

OAKS HOA BOARD MEMBER RESPONSIBILITIES

Approved by the Oak HOA Board Oct 31, 2008

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Powers, Duties & Responsibilities of Oaks HOA Officers

POWERS OF THE BOARD OF DIRECTORS (SECTION 8.01 OF THE BY LAWS)

- Call special meetings whenever necessary and any time upon written request by 1/4 of the voting members
- Appoint & remove at pleasure all officers, agents and employees of the Association
- Establish, levy and assess, and collect assessments or charges
- Adopt and publish rules and regulations governing the use of the common ground by members and their guests
- Board shall declare the office of any officer missing 3 consecutive regular meetings as vacant
- Board shall suspend voting rights of any member who is in default in payment of any assessment

DUTIES OF THE BOARD OF DIRECTORS (SECTION 8.02 OF THE BY LAWS)

- To cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the membership or at any special meeting when such is requested in writing by ¼ of the voting membership
- To supervise all officers, agents and employees of this Association and to see that their duties are properly performed
- Fix the amount of the annual maintenance assessment
- Prepare a roster of the Properties and assessments applicable thereto which shall be kept in the office of the Association and shall be open to inspection by any member
- Send written notice of each assessment to every owner each year
- To issue upon demand by any person a certificate setting forth whether any assessment has been paid (resale certificates)

PRESIDENT (OFFICER AND BOARD OF DIRECTORS)

- shall preside at all meetings of the Board of Directors, shall see that orders and resolutions are carried out and sign all notes, checks, leases, mortgages, deeds and all other written instruments
- may call special meetings either alone, by resolution of majority of the Board or upon a petition signed by at least 25 percent of the members.
- Upon request for Resale Certificate, validates with Treasurer and Arch Cont. Chair, issues Certificate within 10 days of seller's request and forwards \$50 fee collected to the Treasurer.
- Personally contacts delinquent homeowners who have not paid their assessment by May 1 each year

VICE PRESIDENT (OFFICER, BOARD OF DIRECTORS & CHAIRMAN OF MAINTENANCE COM.)

- shall perform all the duties of the president in their absence
- responsible for overall maintenance of common ground and 32 HOA owned street lights
- shall recruit and retain members of the Maintenance Committee
- may handle complaint about lack of maintenance by homeowners
- coordinates preparation, sending & tracking of RFP's with Secretary & provides recommendations to the Board

MAINTENANCE STANDING COMMITTEE CHAIRMAN

- consist of Chairman, member of the Board of Directors, and 2 or more members of the association
- shall advise Board on all matters pertaining to the maintenance, repair or improvement of the Residential Units and Lots, the Common Areas, and facilities of the Association
- perform any other functions as the Board determines
- will send out Requests For Proposals (RFPs) with assistance of Secretary and President and provide recommendations to the Board.

SECRETARY (OFFICER & CHAIRMAN OF NOMINATING COMMITTEE)

- shall record the votes and kept the minutes of all proceedings in a book to be kept for this purpose. Draft of meeting notes to be provided to the other Officers within 15 days after the meeting. They shall sign all certificates of membership and keep the records of the association. They shall record in a book kept for that purpose the names of all members of the association together with their addresses (plus tel numbers, email addresses and a HOA Contact List as per Board resolution). Creates mailing labels and maintains database.
- shall recruit members for the Nominating Committee
- shall send notice at least 14 days in advance of the Annual Meeting to all members, describing the vacancies and candidates for Officers of the Board. Manages voting process and distributes sealed ballots to volunteers for counting at the Annual Meeting.
- Responsible for coordinating updating of the HOA website with the webmaster
- Responsible for preparation and distribution of the Oaks Newsletter

NOMINATING STANDING COMMITTEE CHAIRMAN

- consists of Chairman and 2 or more members of the association
- members shall be appointed by the Board prior to each annual meeting and serve from the end of that meeting until the end of next annual meeting
- will actively seek out candidates for the committee
- Chairman provides Board with vacancies to be filled and names nominated by the Committee
- Persons other than those nominated by the Committee may be nominated if 10% of eligible voting members give written notice of the intent to nominate to the Secretary at least 7 days prior to the date of election. The notice shall be accompanied by a written consent to be nominated and signed.

TREASURER (OFFICER)

- shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the board or directly if disbursements made in the ordinary course of business conducted within the limits of an approved budget.
- checks are to be co-signed by Secretary and President. If President not available, checks to be co-signed by either Vice President, Secretary or Architectural Committee Chair, in that order.
- shall keep proper books of account and cause an annual audit of the association's books to be made by a certified public accountant at the completion of each calendar year.
- shall prepare an annual budget, on a calendar year basis, and an annual balance sheet statement (showing previous and budgeted year) which will be presented to the membership at the annual meeting
- with assistance of Secretary, prepares annual billing of assessment and 1st (Mar 2) and 2nd (Apr 2) Dunning notices

ARCHITECTURAL CONTROL COMMITTEE CHAIR (OFFICER)

- responsible for both formal written requests and informal requests for info on external modifications
- responsible for keeping records of all approved and denied Exterior Requests and semi-annual updates to the other Officers
- recruit and replace members of the Arch. Control Standing Committee.
- may also handle complaints about approved or non approved exterior improvements

ARCHITECTURAL CONTROL STANDING COMMITTEE

- consists of Chairman, member of the Board of Directors, and 2 or more members of the association
- reviews all building plans (section 5.02 of Declaration) and sends approval or denial, with reason within 30 days of receiving complete written submission (Declaration 5.11)
- reviews all above ground structures (section 5.07 of Declaration) and approval or denial with reason within 30 days of receiving complete written submission (Declaration 5.11)
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CRITICAL TIMELINE CHART

ACTIVITY	TIME FRAME	OWNER
Send notice of Annual Meeting (to be held first wk in April) and Maintenance Assessments to homeowners (discount if paid by Jan 31, full amount if paid by March 1, \$25 late fee after March 2)	By January 1	Treasurer & Secretary
Select nominations for officer candidates	By January 1	Secretary & Nominating Com.
Submit RFPs for contracted services and certificates of insurance for mowing, weeding, light repair, etc	By January 1	Vice President & Secretary
Present to CPA the financial records for the Annual Audit & completion of tax returns	By February 1	Treasurer
Present to Board the Annual Audit prepared by the CPA & Annual Report of Finances from the prior year (to be entered into minutes – Art XVI of By-Laws)	By March 1	Treasurer
Dunning notice sent to all delinquent accounts (1 st notice)	March 2	Treasurer & Secretary
Present their reports to the Members of the Association at the April Annual Meeting. Brief and hand over all necessary items and Officer Book to newly elected Board Member.	1 st Monday in April	Each Board Member –
Prepare Acorn Newsletter	By end of April	Secretary, input from Officers
Dunning notice sent to all delinquent accounts (2 nd notice)	By April 1	Treasurer & Secretary
Personal collection visit to delinquent accounts	By May 1	President
Receive confirmation in writing of reservation for Annual Meeting Hall (1st Monday of April at 7pm, unless if a Holiday, then day after ART XII, Sect 12.01)	By Oct 1	Vice President
Prepare final results for first 3 quarters, estimate of year end results and suggested budget for following year, determine need to adjust Assessment fee.	For October Board Meeting	Treasurer, with input from all Officers

Note: Weeding of front entrance sign island will be performed by the Officers on a rotating, volunteer basis, the first week of the month assigned. The tentative schedule is: Oct 08: VP, May 09 Pres; Jun 09: VP, Jul 09: Treas, Aug 09: Secty, Sep 09: Arch Cont Com Chair and Oct 09: Pres. Schedule will begin again in May 2010.

President's procedures for Resale Certificates

DOCUMENT STORAGE: Resale Certificate info is stored in the following places:

- Resale Certificate Book, maintained by the President: Includes; Summary of Certificates, listing (by Street Name) of all Resale Certificates issued, internal correspondence, invoices, pending requests, procedures and sample resale certificate plus PA Planned Community regulations.
- Resale Certificate Brief Case, maintained by the President: Includes the Oaks Corporate Seal Embosser and numerous blank copies of Resale Certificates, with all attachments.

PROCEDURE:

1. Homeowner decides to sell their property and lists it with a Realtor
2. An Officer of the Oaks will see the "for sale" sign and notifies the President of the address being sold
3. The President contacts; the Treasurer to verify that all assessments have been paid and the Architectural Control Chairman to conduct a site tour to verify that no unapproved improvements have been made.
4. Once input is received from both Officers, the President contacts the homeowner and advises them that, per PA Community Property Law, a Resale Certificate will be required in order to sell their property. This Resale Certificate, with all attachments, must be given to the potential buyer who then has 5 days to review and accept the information given. The homeowner, or their listing agent, can request (in writing – mail, email, fax) a Resale Certificate and the President will prepare the Certificate within 10 days of their written request.
5. The President then takes a blank copy of a Resale Certificate/invoice from the Brief Case and fills in blanks for; location, question 2 and 3, signs, dates and embosses the signature with the HOA Corporate Seal. Also, the Invoice form is completed showing; the seller name and the buyer name and date of settlement, if known.
6. The \$50 fee for the Resale Certificate must be paid (by the owner or his agent) at time of delivery. If possible, the Certificate should be picked up and paid for at the President's residence. The President will then mark the Invoice paid.
7. If the seller demands that the fee for the Resale Certificate be paid after settlement (via invoice to our PO Box), the Treasurer will have to follow up and notify the President if the check has not been received 15 days after settlement.
7. The President then updates the Resale Certificate Summary (tab 1 of the Resale Certificate Book) and files the Resale Certificate in the appropriate street location tab and files the completed invoice (showing check or cash payment) in tab 6
8. The President determines the closest Officer to the new homeowner, who will then perform a Welcome Visit.
9. The Officer, after performing the visit, notifies the Secretary with; correct spelling of name, tel number and email address.

President's procedures for Welcome visits by all Board Members

1. Review this guideline and clip board attachments (Handout: Welcome letter, Exterior Mod Request & Acorn Newsletter plus reference documents: Legal Documents & copy of Annual Meeting notes.)
2. Visit to be conducted on the weekend by Board Member located on same street or closest to new member, within 1 month of settlement. President will notify Board Member when Resale Cert. issued.

3. Suggested script:

“Hello, Mr. & Mrs. Johnson, my name is (your name) and I am on the Oaks Homeowners Association Board. On behalf of the Board, I would like to welcome you to the Oaks! Have you been part of a Homeowners Association before? If yes – then you are familiar with Association rules and restrictions and why an Association is formed. If not, it is important that you understand why we have an Association. There are 3 major reasons; FIRST, the Oaks HOA consists of; 56.7 acres containing 151 homes (85 singles, 50 duplexes and 16 townhouses). The Oaks Board, not the Township, has responsibility to maintain 14.399 acres of common ground, including repair of any sinkholes that occur. SECOND, the Oaks Board has responsibility to maintain 32 street lights, which we own. We do have a maintenance contract with the electric company to replace lamps and photocells but must have an electrician repair any non covered items such as replacement of ballasts, globes or electrical wiring. Please report street light outages to the Vice President. THIRD, the By Laws, Covenants and Restrictions help ensure the Oaks will remain safe and attractive while maintaining high property values.”

“I would like to now present you with a copy of a Welcome Letter, a sample Request for Improvement application plus a copy of the latest issue of the Acorn Newsletter”

(REVIEW THE 5 PAGE HANDOUT, INDICATING WHO THEY SHOULD CONTACT WITH QUESTIONS ON RESALE CERTIFICATES, COMMON GROUND, LIGHTS, COMPLAINTS, IMPROVEMENT REQUESTS AND THE ANNUAL MAINTENANCE ASSESSMENT. ALSO BRIEFLY REVIEW HOW A REQUEST FOR EXTERIOR IMPROVEMENT (APPROVAL OR POST APPROVAL) IS COMPLETED AND HOW THE PROCESS WORKS (COMPLETE FORM, MAIL OR EMAIL TO RAY, ARCH COM REVIEW, NOTIFICATION OF APPROVAL OR DISAPPROVAL) INDICATE THAT ARCHITECTURAL CONTROL COMMITTEE CHAIRMAN CAN BE CONTACTED WITH ANY QUESTIONS ON APPROVALS.)

“I would like to take this opportunity to stress how important it is for you to attend the Annual Meeting each April and to volunteer to serve on either the Architectural Control, Maintenance or Nominating Committees or on the Board. Without volunteers, the Oaks Homeowners Association would have to hire a Managing Agent, which would greatly increase our Annual Maintenance Assessment!

(REVIEW THE ATTACHED PUBLIC PROPERTY ROSTER (USED AT ANNUAL MEETINGS) AND THE PRIVATE PROPERTY ROSTER (USED BY THE BOARD ONLY)

“As you can see, the Private Property Roster has additional information such as telephone numbers and email addresses for use by the Oaks Board only. We would appreciate if you could provide us with your telephone number and email address – thanks!” (MAKE NOTE OF BOTH ITEMS AND SEND EMAIL TO BOARD MEMBERS WITH CORRECT NAME SPELLING, TEL & EMAIL ADDRESS)

“Thanks for your time, please check our website www.palmyraoaks.com for more info on the Oaks. Hope to see you at our Annual Meeting in April and our Annual Yard Sale in May – goodbye!”

Procedures for Vice President Position

Revised 9/18/18

Maintain operation of all streetlights and Oaks Entrance spotlights

1. Email Vice President. Email address is available on Oaks website, PalmyraOaks.com.
2. Communicate problem with streetlight and exactly where pole is located. Be specific, give nearest house number and street address.
3. Vice President will have service truck come and check problem.
4. Electrician will test voltage to see if coming through line from transformer.
5. Electrician will replace light bulb or photocell if needed, per our service contract with them.
6. If any other problem, electrician will contact Vice President to explain. See contact list for name and telephone number.
7. Electrician will then repair what usually is the problem (ballast usually the problem if light is still not working). Vice President stores extra bulbs, photocells, ballasts and light globes. See Vice President Officer Book for more information on how to order replacements.

Establish mowing, trimming, weeding and feeding of common ground

Common grounds and retention areas must be maintained periodically to keep our development looking attractive and to meet local Zoning Ordinance requirements. Maintenance of the retention area is important to ensure proper rainwater flow. All area drains must be kept open to prevent blockage.

Each year the Vice President, with assistance from the Secretary, will send Requests for Proposal (RFP) to a minimum of 2, preferably 3, vendors for quotes to maintain the Common Ground RFP will state when cutting will begin, usually every 2 weeks, if needed. Contract should allow us to suspend cutting of common ground in the event of dry weather. Monthly on the retention area is normally sufficient.

Constant fertilizing of common ground is not recommended. We should use more weed killer than fertilizer; we do not want it to grow quickly so we have to cut more often, thus spending more funds. The retaining area is not fertilized. Goal is to spend a minimum amount of money to maintain the common ground, while preventing soil erosion and sinkholes. There is a recurring sinkhole on the common ground behind 41 Hickory Street, which was caused by dumping of construction materials and trees by the developer before filling the common ground with dirt and seeding. It is normally sufficient to bring truckloads of dirt and filling in any sinkhole that develops. This should be done as economically and efficiently as possible.

Procedures for Treasurer's position

- With the assistance of the Secretary, the Treasurer issues written notice to homeowners as to the amount of Annual Maintenance Assessment due for the calendar year based on the projected operational expenditures and in accordance with the HOA Board Timeline.
- Upon receipt of payment from the homeowners either by check, money order or cash, the Treasurer deposits the funds into the checking account for operating expenses. Funds from Resale Certificates are also deposited into the checking account.
- The Treasurer writes checks to satisfy invoices from vendors and suppliers with both their signature and the signature of the President &/or Vice-President on a timely basis. The Treasurer is also responsible for the mailing of the invoice and holds the key to the P. O. Box to secure any incoming mail.
- The Treasurer keeps basic organized financial records by recording deposits, invoices and reconciles these with the bank statements on a spread sheet for the HOA which is presented to Officers at regularly scheduled Board Meetings and to the members of the HOA at the Annual Meeting.
- The Treasurer has the financial records available for any member of the HOA to review and inspect upon request.
- The Treasurer, with the assistance of the Secretary issue written dunning notices on past due accounts.
- The Treasurer will present to the Certified Public Account (CPA) the prior calendar years financial records once the year-end postings are completed. The CPA will then complete a financial review, issue a report to be presented to the Board of Directors and to the members of the HOA at the Annual Meeting and via US Mail. The CPA will also complete the tax return to be filed with Federal, State & Local government if appropriate.
- In the last quarter of the year, the Treasurer along with the Board of Directors will finalize a budget for the following calendar year and determine the Annual Maintenance Assessment needed to cover expenses and operating costs.
The budget for the following year is determined on expenses over the past year (often two years) along with any anticipated expenses &/or planned projects. Example: Med-Ed billed \$400/mo x 12 months for electricity over the past year. So the projected budgeted amount for the following year is \$4,800 plus \$200 for any rate increase.
- Based on approval from the Board of Directors, the Treasurer will transfer any surplus operating funds from the checking account into investment funds (i.e. Money Market Account &/or Certificates of Deposit).
- When called upon, the Treasurer will submit news articles to the Secretary for *The Acorn Newsletter*.
- The Treasurer will maintain an updated binder issued by the Board of Directors containing correspondence, etc. that is separate from financial records.

Treasurer's Financial Records are organized as follows in binders per CY:

1. Bank Statements
 - A. Certificates of Deposit
 - B. Money Market Account
 - C. Checking Account
2. Copies of Deposited Annual Maintenance Assessments checks from homeowners
3. Copies of Resale Certificate Deposits
4. Invoices that have been paid with the date, check # and initial of the Treasurer
5. The Insurance Declaration Page
6. A copy of the roster of the members of the HOA, addresses and acknowledgement of Annual Maintenance Assessment made per dollar amount (i.e. discounted amount; face amount &/or face amount with late fee).

Procedures for Secretary Position

Acorn Newsletter Preparation

Materials required:

Microsoft Word software with newsletter template

Content from HOA Board

Process:

1. The HOA Board President shall assign newsletter topics to applicable Board members, providing a due date for said content.
2. Content shall be approved by the Board President before being sent to the HOA Secretary.
3. The Secretary shall produce the Acorn Newsletter using Microsoft Word newsletter template.
4. The newsletter shall follow a standard where the Volume represents the year and the issue number represents the issue for that year, i.e. vol 3 (we are in the third year of issuing a newsletter) issue 1 (the first newsletter issued that year).
5. Upon approval of the newsletter by the HOA Board, the Secretary shall solicit bids for duplication.
6. The Secretary shall generate a label run of current HOA members and provide stamps, labels and the newsletters to the President for mailing.
7. It is recommended that a newsletter be sent to the HOA members at least once a year (shortly after the Annual Meeting, reintroducing the Board Members and providing new HOA information). More often if events warrant.

HOA Member Roster & Contact Database

Materials required:

Access database and Word Processing software

Mailing labels

Process:

1. The Secretary is responsible for maintaining a current list of HOA members and HOA contacts.
2. There will be 2 Member Rosters; one "Public" (used for sign-in purposes at the Annual Meeting showing only street address and name) the other "Private" (used by the Board only, including all info in item 3).
3. There will be 1 Contact List.
4. The lists shall include:
 - a. Name of principal members of household or business
 - b. Address
 - c. Phone number
 - d. Email address if known
5. For the Member Rosters, the President shall provide the Secretary with changes to the database as requests for resale certificates are received or other such information indicating a change in household. The Architectural Control Committee Chair will provide email addresses for any homeowner who requests modification approval by email.
6. For the Contact List, each Board Member is responsible to provide updated information (committee members, vendors, etc) to the Secretary for the Contact List.
7. The Secretary shall be responsible for generating a current list of mailing labels as required by the HOA Board.
8. The Secretary shall be responsible for maintaining a current backup copy of the homeowner and contact databases.

9. Updates of both the Contact List and Private Member Roster should be provided (email or hard copy) to other Board Members by the Secretary for the year-end Board Meeting, more often if a significant number of changes occur.
10. Secretary will prepare a copy of the Public Member Roster for the Annual Meeting as a sign-in roster.

Meeting Minutes Preparation

Materials required:

Word processing software

Process:

1. Secretary shall take notes at HOA board meetings as well as HOA annual meeting.
2. Meeting minutes shall include date and location of meeting, attendees and non-attendees, motions made and motions carried.
3. Meeting minutes shall be provided to the HOA board for review within 15 days after said meeting.
4. Meeting minutes of previous meeting shall be approved at next HOA board meeting and then provided to webmaster (see HOA Contact List) for posting on HOA web site.
5. Minutes of the HOA Annual meeting shall be mailed to HOA members along with a copy of the Treasurer's financial report within 15 days after the Annual meeting.

Nominating Committee Procedures

Members:

HOA Secretary – Chair of Committee

A minimum of two HOA members in good standing

Materials required:

None

Process:

1. The Nominating Committee shall meet prior to December of each year to identify requirements for filling the next year's officer positions.
2. The Nominating Committee shall prepare a notice of officers due for re-election and solicitation of members willing to fill said offices.
3. Such notice will be mailed with the HOA Annual membership renewal with request for members interested to be received by January 31.
4. When a HOA member has volunteered to run for election to an available office, the Nominating Committee shall verify that said member is a member in good standing (paid dues and no violations). The Secretary will then request a Bio from each candidate to be returned within 10 days.
5. Upon receipt of all Bios, the Nominating Committee shall prepare a ballot to be mailed to each homeowner with a stamped addressed return envelope marked with a notation "Attention Oaks HOA Secretary" to facilitate voting. The ballot shall include the qualifications of said member for the office they are seeking and shall be prepared by said member.
6. Completed ballots, signed and dated by the homeowner, shall be mailed to the Oaks PO Box address.
7. Ballots will be collected by any Board member with access to the PO Box and given to the HOA secretary.
8. Ballots will remain sealed until the Annual Meeting.
9. The Nominating Committee shall ensure there are sufficient volunteers at the Annual Meeting to open and count said ballots.
10. The ballots shall be opened and counted by volunteers at the beginning of the Annual Meeting. Ballots that are not signed and/or dated will not be counted. The Secretary will validate the results of the count.

11. Members may bring their ballots to the Annual Meeting and may change their votes prior to their envelopes being opened and counted at the Annual Meeting. The ballot with the most current date will be the only one counted. If two ballots are received from the same address with the same date, neither will be counted. At the end of the meeting, the Secretary shall announce the results of the voting.
12. Ballots shall be kept with the Annual Meeting minutes for 2 years, after which time they will be destroyed.

Website Update Procedure

Materials required:

Microsoft Frontpage

Access to Website

FTP software

Content from HOA Board

Process:

1. The HOA Board shall determine any changes to the website.
2. Approved minutes of HOA Board meetings and new issue of Acorn Newsletter shall be posted within
3. days of approval.
4. Changes to the web site can be submitted either by marking up hard copy or providing digital content to the Webmaster (see Contact List).
5. Changes shall be posted within 14 days of receipt unless otherwise agreed upon.
6. After items are posted and approved by the HOA Board, the webmaster shall submit a bill for services to be paid by the HOA.

ARCHITECTURAL CONTROL COMMITTEE (ACC) DUTIES/PROCEDURES

Full committee

1. An Exterior Modification Request form is received by the chairman and HOA president from a homeowner for approval of a proposed modification to exterior of property. Although not encouraged, information using a different format but equivalent to that required by the form may be used.
2. Submitted form is reviewed for details relevant to the requested change and if the change will be impacted by sewer and/or drainage easements as shown on the subdivision map. Consideration is also given to the zoning requirements per Ch. 103 (N. Londonderry Twp); however, this information is only to assist the homeowner; enforcement is the responsibility of the Zoning administrator appointed by the township.
3. Incomplete and/or ambiguous requests will be referred back to originator for additional information. Upon receipt of **all** required information, date of receipt will be noted on document and the approval process is initiated.
4. Distribute request to members of ACC. The process may be accomplished via e-mail and/or regular mail but in any case should include all relevant facts necessary for committee members to approve or deny the request. HOA president is cc'ed.
5. Upon receipt of feedback from the committee members, chairman issues a letter of approval or denial. The letter contains date of receipt of approval request (as per items 2 & 3), the actual request that was made by the homeowner and disposition by the committee.

Committee Chairman

1. Fields verbal/written requests pertaining to requirements to gain approval for an exterior change. Homeowner is informed of availability of Exterior Modification Request form available on Oaks website and is encouraged to use this form. May also assist in resolving complaints/nuisance letters pertaining to community welfare and compliance to Restriction and Covenants.
2. Maintains a record of all requests that have received and handled by the committee. Four loose-leaf note books arranged by street (alphabetically) and house number (ascending) are used.
3. Updates the HOA master file of approvals.
4. Keeps subdivision maps 1 A&B, 2 A&B, 3 A&B, 4 A&B, 5 A&B, 6 A&B and 7 A&B.
Note: Map 6B is a map of N. Londonderry Twp; maps 7 A&B show lots 1-38, which are not part of the Oaks.
5. When requested, provides resale certificate assistance to HOA president.

Reports

1. Activity reported (verbally and/or written) to Board of Directors during routine business meetings held through out the year.
2. Annual written report showing activity for the previous year is provided to HOA president at designated annual meeting in April.

Transition Procedures for replacing Board Members

When a Board Member is removed or leaves the board due to;

- being absent from 3 consecutive regular Board Meetings (BL Sect. 8.01f)
- majority vote of Association Members (BL Sect. 6.03)
- their submitting a written resignation (personal or health issues)
- sudden serious illness or death
- expiration of their 2 year term of office

The remaining Directors will fill any vacancy in the Board of Directors (BL Sect. 6.02) which is not being replaced by a new Board Member, who was elected at the Annual Meeting.

After the Annual Meeting, the Board Member whose term is ending will turn over all records and items to their replacement. If requested, the outgoing Board Member will also meet later with the new Board Member to brief them on current topics for their position.

The outgoing President will turn over their Oaks Officer Book, the Resale Certificate Book, the Resale Certificate Brief Case, the Oaks HOA Corporate Seal, their most current copy of the Contact List and all other pertinent files to the incoming President.

The outgoing Vice President will turn over their Oaks Officer Book and all spare streetlight globes, bulbs, photocells, ballasts and their most current copy of the Contact List. If requested by the new Officer, the outgoing Vice President may participate in the first subsequent meeting of the Maintenance Committee.

The outgoing Treasurer will turn over their Oaks Officer Book, all Bank related items (checks, statements, deposit slips), current expenses, budgets, tax, audit information and all documents and software related to the job plus their most current copy of the Contact List. If requested by the new Officer, the Treasurer may participate in the first subsequent meeting with the Bank representatives (where the new Depository Authorization and Agreement Certificate may be given to the Bank), the Tax Preparers office and the Auditors office.

The outgoing Secretary will turn over their Oaks Officer Book, current updated printed files and software for; the HOA Contact List, a mailing label list with software, a printed copy of both the public and private Property Rosters and all Secretary related documents and items. If requested by the new Officer, the outgoing Secretary may participate in the first subsequent meeting of the Nominating Committee.

The outgoing Architectural Committee Chair will turn over the Oaks Officer Book, current updated list of all approved, and denied Requests for Exterior Modification approval (Word document), four loose-leaf note books containing hardcopies arranged by street (alphabetically) and house number (ascending), maps showing the 151 Oaks properties and all easements and property lines and the 14.399 acres of common ground. He will also turn over the HOA 200 ft measuring tape plus any other items or records pertaining to the approval process or the Architectural Committee. If requested by the new Officer, the outgoing Arch. Control Chair may participate in the first subsequent meeting of the Architectural Control Committee.