

The Oaks Homeowners Association
PO Box 163
Palmyra, PA
17078

A meeting of the Officers of the Oaks Homeowners Association was held on Tuesday, February 10, 2009 at the home of the Treasurer. Present were Don Hassenbein, President; Ron Burke, Vice President; Ray Urban, Arch. Control Chairman; Marcia Perrotti, Secretary and Pat Raskauskas, Treasurer. The meeting was opened at 7:00 pm. by the President who briefly discussed the importance of each Officer performing their responsibilities in a professional and timely fashion.

The Treasurer moved to approve minutes from December 1, 2008 Vice President seconded the motion. Hearing no objections, the minutes of December 1, 2008 were approved.

President's report –

The Board determined that a third warning letter should be sent to 49 Hickory giving them until May 1, 2009 to resolve their non-compliance with the restrictions and covenants. The President reviewed a tentative bid from American Heritage Management Company, which would provide Property Management for less than \$8 per home per month. However, the tentative bid did not include completion of state and federal taxes, annual required audit or website maintenance. The President will get back to American Heritage with additional questions. In the event that we are unable to get an adequate number of volunteers to serve as Officers, we may have to use a Managing Agent.

The President distributed the new “private” (only for use of Officers) property roster (updated with additional email addresses received from homeowners) and an updated contact list (both to be filed in tab 1 Board Contacts. The “public” property roster (used for sign-in at the Annual Meeting) did not need to be updated.

Notice of Annual Meeting. The President volunteered to prepare a draft ballot of the proposed changes to the By-Laws and the Restrictions & Covenants. Any homeowner proposed changes will be combined with the Officer's proposed changes and the final ballot will be mailed by mid March. It is anticipated that all homeowners will respond (voting yes or no on each change proposed) and that we will have the final results to announce at the Annual Meeting.

Some changes to the web site were reviewed. We need to show members of nominating committee. Need sub-committees. By-laws need first amendment pulled out and we can now post minutes of December 1, 2008.

New business

The President reported that Forrest Glen is holding their garage sale on May 16, 2009 the same day as ours. They also noted they will do a fall meet garage sale on October 10, 2009 (during the Hershey Car Show) and have invited us to participate. London Croft

wants to also participate in our Garage Sale. The President volunteered to contact the President of Forrest Glen and the point of contact for London Croft to see if we can share costs for signs at each entrance.

Vice President's report

The Vice President reported on the status of street lights. Met Ed, under our maintenance contract, replaced two bulbs in less than a week. No electrician work (ballasts, globes, shorts, etc) repairs were required since the last Board Meeting.

The President reminded the Vice President that we need to put together 3 sets of RFP's for; seasonal grass cutting, periodic application of fertilizer/weed killer and street light electrical repair. These should be sent by February 17. The Secretary will pull the templates and send the 3 drafts to the President for review. The Vice President will be shown as the contact and review the proposals received with the Board at the next meeting.

New Business

There was a discussion of a Nuisance complaint letter, signed by 5 homeowners, relating to 75 Pin Oak. The President will contact Police Chief Snyder to find out if a incident report has been filed.. A proposed letter to the homeowner was reviewed and determined that it should be revised based on results of conversation with Chief Snyder.

Treasurer's Report

Thirty one members did not take advantage of the \$5 discount on the Assessment fee.. The Treasurer submitted financial results from 2008. The budget for 2009 was also submitted with year-to-date status. They noted that we put \$1000 into money market at end of last year. Converted two CDs into one for better rate. \$48,527 available at February 10. Treasurer provided HOA insurance policy to President, who will provide copies for each Officer's Book, to be filed in tab 9 Insurance.

A draft report of the audit and taxes was received from the accountant. Taxes will likely be \$50. The State, Federal Taxes and Annual Audit will be completed for the Annual meeting. The Treasurer will review all 3 documents at the next meeting.

Secretary's Report

The Secretary reviewed various proposed Notices of Annual Meeting to the homeowners. The version requesting verification of their Annual Meeting attendance and soliciting input on changes to the By-Laws & Restrictions & Covenants was chosen. Copies will be made and mailed on Thursday, February 12th.

The President reminded the Nominating Committee (the Secretary is the Chair) that they should take a proactive role in soliciting volunteers for the Officer's position to ensure that we have a reserve fund of Officer candidates in the event of someone dropping out,

resignation or passing – and – to prevent a shortage of Officers thus forcing us to hire a Managing Agent firm.

ACC Chair

The ACC Chair reported no requests are pending.

The Board discussed proposed changes to restrictions and covenants. It was determined that a draft ballot should be prepared and the President volunteered to prepare this. It will include all proposed changes from the Officers and the homeowners and be sent for yes/no vote by Mid March.

Next meeting scheduled for Tuesday, March 10, 2009, at 7 pm at the Secretary's house. On a motion from the Treasurer and a second from the Architectural Control Committee Chairman, the meeting adjourned at 8:51 pm.

Respectfully submitted,

Marcia Perrotti
Secretary, Oaks Homeowners Association