

16<sup>th</sup> Annual Oaks Homeowners Annual Meeting  
Monday, April 6, 2015 at 7:00 pm  
Rothermel Funeral Home, 325 S. Railroad Street

The President opened the meeting at 7:05 pm. He announced that we had a meeting quorum, welcomed everyone and thanked everyone for taking the time to attend this year's Annual Meeting.

The President then introduced the Board Members: **The President** – James Graeff, [jjgraeff92@comcast.net](mailto:jjgraeff92@comcast.net) **The Vice President** – Ed Kenyon [edkenyon@hotmail.com](mailto:edkenyon@hotmail.com) . **The Treasurer** - Pat Raskauskas, [tavernrtreasure@aol.com](mailto:tavernrtreasure@aol.com). **The Secretary** - Eric Hoffman, [huff20@yahoo.com](mailto:huff20@yahoo.com). **The Architectural Control Committee Chairman** – Mack Copeland, [warren.copeland@verizon.net](mailto:warren.copeland@verizon.net).

The President proceeded to discuss several changes to the board. Don Bliss (president) resigns after 5 years on the board. Pat Raskauskas treasurer resigns after 10 years on the board. Eric Hoffman (secretary) resigns after 6 years. James Graeff thanked all of them for the many years of dedication and service to the Oaks Community. He went on to discuss non-profit statistics, keeping up the property values and the sale of 8 homes in the Oaks for 2014. It should be noted that 96 ballots were returned concerning board membership. All ballots contained a positive vote for the present members. The terms are normally for two years. The exception this year is the position of President and Treasurer which are for one remaining year of each term.

**The meeting was turned over to the new Vice President, Ed Kenyon, who introduced himself and reported on his responsibilities. Ed reminded everyone that the goal of the board is to keep the neighborhood in pristine condition for all to enjoy. Ed discussed his role as vice president which includes maintaining street lights and the common areas of the Oaks. He noted that there are 32 streetlights and approximately 14.5 acres of common ground within the homeowners association.**

He is hopeful that the two gentlemen helping the previous vice president will continue in that role. Ed has also asked Dave Zulich to assist which would give the vice president three gentlemen on the maintenance committee. This will allow for further consultations and discussions to improve upon the common areas within the Oaks Community.

The Vice President informed the homeowners since he took office in August we have replaced three globes, three bulbs, two sensors and fixtures. The HOA is maintaining inventory of globes, bulbs, sensors and fixtures. The common area gets mowed by Brownie Lawn Service along with the retention ponds (once a month), broadleaf weed control is sprayed throughout the common area by the groundskeeper and the hill below Pin Oak Circle gets cut/maintained. The sink hole in the common area is filled in and being monitored. The president pointed out that it may be a good idea to consider LED lighting. In order to convert to LED lighting we would have to replace everything at the top of the light poles...globes, bulbs, fixtures and most likely the sensors. The cost structure would most likely be the same as what we pay now to replace these items. However, at the present time, it is not cost advantageous because we would need to order all new parts for every pole.

The Oaks entrance sign looks satisfactory at the present time, however, we are currently looking into a cost to refurbish going forward. It has been noted that some residents are continuing to deposit lawn trash and dead bushes in certain areas of the Oaks common areas. The North

Londonderry Township does pick up tree branches and bush cuttings the first Monday of each month. Also, Waste Management will pick up 6 bags of grass clippings on trash day. Finally all suggestions and observations concerning the street lights and/or common grounds are more than welcome. Direct all communications concerning these two areas to the vice president, Ed Kenyon, at 641-3084 or email [edkenyon@hotmail.com](mailto:edkenyon@hotmail.com)

**The meeting was then turned over to the Treasurer** for the Treasurer's report. An audit of the association's expenses was conducted by Garcia Garman and Shea PC; full copies of the results are currently posted on our website [www.palmyraoaks.com](http://www.palmyraoaks.com). The Treasurer pointed out that a yearly analysis sheet can be found on the table as well as on the association's website. The Treasurer then reported that there are currently 2 outstanding maintenance assessments. They will later this week be turned over to our lawyer to be resolved. We offered a \$15 discount this year for early payment, many of the homeowners took advantage of the discount. The treasurer went over CD's assets and money market accounts. All are available online or the homeowners may request a full copy from the treasurer.

We currently have \$17,193.33 in our operating budget (checking) and \$21,621.39 in our CD and \$17,712.11 in our money market account.

Our annual yard sale will be held on Saturday, May 16<sup>th</sup> starting at 7 am, the date has been posted on our website.

The treasurer stated that we needed 101 ballots for the new performance bonus for the HOA Board. The votes were recounted and we needed 101 ballots for a change. We received 109 ballots for a yes, 2 regular and 1 blank. It is official that the board will receive the annual performance bonus upon completion of each full year tenure on the board. The amount of the annual performance bonus will be twice the cost of the annual maintenance assessment, not to exceed \$500.00.

**The meeting was turned over to the Secretary** who indicated the website is fully up-to-date as of the meeting. The web address is still the same, [www.palmyraoaks.com](http://www.palmyraoaks.com). Homeowners can view such things as past newsletters, board meeting minutes, the yearly financial analysis, exterior modification request form, legal documents, announcements and homeowners can also contact the board members via email directly from the website. A new feature has also been added enabling residents to submit pictures to be posted on the website.

It is also very important that homeowners inform the board of any changes to your email addresses if there are changes to your email addresses, please contact one of the board members so that our records can be updated. In the last email blast that was sent out a number of emails were sent back as being undeliverable. With the addition of Verizon in our area, if you switch over please inform the board of those changes. Emails are usually only sent out to alert members to problems such as construction work in the area a lost pet, a burglary or robbery as well as election news and the newsletter.

**The meeting was turned over to the Architectural Control Committee Chair.** The ACC Chair noted that all exterior changes on homeowner property must be approved by the ACC. The ACC Chair reported 1 request for street modifications, 4 fencing, 3 swing sets, 2 patio roofs and 1 patio steps. The ACC informed the homeowners that no matter how minor they may think the modification or change they should fill out an exterior modification request just in case or contact him so that there will be no problems when the homeowner needs the resale certificate from ACC. There are 3 ways to submit plans for modifications; telephone, email and the website. If

you have any questions about doors, windows, fencing insulation and boundaries they should be directed to Mack Copeland if the homeowner is not certain. This will alleviate any issues after the fact and will be in compliance with the Oaks restrictions and covenants.

**The final report was given by the President.** The President thanked everyone in attendance for coming out to the 16<sup>th</sup> Annual Meeting. The President invited all members to attend our 17<sup>th</sup> Annual Meeting which will take place the first Monday of April 2016 at a location to be determined. Several residents asked about the common areas and if they could clean up the woodlands themselves. The president stated absolutely, we can use all the help we can get.

The president introduced the newly elected secretary and treasurer for the 2015 year.

Ann Mease-Shiner was elected as secretary on the board for 2015. Ann resides with her husband Dick Shiner at 30 Truman Street and has lived in the Oaks for 2 years this May. Ann is an Area Director of Sales and Marketing for the hospitality industry working in this field for over 20 years. She is a graduate of Penn State University with a B.A. in communications and completed her M.A. in 2007 in American Studies. Ann and Dick are originally from the Lebanon/ Cornwall area and are very pleased to be back in the area after residing in Gettysburg for 12 years.

Deborah Blanchard was elected treasurer for The Oaks Homeowners Association for 2015. Deb and her husband, Matt, are both graduates of Susquehanna University. She holds a BA in communications with a business minor and has worked in association management for 21 years. She currently focuses on finance and governance as COO for a professional association of health care providers, and previously was director of communications. Matt and Deb reside at 59 Truman Street and have called The Oaks home for 16 years. They have two boys, Mason and Chase, who enjoy chasing balls and pucks with their friends from the neighborhood.

There were 40 of the 151 homes represented at the annual meeting.

Meeting adjourned at 8:30 p.m. with a motion from Pat Raskauskas.

Respectfully submitted,

Ann Mease-Shiner  
Secretary