

13th Annual Oaks Homeowners Annual Meeting
Monday, April 1, 2013 at 7:00 pm
Palmyra Municipal Building, 325 S. Railroad Street

The President opened the meeting at 7:02 pm. He announced that we had a meeting quorum, welcomed everyone and thank everyone for taking the time to attend this year's Annual Meeting.

The President then introduced the Board Members: **The President** - Don Bliss, armerlec@aol.com. **The Vice President** - Jim Graeff, jjgraeff92@comcast.net. **The Treasurer** - Pat Raskauskas, taverntreasure@aol.com. **The Secretary** - Eric Hoffman, huff20@yahoo.com. **The Architectural Control Committee Chairman** - Mack Copeland, copeland61@comcast.net.

The President then introduced the guest speaker, Chelsea Weibley, Director of Operations for the Palmyra Public Library and Director of Operations for the Phoenix Center. Chelsea informed the homeowners that the library is currently seeking a temporary home starting in October or November of this year. The library will be at its new home, located at the corner of S. Railroad Street and West Walnut Street in 3-5 years. Chelsea brought a lot of examples of reference material and services that the library provides such as best selling books (small and large print), audio books, blu ray and DVD's, research materials such as past yearbooks and a children's collection which includes: book and CD combo packs, chapter books (in print and audio), resources for parents and educators and puppets.

The library also offers a Smart Story Time for infants to 2 year olds on Tuesday mornings starting on May 7th. It consists of 4 sessions and pre-registration is not required. The next level up from that is a story time for older children. There are spring, summer and fall sessions and registration for this level is necessary. There are also activities for school age children. In the spring and fall the library offers story times, and arts and crafts for 1st - 3rd graders, registration is necessary for these events. In the summer there are programs and events for 6 year olds all the way up to adults. These activities include magicians, art and crafts and many more activities. The library is funded by various fundraisers throughout the year.

The Phoenix Youth Center has many activities for people of all ages. For 3-9 year olds there is a homework club that is held during the school year after school. This provides tutoring from volunteers and staff as well as access to computers and an after school snack. There are also activities such as pool, ping pong, air hockey, a big screen TV and a discounted snack stand. In the summertime the Phoenix Youth Center offers 6 weeks of free tutoring for adults on topics such as computers and e-book readers.

The meeting was turned over to the Vice President who reported on his responsibilities. He noted that there are 32 streetlights and approximately 14.5 acres of common ground within the homeowners association. In 2012 there were 4 streetlights that burned out and required maintenance, one of which required the globe to be replaced and so far in 2013 there have been 2. The Association has been getting charged \$8.23 by Met Ed for each light that has been serviced. The Vice President talked with Met Ed regarding this charge and the board decided to discontinue using Met Ed for maintenance and servicing of the streetlights. Terry Gingrich will handle the maintenance and servicing of our streetlights. This will save the Association approximately \$900-\$1,000 from Met Ed depending on the amount of lights requiring service for that given year. The Vice President has looked into switching over to LED lights but currently the costs of \$1,700 per light is out of our budget. The Vice President has 6 bulbs, 6 sensors, 2 globes and 2 fixtures in his basement for any future repairs.

The Vice President informed the homeowners that the Oaks common area goes right up against the Georgetown properties. The Township currently mows this land. The Vice President is going to look into getting fill to cover over the vegetation, right now the ground is still too wet to access the necessary areas. There are new grass mats in the area where the construction took place by the entrance sign and these mats are very fragile, when dry weather comes, fill will be placed in the areas that have eroded/sunk. Currently the Association has some sinkholes. There is a large sinkhole behind the old pump house that the Township tore down that required fill. Fill was placed 3' above level ground, this area has sunk and requires more fill.

As far as common area expenses, the common area gets mowed along with the retention ponds (separate bill), weed control is sprayed throughout the common area and the hill below Pin Oak Circle gets cut/maintained.

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. 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 4 outstanding maintenance assessments, a second late notice was sent out to them informing them that they now owe \$190.00. They will then be turned over to our lawyer to be resolved. We offered a \$10 discount this year for early payment, 128 homeowners took advantage of this opportunity, 15 homeowners paid at the face value of \$165, 4 homeowners paid the face value plus the \$25 late fee. Last year 7 resale certificates were requested and so far one has been requested in 2013.

We currently have \$22,081.43 in our operating budget (checking) and \$21,362.31 in our CD and \$18,694.45 in our money market account. This past year we moved \$2,000.00 of surplus from the checking account and added it to our money market account. The Treasurer dispensed reimbursement checks for the maintenance assessment to all officers who have served a full year, in compliance with the 1st Amendment to the By-Laws, dated May 25, 2005. Our annual yard sale will be held on Saturday, May 18th starting at 7 am, this year we sent out notices of for the yard sale to all homeowners in with the maintenance assessments, save the date flyers were placed on the sign in table and the date has been posted on our website. The Treasurer also indicated that our insurance with Erie has been reduced by approximately \$300.

Question: Did the reassessment Lebanon County completed last year have any effect on the taxes of the common ground.

Answer: Yes, it went to zero due in taxes.

Question: Is the board going to place a limit on the amount of money we have in reserve?

Answer: Not at this time. The money in reserve is there to be used as a "rainy day fund" if there would ever be major repairs necessary within the Association such as streetlights, sink holes, etc.. Major sinkhole repairs can go through that reserve very quickly.

Question: Would the Board reduce the Annual Maintenance Assessment because there's money in the reserves?

Answer: While the Board has discussed this, we have determined that we already give a discount if you pay early. We would not want to reduce the Maintenance Assessment because if we did have a large expense and deplete the reserves we would not want to be required to issue a Special Assessment to replenish the reserves.

From the floor it was noted that once the Maintenance Assessment is reduced, it would be difficult to raise it in the future.

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. 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, maybe a lost pet, a burglary or robbery, election news and the newsletter.

The Secretary thanked the 2 volunteers running against the VP and Secretary in this year's election he also mentioned that volunteers are going to be necessary to run for the upcoming elections. The positions that will be up for election in 2014 are, President, Treasurer and Architectural Control Chair. If anyone is interested in running for anyone of these positions please contact the Secretary as soon as possible. Interested people may attend any of the upcoming meetings to see how a board meeting is conducted. The President and ACC have both indicated that they are not interested in running in the 2014 election. The present Treasurer will run for reelection in 2014. This will require us to have 5 volunteers for the next election. A notice regarding the upcoming 2014 election has been posted on the website. If we do not secure volunteers to run for positions, we might have to look into the cost to hire a managing agent since we are having a lot of problems getting homeowners to volunteer to run for positions. It is important to have multiple homeowners to run for positions just in case a board member would have to step down during his or her term then we would then be able to go back to the last election to have a back up person to step in to finish out the remainder of the term.

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 ACC. The ACC Chair reported that there were 13 requests from last years annual meeting, 11 of them were approved, and 2 of them did not require approval. The ACC informed the homeowners that no matter how minor they may think the modification or change is to please fill out an exterior modification request just in case or to contact him so that there will be no problems when the homeowner goes to try to resale the property. There are 3 ways to submit plans for modifications, telephone, email and the website. The ACC Chair also informed the duplex/townhome owners that roofing shingles are required to be the same uniformed shingle color. The specifications are currently posted on the website. As homeowners it will be more cost effective to get with your next door neighbor and have the shingles replaced at the same time.

Question: What is the Association's view on solar panels?

Answer: The board legally cannot restrict solar panels from being placed on homes.

The final report was given by the President. The President informed the homeowners that contrary to the rumors, the Association's roads were not going to be paved in 2013. He met with the Township who indicated that they are constantly surveying the roads and picking the worst ones to get repaired. There is a possibility that Apple Blossom may get repaved in 2013 but that may change as well. The President indicated that 93 ballots were returned in advance of tonight's meeting and 2 were received this evening. The current Vice President and Secretary have been reelected. The mail carrier that delivers mail within the Association has asked the President to mention to homeowners to place their trash receptacles on the opposite side of the driveway from the mailbox. This will enable the mail carrier to pull up to the mailbox and place the mail in the mailbox without having to park and exit the vehicle.

The President thanked everyone in attendance for coming out to the 13th Annual Meeting. The President invited all members to attend our 14th Annual Meeting which will take place the first Monday of April 2014 at a location to be determined. Next year the President, Treasurer and Architectural Control Chair positions will be up for election and homeowners are encouraged to consider running for one of these offices.

Question: What can be done about weeds in neighboring yards coming over and invading our yard?

Answer: The President is going to follow up with the homeowner to try to resolve this issue.

Question: Can the board do something about a house that has moss growing on it and that has been vacant for some time and has not been receiving any kind of care?

Answer: The President is going to follow up with the homeowner again to try to resolve this issue.

Question: Is the board going to shop around for competitive prices on trash removal?

Answer: Our contact for Waste Management has been promoted and moved on to a different position. The President is going to look into who his replacement is and discuss with him the agreement we had in place prior to Mike Devaney moving on and other benefits that may be available to the Association such as putting out appliances and larger items for pick up with our regular trash pick up.

There were 24 of the 151 homes represented at the annual meeting.

Meeting adjourned at 8:35 p.m. with a motion from Pat Raskauskas.

Respectfully submitted,

Eric Hoffman
Secretary