

**The Oaks Homeowners Association**  
**PO Box 163**  
**Palmyra, PA**  
**17078**

August 19, 2008

A meeting of the Oaks Homeowners Association was held on Tuesday, August 19 at the home of Don Hassenbein, President. Present were Don Hassenbein, President; Ron Burke, Vice President; Ray Urban, Chairman of the ACC; Marcia Perrotti, Secretary; and Pat Raskauskas, Treasurer. The meeting was opened at 7:00 pm. by Don Hassenbein.

On motion from Ron Burke and a second from Pat Raskauskas, minutes from the May 28, 2008 were approved.

Don handed out welcome packet materials to all members of the Board. The packet is to be used by all board members in welcome visits to new homeowners. Don reviewed packet with Board..

Don also reported that he completed the resale certificate book. He noted that David & Claudia Zulick are new homeowners at 23 Truman Street.

Don reported that he had a new HOA seal created for \$32. The old seal was lost. The new seal is now in the Resale Certificate briefcase to be passed along to next President.

A discussion followed on the timing of resale certificates. The Resale certificate is handed out before the settlement. Users have 5 days to accept the contract.

Don reviewed Guidelines and Duties of Board Members.

It was noted that the Secretary needs additional members of the nominating committee. She was also asked to provide a formal procedure on voting at the annual meeting.

Don provided additional content for the HOA website. Marcia will provide this material to the webmaster.

Marcia was also asked to will develop procedure for creating the HOA newsletter.

Pat Raskauskas will create procedures for maintaining the Treasurer's books as well as a procedure for dunning notices.

Ray Urban was asked to provide a procedure for reviewing homeowner requests to the Architecture Committee.

New business....North Londonderry township website reports that Apple Blossom will be resurfaced in 2014. A discussion followed on whether we need to contact North

Londonderry Township. Don will call and ask why the delay. Pat reported now that London Croft has expanded there is a lot of traffic on Truman. A discussion followed on the number of people who ignore the stop sign on Truman and the potential for accidents. A stop sign on Oak Lane, making the intersection a four way stop would help the situation. Don will find out the procedure for getting stop sign. . The Board also determined it would be useful if one of us attended North Londonderry Township meetings. We decided to rotate attendance to provide coverage.

Ron Burke reported on the status of HOA maintenance items.

All lights are now operational. Ron reported we never got spare parts as promised from Met Ed and he has been unable to reach anyone at Met Ed. At this time he has 1 ballast 3 lights and 3 photo cells left.

Terry Gingrich is back as our electrician. Don noted we need a certificate of insurance from him. Ron will request. Ron reported on the light at Truman and Oak Lane. They put in a new photo cell and new light. Don asked that Ron call Met Ed and complain and get parts. Ron will double check.

Common ground. Ron needs bills for last year and this year to compare mowing. Pat provided the bills. Ron is talking with Brownie about timing of mowing and they are working out schedule. Weeds will need sprayed along fence. Ron received an estimate of \$400 to cut down trees behind Pin Oak circle trees are on common ground and could fall on house. A discussion followed on the HOA responsibility for cutting down trees. The Board does not believe it is our responsibility to use HOA funds to cut trees that were there when the homeowner purchased the house. It was recommended that homeowners send a written complaint.

Entrance sign status. The web site address is being added to the sign.

There is a car out of inspection parked on Hickory.

#### Treasurer's Report

Distributed report of financial statement from Auditors. She wants to send to homeowners and post to website. Pat noted we filed for request for exemption and no penalties for tax years 2002 – 2005. We did pay taxes for 2006 and 2007, Marcia Perrotti moved to send audit report to homeowners, Ray Urban seconded the motion..

Pat reviewed the status of the budget. She reported the budget for electric for the rest 2008 is \$1600. There are also unbudgeted admin costs to mail financial statement as well as webmaster fees. All taxes are now paid.

Pat would like the Board to consider acquiring a fireproof filing cabinet to hold financial statements, Don asked Pat to investigate ways to increase attendance at the HOA annual meeting. She suggested offering babysitting to get more involvement in annual

meeting. We could also provide door prize and cookies & coffee. We also discussed other locations for the meeting. Ron will check on Holy Spirit church for 2009 meeting.

#### Architectural Controls Committee

Chairman Ray Urban reported there are no pending homeowner requests. He approved a shed at 1422 E. Maple and a swingset at 425 Oak Lane

There being no new business, the meeting adjourned at 9:15

Next meeting Tuesday October 7<sup>th</sup> at Ray Urban's house.

Respectfully submitted,

Marcia Perrotti  
Secretary, Oaks Homeowners Association