

The Oaks Board Meeting Minutes
Monday, December 4, 2023 at 6:00 pm
340 Oak Lane, Palmyra, PA 17078

The President opened the meeting at 6:10 pm. She announced that we had a meeting quorum and welcomed the Board Members.

The Board Members in attendance were:

- President, Betsy Jamison, president@palmyraoaks.com
- Vice President, Kay Black, vp@palmyraoaks.com
- Treasurer, Bill Campoll, treasurer@palmyraoaks.com
- Secretary, Lauren McCullough secretary@palmyraoaks.com
- Architectural Control Committee Chairman (Interim), Michael Wheeler, acc@palmyraoaks.com

The President invited the Vice President to begin the meeting.

Vice President report:

On 11/2/2023 we received a letter from Randy Weaver who has been handling weed whacking of Lot 50, that he will no longer be bidding on any new contracts. The Board also discovered that Weaver could not provide the necessary liability insurance coverage.

The first week of November, we sent out requests to multiple vendors to walk Lot 50 and bid on a 2024 Maintenance contract. Greenskeeper declined to bid on 11/10/2023 and Brownies declined to bid on 11/15/2023.

We requested quotes for 28 weeks of mowing, trimming, blowing, weed control of Lot 50, including concrete culverts, and residential spray control for drainage rock areas.

K&K Landscaping offered a bid of \$14,840. We will receive a 5% discount (\$14,098) if we make a one-time payment vs. monthly. Residents will also receive a 10% discount for landscaping services in addition to other maintenance needs such as painting. A full list of services will be provided to residents. K&K uses a GPS property line software to perform their property maintenance. They also included the free removal of the tree stand that was discovered last year, as well maintaining the access points of Lot 50 (which includes removing fallen tree limbs and debris).

Brick Landscaping, formerly Cheney Property Management, offered a bid of \$12,446.00. They requested we install permanent PVC pipe along the property line to mark boundaries, at cost to the association, in order for them to accurately mow Lot 50.

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This action would not be cost effective, would be difficult to maintain around the posts, and would not be aesthetically pleasing to the landscape.

The Board discussed at length the importance of having an accurate cut and maintenance of Lot 50. Over the last 8 months it was discovered that some sections of Lot 50 were not being mowed during every service. We've also become aware that some property owners made special requests to the vendor to not mow certain areas near their property line and have been maintaining those areas themselves without the Board's knowledge or approval.

The Board feels the best course of action to ensure Lot 50 is properly maintained with the best accuracy is that we should move forward with the services of K&K Landscaping. They implement the use of GPS software that doesn't require property line marker installation and maintenance by the Association and are offering residents an additional 10% off all personal landscaping services as well as other maintenance needs such as painting. A detailed list will be provided to homeowners. They have included maintenance of our access points in this service and free removal of the tree stand. Also, the Board believes that with one firm providing all services, weed trimming and control should be more effective since the vendor will be on site to perform all necessary services, rather than separate vendors that are not communicating with each other and have to be scheduled individually.

Last month we also received quotes from two contractors regarding filling in two large sinkholes on Lot 50, located in the wooded area near Township's access point. Long's for \$8,900 and Ebersole for \$14,000. We decided that placing significant fencing would be a better alternative with our budget. In 2019/2020, snow fencing and signs were placed around this area, but all of the signs and fencing has fallen down and been taken over by brush. We received a quote of \$4600 for clearing out the old fencing, placing new snow fencing around the border, adding an additional layer of chicken wire type fencing further out and permanent signs that won't blow away. The Board is concerned about Forrest Glen residents who have been discovered walking and playing in the area and has approved the installation of the fencing and signs as a reasonable safety measure since the sinkholes are not located near Oak's residences, and shall serve as a deterrent to accessing the area.

Street light #9 needed to have its sensor changed. No purchase was necessary as we had the part in our inventory. The Treasurer issued payment for services rendered

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Treasurer report:

Annual Assessments will be sent out in December. There have been no changes to the amount for 2024 so you will receive a bill for \$205. Residents who pay by 1/31/24 will receive a \$10 discount. If you would like to beta test our online payment system, we will be sending out detailed instructions with the Assessment letters.

ACC Report:

All recent requests have been addressed and updated in the spreadsheet.

President report:

Resale certificates have been updated in the spreadsheet and binder.

Secretary report:

An email will be sent out to all residents requesting volunteers for the Board. We have two positions up for election in 2024, President and Architectural Committee Chairperson. These volunteer positions are an essential role that needs to be filled according to our By-Laws and helps to ensure The Oaks continues to run smoothly.

Our current officers are seeking re-election, but if there are any other residents who wish to be considered for the positions, please reach out to Lauren for more information at Secretary@PalmyraOaks.com. To learn more about the positions you can [check out this PDF from our website](#).

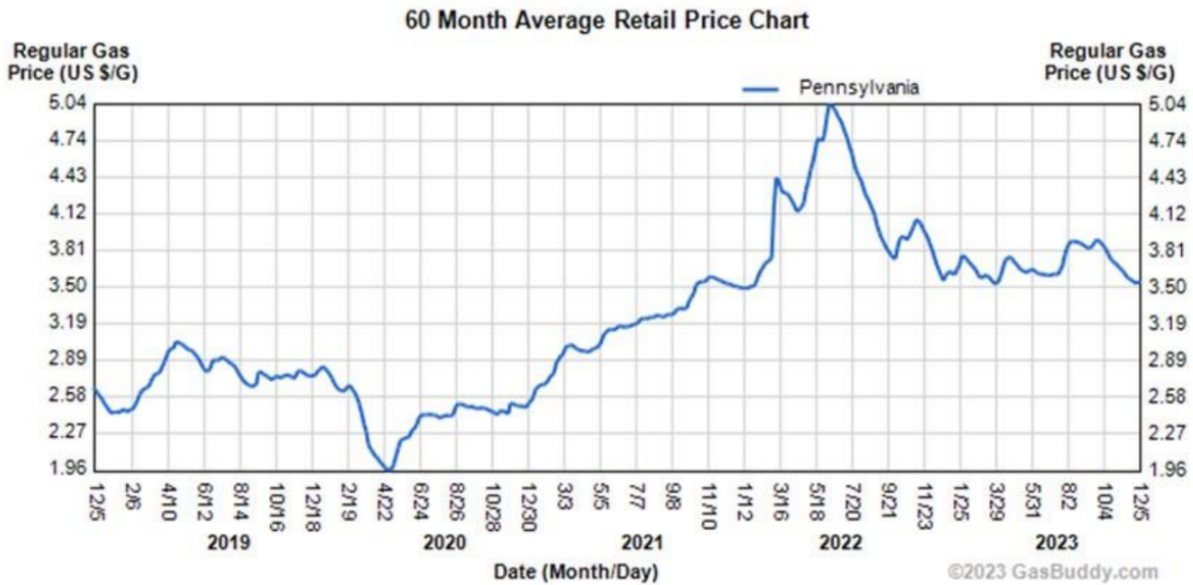
The meeting was adjourned at 9:30pm.

Submitted by
Lauren McCullough, Secretary

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5 Year History of Lot 50 Maintenance including Gas prices

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>5 Year Average</u>
Mowing - Brownies	\$9,577.10	\$9,147.80	\$11,034.60	\$11,310.20	\$8,988.70	\$10,011.68
Weed Wacking - Weaver	\$1,380.00	\$910.00	\$835.00	\$938.00	\$990.00	\$1,010.60
Trim Arborvitae - Weaver	\$0.00	\$0.00	\$1,020.00	\$436.00	\$175.00	\$326.20
Tree/Limb Removal	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
Weed Control - Greenskeeper/Other	<u>\$551.20</u>	<u>\$552.10</u>	<u>\$633.17</u>	<u>\$574.98</u>	<u>\$535.50</u>	<u>\$569.39</u>
	\$11,808.30	\$10,609.90	\$13,522.77	\$13,259.18	\$10,689.20	\$11,977.87
Apple Blossom basin - materials - Weaver	\$0.00	\$0.00	\$0.00	\$94.50	\$0.00	\$18.90
Sinkhole Repair	\$0.00	\$0.00	\$12,562.55	\$998.40	\$33.59	\$2,718.91
Repair & Seed Sinkhole Grass Area - Weaver	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$90.00
Sinkhole Fencing/Signs	\$0.00	\$0.00	\$0.00	\$121.81	\$244.38	\$73.24





The Oaks of North Londonderry Twp
 1200 East Main Street
 Ste. 2 PMB 105
 Palmyra, PA 17078

Hi The Oaks of North Londonderry Twp,

Thank you for sharing interest in KK Lawn & Landscape LLC. As requested, below is a quote with the discussed services. We cannot wait to start servicing you! We are a small family owned and operated landscaping business. We strive to provide the highest expectations of quality for our customers as if it was our own.

Attached is our estimate for you to review. Click on the link below to review. If you cannot resist our great prices go ahead and sign for agreement!

Name/Description	Rate	Quantity	Amount
Mow-Trim-Blow Mowing - Trimming - Blowing - weed control blow out rocks and trimming at concrete culverts Residential spray control built into cost for drainage rock areas there's 28 weeks of mowing included in this estimate but if it exceeds or falls under we will continue to mow the 2024 season at weekly billed mowing it will be provided at the 5% extra discount (\$503.50 per mow with discount)- if under we will discuss remaining for 2025 credit or refund will only be billed on actual mowings - we don't mow unless needed determined by our staff lead grounds manager from phone discussion on 12/5/2023 we are adding the 5% discount for a one time payment for contracted services in 2024 Attached discount of 10% for all residents of the OAKS will be applied for additional services beyond the mowing contract.	530.00	28	14840.00
Discount	742.00	1	-742.00
Subtotal			\$14,840.00
Discounts			(\$742.00)
Sales Tax			\$0.00
Total			\$14,098.00

Estimate Total \$[[Click here to view your proposal](#)]

Name

Thank you for your business!

2612A Brandt Road
 Annville, Pa 17003
 717-468-7573 kklawnscapers@gmail.com www.kklawn.com



Brick Landscaping
P.O Box 2005
Cleona, Pa 17042

PROPOSAL SUBMITTED TO:

NAME: Oaks HOA Board
ADDRESS: 1200 E. Main St. Suite 2 PMB 105
CITY/STATE: PHONE: Palmyra, Pa 17078

ACCEPTANCE OF WORK UPON COMPLETION.

SIGNATURE _____
DATE _____
CPM INITIALS _____

Project Outline: 2024

Weed control, blow out rocks and trimming at concrete culverts, residential spray control built into the cost of drainage rock areas. Average of 28 weeks of mowing in a year billed monthly (will only be billed on actual mowings). Mowing will not occur if determined by your lead grounds manager to not be needed.

Total cost for the year- 12,446.00 (28 visits - \$444.50 per cutting)

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of the price above.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Respectfully submitted _Doug Cheyney_ DATE

NOTE: This proposal may be withdrawn by us if not accepted within _25_ days.

ACCEPTANCE OF PROPOSAL :

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payments will be made as outlined above. Signature _____ Date: _____