation. Chairman Plaid will include a pay-by-certain-date in the membership letter. Marquez suggested using signs with the QR code. The 2026 membership dues solicitation letter is under development.

There was limited participation in the recent Small Groups event, with approximately three signups. The board will discuss strategies to generate more interest in future events. For the Village Holiday Awards, a few volunteers will be needed in December.

New resident information from the Village is now available again. The committee is developing options for new resident welcome baskets and has recently assembled three welcome baskets. The committee attempted delivery of two baskets, with one successfully received. Discussion took place regarding the development of a procedure to maintain one master list of residents, as multiple committees currently maintain separate lists. President Owens will email a Google document with a limited number of administrators to address this issue.

Fundraising Committee Report

Thomas McNeal presented the Fundraising Committee report. The fundraising goal for the "Stepping for the Neighborhood" event held in July 2025 was \$1,200. The final report is not yet available, but donations were received for tickets, supplies, and food. The park district provided a discount for the use of The Barn. The committee is planning two events for 2026: a Steppers/Line Dancing fundraiser and a Bid Whist tournament in October.

Old Business

No old business was discussed at this meeting.

New Business

General discussion took place regarding several topics:

- The need for standard operating procedures to benefit all board members, included guidance on contracts (quotes, reviews, approvals), proofing, and meeting scheduling.
- Determine meeting schedules and locations for board and committee meetings.
- Preparation of a joint HOA Presidents' letter to the Village to request limits on Air B&Bs and residential rentals.
- Submission of 2026 committee budget proposals, which are due in January 2026.

Next Meeting Date

The next Board meeting is scheduled for Saturday, November 8, 2025, at 10 AM at the Olympia Fields Conference Center.

Adjournment

The motion to adjourn the meeting was made by Beverly Sanders and seconded by Thomas McNeal. The meeting was adjourned at 11:23 AM.