

The Oaks Homeowners Association
PO Box 163
Palmyra, PA
17078

A meeting of the Oaks Homeowners Association was held on Tuesday, April 15, 2008 at the home of Pat Raskauskas, Treasurer. Present were Don Hassenbein, President; Ron Burke, Vice President; Ray Urban, Chairman of the ACC; Marcia Perrotti, Secretary; and Pat Raskauskas. The meeting was opened at 7:05 pm. by Don. He explained that he wants to run our meetings like a mini-business as much as we can. We should spend the Association money as wisely as our own money and remember that the homeowners are our neighbors. We should always follow the by-laws and covenants and treat our neighbors fairly but make tough decisions when needed.

President's Report:

Don then explained the board roles and responsibilities. The President has a leadership role and is the final escalation point for problem solving. The Vice President is next in charge and has accepted role of maintenance management. The Treasurer is responsible for keeping the books in order and points out who has not paid on time. The Treasurer also responds to resale certificate requests as to whether people are current. The Secretary keeps the minutes of the meetings. The Architectural Committee Chair reviews and approves Modification Requests and confirms that there are no violations before we issue a Resale Certificate.

Don then reviewed Roberts Rules of Order which he recommended be followed for all meetings, unless our By-Laws require a different procedure. A copy of a Roberts Rules document that was reviewed is included as part of these minutes. Don also noted a point of clarification. While the By-Laws only state the Secretary is an Ex-Officio member of the Board, this position is a voting position, per clarification from Roberts Rules.

Don then provided new Board Member Binders to all members of the Board and noted that these books do not belong to each officer but to the Oaks Homeowners Association. They should be given to the Board Member's replacement immediately after an election. It is important for continuity that each officer keeps their Board Member Binder up to date. The Board then reviewed the 20 tabs for the officer books. Key points noted include; homeowners need to put complaints in writing (signed by multiple parties if possible) and financial information should include all communication of financial significance.

A discussion ensued about our responsibility to see that zoning laws are followed. It was agreed that the Board is not a zoning officer; however we should be knowledgeable about zoning ordinances. It is the homeowners' responsibility to make sure they get any appropriate permits and not the Association's. We can only approve what meets criteria of the Declaration of Restrictions and Covenants..

The Board then discussed FCC rulings about satellite dishes. The Architectural Control Chair will provide the latest FCC ruling on this subject which he has used as a guideline.

A discussion followed on Resale certificates. The President will manage the Resale Certificate process. Marge Busch currently has the Resale Certificate book. Don left Marge a message about the new Board so that she can provide the book when she returns from vacation. In the meantime, Robin Stanley, former President, helped by sending a blank copy of a Resale Certificate so that Don could issue 2 Resale Certificates that were requested.

Requests for Proposal (RFP) section of the Board book should contain all proposals requested for services or items.

Don advised that a contract for 2008 had already been signed with Brownies earlier this year and recommended that the Board honor this contract for mowing of common ground since Brownie did a good job in 2007. For the record, we had issued an RFP and got a minimum of two bids. The Board approved.

The Board discussed the importance of proper decision making and future ramifications to the community. Decision making is extremely important to the Board since it sets precedent for future decisions and could have future legal implications.

Don reported that three homeowners past due on 2008 dues have now paid their Annual Maintenance Assessment (dues) plus the late charge. Don contacted them directly, two had forgotten, but the third homeowner provided feedback that he was upset with our previous Board. His streetlight was not repaired for 4 months and he wanted to go to court to complain to the Judge. Don advised the homeowner that Mr. Burke, the new VP, has prior experience in managing street light repair and will have spare bulbs, photocells, globes and ballasts, which should speed up the repair process.

The Board then discussed the only delinquent homeowner and the upcoming legal action against them since they have still not paid their Annual Maintenance Assessment (dues) for the 2007 and 2008 calendar years., even though they were sent delinquent notices by the Board and our Attorney. We have requested copies of previous years of cancelled checks from our bank for this homeowner. The Board, in fulfilling it's responsibilities, may have to file a lien against this property. It is hoped that this will not be necessary.

Vice-President's Report:

Ron then reported on current street light outages. Met Ed was here inspecting lights and looking for malfunctioning bulbs. They found none. Ron noted what Met Ed will cover.

Met -Ed comes out to check the following:

1. Test voltage to see if there is electric coming through lines from transformer.

2. Bulb and photocell will be replaced if bad, since it is their responsibility
3. If any other problem, they will inform us and we then call our electrician. We repair or replace ballast and/or globe...

Plans are to minimize delay in repairing lights. Ron will retrieve the 2 globes that were left with the former Resale Certificate Administrator, Marge Busch. Former Vice President said he has one globe at annual meeting so Ron will also get that. Ron has ballast, lights and photo cells. Two lights and photo cells coming from Met Ed. Note that Former VP reported at annual meeting he intended to buy five, VP needs to confirm that this was not done. Board authorized Mr. Burke to order four globes from Yale. Ron will also get two ballasts, which will need to be rewired to work with our lights.

Sink hole repair. Ron talked to construction people from London Croft. They will get back to Ron about providing fill for the sink hole. Ron will get caution tape around the hole. Don asked that Ron inspect the sink hole. It is a new hole, near the fence and not the one we repaired previously. This is relatively small and won't need a lot of fill. Ron will do so and advise the Board.

Treasurer's Report:

Pat reported she went through Treasurer's books from 2008 through 2002. The books were not organized consistently since there were three different Treasurers maintaining the books. Pat then provided a new financial statement and converted books to calendar year. She has also reconciled the books. Total cash available in January was \$31,391.48. Projected expenses \$20,558 from prior Board. Pat recommends that we review the budget and revise as necessary. For example bank charges were budgeted at total \$13.00 however the HOA has already incurred over \$200 in bank charges. We have \$30,000 in reserve, of which \$25,000 is reserved for capital expenditures only. The books look okay, just nothing was consistently organized.

A discussion was held about having an audit done as noted in the By-Laws (Section 10.08) and as recommended by the previous Treasurer. To the best of current Board Members' knowledge, there has never been an external audit. Pat contacted 3 firms; including Diana Reid, who no longer does audits. Two other firms quoted full audit cost of between \$2,500 and \$8,000 per audit per year. Limited test financials are approximately \$1,500 per year and a review was quoted at about \$1,000 per year. Pat also has call into another CPA. At this time the Board determined they did not have enough information to make a decision. The Board determined that they would table this for now until we get past tax season and get other options. Board has decided that a sufficient internal review has been conducted and we will now do an RFP for external audit. Pat will get back to Board with her recommendations.

Architectural Control Committee Report -

Ray Urban reported on current approval activity at 25 Hickory. They requested to recover their rear deck. 27 Pin Oak submitted a request on April 2, 2008 for a fence. We asked for and received additional information on April 13. Ray sent the request to the

Board for their input and they were split down the middle. Ray has sent email to 27 Pin Oak denying the privacy fence as proposed but suggesting an appropriate alternative. A discussion followed on what type fences the Board will approve? A review of the situation where 3 privacy fences had been installed without HOA Approval was discussed. These 3 privacy fences were ultimately conditionally approved as grandfathered since Dennis Hess, on an exception basis, provided an Affidavit showing that he had given approval to these original homeowners. Section 5.08 of the Declaration of Restrictions and Covenants clearly prohibits privacy fences which block the air and view of neighbors. A motion to remove this restriction was defeated at the 2002 Annual Meeting by a vote of 15 for and 68 against. Consequently, the Board believes that only a new passed motion to remove this restriction would allow the Board to approve privacy fences.

Secretary's Report –

Minutes from the Board meeting on April 7, 2008 were reviewed. Pat Raskauskas made a motion to approve the minutes. Ray Urban seconded. Minutes of April 7, 2008 were approved.

Marcia Perrotti then presented a proposal from KSD Communications for updating the Oaks HOA website. Because of urgency of getting the site updated, the Board decided to consider this bid. On a motion from Ray Urban and a second from Pat Raskauskas the board approved the use of KSD Communications. Immediate items to be updated are; new Board members, meeting minutes after February 26, 2007 and annual meeting minutes of April 2, 2008. Marcia was directed to contact KSD and provide a copy of the contract to the Board.

Additional Items:

Don Hassenbein reviewed the Oaks HOA contact list that he had compiled. This list includes all telephone numbers and email addresses for all businesses and individuals who interface with our HOA. The list has now been turned over to the Secretary to maintain.

Don stressed the importance of having telephone numbers and email addresses for each homeowner so that they can be contacted quickly and at minimum cost to the HOA. He volunteered to prepare 2 Rosters of Properties; one for HOA use including phone numbers and email address, the other for public use, without phone numbers and email addresses. This second Roster will be used at future Annual Meetings for sign-in purposes and will be available for review by all homeowners as required by Section 8.02 ©, (2) of the By-Laws.

Ray Urban made a motion that we approve the same members of Architectural Control Committee, Pat Raskauskas seconded. Therefore, Betsy Bauer, Ted Shipway and Ted Zarek will continue as members of the Architectural Control Committee.

Marcia Perrotti nominated Chuck Perrotti to be a member of the maintenance committee.

Don noted that Waste Management has advised that they had sent notice in Dec 2006 to the HOA that they would grandfather existing customers for the discounted rate but new customers will pay the normal price for Waste Management services..

Marcia Perrotti will recommend a final member for the Nominating Committee. Marcia will also add the webmaster information to the contact list..

Any items needing board discussion. Ron noted he will get with Ray or Scott to make collect the items for the street lights.

Next board meeting, May 20, Tuesday 7 pm at Vice President Burke's house.

On a motion from Ron Burke and a second from Marcia Perrotti, the meeting adjourned at 9:30 pm

Respectfully submitted,

Marcia Perrotti
Secretary, Oaks Homeowners Association