

The Oaks Homeowners Association  
Board Meeting  
45 Hickory Street  
Palmyra, PA 17078  
February 12, 2019

Present: Jack McDonald, President; Ed Kenyon, Vice President, Deb Blanchard, Treasurer; Helen Bernhardt, Invited Guest

The meeting was called to order at 7:05 p.m. There was a quorum of Board members present.

The president opened the meeting welcoming all the board members to the February meeting.

**Vice President Report –**

- Several residents reported scattered malfunctions with street lights. The Vice President has investigated and has confirmed that there are no serious problems with the lights and that this winter's severe weather may have something to do with the flickering. The Vice President will monitor the situation and, if a failure occurs, will take action with our vendor. Residents are encouraged to continue report any future malfunctions.
- Also regarding street lights: all 32 lights have been replaced with the newest technology. It has been documented that we are now saving approximately \$100/month due to the upgrades.
- The board decided to continue a program of spraying our common area for broad-leafed weeds. This program has been successful in the past at controlling the most common of these weeds. The one-time cost of this program is \$490 and it will be done some time in May.
- We have encountered some erosion in the common area behind Truman Street. The Board decided not to take any action on this issue at the present time, however, we may revisit the issue if it worsens.
- We have received updated Liability Insurance for one of our two vendors who provide insurance. This protects the HOA in cases where vendors may become injured while performing tasks that we hire them to do.
- The Board agreed to pursue trimming of some small trees that bound some of the drainage areas of the Common Ground. These trees are there for aesthetic purposes. We will follow through on this if the expense is reasonable. We anticipate a cost of around \$225.
- First Energy has informed the Board that they will be doing some work on high-tension wires at some point in the calendar year 2019. This should not affect residents directly.

**Secretary Report –**

- The Secretary and the President will collaborate on the preparation and mailing of ballots for open offices in the HOA. The ballots will be mailed to all residents on or before March 1, with the results of the election being announced at our annual meeting on April 1, 2019. Residents may volunteer to run for office any time prior to the mailing of the ballots. This year, the offices of Vice President, Secretary, and Treasurer will be on the ballot. The offices of President and Architectural Officer are in the middle of 2 year terms and hence not on the ballot this year.
- The annual Oaks HOA Yard Sale will occur on Saturday May 18th, beginning at 7 AM. This event is "rain or shine".

### **Treasurer Report –**

- The Treasurer reported that the Audit Contract has been signed.
- All Financial documents and statements will be posted on our WEB site and will also be available at the annual meeting on April 1.

### **President Report –**

- The President reported that there have been 9 properties either sold or in the process of being sold since he took office in April, 2018. There are no outstanding fees related to any of these sales and no architectural exceptions associated with any of them.
- The issue of how to handle emails that originate on our web site was discussed. Currently, there are 3 officers that receive these emails. In the interest of not “dropping the ball” on any of these emails, the President proposed that:
  - The President will respond directly to the sender of the email ASSUMING he has the knowledge to do so and that the question was in his realm of responsibility. He will also “CC” the other 2 officers in his response.
  - If the issue is not in the President’s realm of responsibility, he will forward the email to the appropriate party and, again, copy the other Officers on his response.

### **Suggestion by Helen Bernhardt who attended the meeting as an invited guest**

- As we approach the annual meeting, Helen suggested that the Officers conduct something of a door-to-door canvassing of the Development with the purpose of getting more people to attend the annual meeting on April 1 and to also generate more interest/enthusiasm in the HOA regardless of the reason. Other Officers volunteered to participate and we will do so in the week(s) before the annual meeting.

The meeting was adjourned at 8:10 p.m.

Submitted by  
Ann Mease-Shiner, Secretary