

The Oaks Board Meeting Minutes  
Monday, April 3, 2023 at 7:00 pm  
Rothermel-Finkenbinder Funeral Home  
25 W Pine Street, Palmyra, PA 17078

The President opened the meeting at 7:04pm. She announced we had a meeting quorum. She welcomed everyone and thanked them for taking the time to attend the meeting. The President reminded everyone that we have three positions up for election: Vice President, Treasurer and Secretary.

The President then introduced the Board Members:

- President, Betsy Jamison, [oakshomeownersassoc@gmail.com](mailto:oakshomeownersassoc@gmail.com)
- Vice President, Helen Bernhardt, [hbern412@yahoo.com](mailto:hbern412@yahoo.com)
- Treasurer, Bill Campoll, [bcampoll@outlook.com](mailto:bcampoll@outlook.com)
- Secretary, Lauren McCullough [OaksHOA.Secretary@gmail.com](mailto:OaksHOA.Secretary@gmail.com)
- Architectural Control Committee Chairman, Forrest Borod, [OaksHOA.ACC@gmail.com](mailto:OaksHOA.ACC@gmail.com) (*who was unable to attend the meeting*)

There were 20 households in attendance. (14 in person and 6 via Zoom).

The President turned the meeting over to the Vice President.

Helen Bernhardt, the Vice President, reported on her responsibilities which primarily entails taking care of and maintaining the streets lights and common grounds of the Oaks.

We have approximately 14 acres of common area which Brownie Lawn Service will continue to mow, and Greenskeeper will perform our annual lawn treatment. The sinkholes are continuing to hold well.

No streetlights have had to be repaired or have bulbs replaced so far in 2023.

A reminder to all residents: **Please do not dump** anything (including yard waste) in the common grounds. Tree trimmings are collected the first Monday of the month. You can see a full list of curb side collections provided by the township at:

<http://www.palmyraborough.org/departments/yardwaste.php>

The President turned the meeting over to the Treasurer.

Bill Campoll, the interim Treasurer, announced that when everyone can view the Oaks 2023 and 2022 budgets, 2022 10-year comparison, and the 2022 Audit Financial Statement are available to view on the website. ([www.palmyraoaks.com](http://www.palmyraoaks.com)) Our 2022 audit of the association's expenses was conducted by Garcia Garman & Shea, PC. Bill reviewed the statement and budgets and there were no questions.

We currently have 4 outstanding assessment payments which will be sent certified letters for collection.

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Since we didn't have any major repairs in 2022 and our common ground maintenance (grass cutting) was lower due to dry weather, we ended the year with a cash balance of \$42,220, an increase of \$9,787 from December 31, 2022, and also \$9,787 favorable vs. the 2022 budget. The board approved the opening of a CD for \$30,000 for 8 months with Wells Fargo. When it comes to term, we will re-evaluate our cash position. As of April 1, 2023, our combined cash/CD balance was \$66,431.

The President turned the meeting over to the Secretary.

Lauren McCullough introduced herself and explained about some of the duties she has, which include maintaining the contact list and updating the website. If you have any changes to your contact information, please reach out so that can be updated. The board utilizes email a lot to communicate information to the Oaks residents.

At the end of last year, we transitioned to a new website, and that is continuing to be updated with helpful information. You can also find details about the Annual Meeting, Community Yard Sale, Yearly Budget and previous meeting minutes.

The website URL is still the same: [www.PalmyraOaks.com](http://www.PalmyraOaks.com)

One of the new features of the website is that residents can register on it which opens up other functionality. In particular, online payments of the annual assessments. In order to make online payments, you will need to sign up for an account. You can do that by visiting the website, clicking on the REGISTER link in the top right corner and filling out the information. Each property will have ONE account, but you can list multiple people on the account so you and your family members can have access to it as well. It's VERY simple to do, and instructions on how to are located at the end of the minutes. You can also email Lauren with any questions you have at [OaksHOA.Secretary@gmail.com](mailto:OaksHOA.Secretary@gmail.com)

You will still be able to make your Annual Assessment payment via check and mail.

If you haven't had the opportunity to join our Facebook Group, I would encourage you to do so. It's a great place to connect with your neighbors. When you do register, you'll be asked to answer a question about your address which helps me verify who you are, since this a private group open only to our residents. A link is available on our website.

Thank you again to everyone who submitted their ballots. The Secretary announced that 110 ballots were submitted and the winners of the election were:

- Kay Black who received 105 votes for Vice President.
- Bill Campoll who received 105 votes for Treasurer
- Lauren McCullough who received 105 votes for Secretary

Votes were counted by Ginny Campoll and Linsey Lyons, and verified by the Secretary.

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The incoming board members will serve a 2 year term.  
In addition to the election, we also had an amendment to the by-laws on the ballot.  
There were 105 Yays and 5 Nays, so the amendment passed.

### **Current By-Laws Section 10.08**

*SECTION 10.08. The treasurer shall keep proper books of account and **cause an annual audit of the Association books** to be made by a certified public accountant at the completion of each fiscal year. He shall prepare an annual budget and an annual balance sheet statement and the budget and balance sheet statement shall be presented to the membership at its regular annual meeting.*

### **Approved Changes**

*SECTION 10.08. The treasurer shall keep proper books of account and **cause an annual financial statement review of the Association books** to be made by a certified public accountant at the completion of each fiscal year. He shall prepare an annual budget and an annual balance sheet statement and the budget and balance sheet statement shall be presented to the membership at its regular annual meeting.*

Thank you to Helen Berhardt for her 4 years of service as the Vice President. We deeply appreciated her dedication to the Oaks Community.

The Secretary invited the newly elected Vice President, Kay Black, to introduce herself. A full bio can be read at the end of the meeting notes.

Forrest Borod, the Architectural Committee Chairperson, was unable to attend tonight due to a work event, but the Secretary shared a few things on his behalf.

If you are looking to make exterior modifications to your home, you will need to have approval from the Architectural Committee before anything is done to your property. We have lots of information available on the website to answer any preliminary questions you might have. For instance, if you are interested in putting up fencing, installing a pool or swing set, or getting your roof re-shingled. We have an easy to use form to contact our Chairperson on the website.

All of the board members have individual emails, but if you ever have trouble reaching any of the officers, you can always send an email to our main association account: [oakshomeownersassoc@gmail.com](mailto:oakshomeownersassoc@gmail.com)

The Secretary then turned the meeting back to the President.

The President went over the importance of maintaining our properties in order to retain their value and stay within the guidelines of the By-Laws and Covenants and

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Restrictions. If you have questions about those, they are available to view on the website. There were no additional questions from those in attendance.

She thanked everyone for coming and concluded the meeting at 7:30pm

## NEWLY ELECTED BOARD MEMBER BIOS

### Kay Black, Vice President

My husband, Bob and I moved into our newly renovated home here in The Oaks this past November. We moved from Florida to be close to our children and grandchildren who also live in The Oaks. I am a retired elementary school teacher having taught for decades and decades loving each and every day. Bob and I spend our time traveling the world and enjoying our grandchildren who lovingly call us Grammy and Papa. I believe in supporting the communities where we live. I would like to volunteer and serve our community as the vice president. My prior experience with HOA's include involvement on many levels such as past president and most recently serving on the architectural review committee.

### Bill Campoll, Treasurer

My wife, Ginny, and I moved here in 2012 from Charlottesville, VA, after spending most of my career in Chicago and North Carolina. I retired as CFO of Weaber Lumber late in 2020. Ginny and I are both from Pittsburgh and have two grown daughters and three grandchildren. Ginny graduated from East Carolina University and I am a graduate of the University of Pittsburgh.

Ginny is an RN and a volunteer at the Lebanon Volunteers in Medicine. I am also the treasurer and board member of the WEPA Empowerment Center Inc. in Lebanon, a non-profit organization in Lebanon city.

### Lauren McCullough, Secretary

Lauren has been a resident of the Oaks since 2018. She received a BFA in Acting from Pace University and has worked as a full time Voiceover talent since 2009. In the past she served as the Secretary for the Student Coalition of her Theatre program, is currently the Assistant Producer for a voiceover conference called FaffCon. Lauren loves spending time outside with her now five-year-old who is thrilled to wave hello to any fellow walkers in the neighborhood.

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Step 1

Visit [www.PalmyraOaks.com](http://www.PalmyraOaks.com).  
Click Register in the top right of website  
to sign up for your account



Step 2

Fill out the information below.  
*One account per household.*

Register

Your Information

I am a...  
Please select...

First Name: John      Last Name: Doe

Email Address: you@example.com

Cell Phone: (201) 555-0123

Password (Case sensitive) [Reset](#)

Additional Household Members  
+ Add member

Address(es)

This address is...  
Inside the community

Street address  
Enter a location

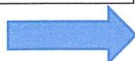
Preferred mailing address

Add any additional  
household members here



Step 3

Click REGISTER  
to submit form



Register