

**Annual Meeting Minutes**  
**4-12-04**  
Palmyra Municipal Building  
7:00PM

President Robin Stanley called the Annual Meeting to order. She followed with information that Treasurer Bridgette Burkholder and her family moved to Maine on 12-18-03. With that position being open, Marcia Perrotti has filled in the remainder of the term. As Secretary Bev Baker is unable to complete her term, Marcia will now fill in as Secretary for the remaining year. Ted Shipway is elected as the new Treasurer for 2004-2006 and George Raudensky will now be the Architectural Control Committee Chair replacing Mark Krotulski.

Vice-President Ron Burke reported that there have been no recent problems with the streetlights since December. He also reported that Chenney would do spring & summer cuttings of the common ground 2 times per month or on an as needed basis in order to reduce our costs. They will cut the retention areas on an as needed basis too.

One of the members of the HOA complained about the stumps left when the trees were cut and the depression in the common ground behind Hickory Street. Ron noted that the HOA will consider placing fencing around the area to prevent foot traffic from entering. Both Robin and Ron reiterated that trees & rocks being put into an area and being covered with dirt caused the depression in the common ground area. They assured the members at the meeting that there is no debris from building material that was dumped there.

Another member at the meeting indicated that she had some concerns about the access areas to the common ground. She had posted no trespassing signs along the utility easement after the letter of 8-1-03 that was issued but finds that she has to take these down when cutting her grass. Robin again announced that our only access to the common ground is thru Apple Blossom Street and would again add this to the next newsletter.

ACC Chair Mark Krotulski indicated that over the past year there were 22 requests made for approval of the committee. In review of those requests, 4 were not required based on landscaping issues; 16 were approved and 2 requests were denied. Overall it only took 11.4 days for the ACC to provide the homeowner with a response. The approval binder and lot plans were available at the meeting for review.

Elizabeth Bauer indicated she was interested in joining the committee and both Mark and Ginny Edleman indicated they would continue to serve on the ACC with George Raudensky.

Discussion then progressed to the paints and shingles that are used on the duplexes and townhouses. George will get this info and it will be published in the next newsletter.

Robin reminded new homeowners the Articles of Incorporation; By-Laws and Covenants are provided with the resale certificates. This information is also available at [www.theoaks-palmyra.com](http://www.theoaks-palmyra.com). She also mentioned that the HOA is in need of a new web administrator and was looking for a volunteer. The website hasn't been updated since February 2004 and the person taking on this task would need to have 'Front Page' software on their computer.

One of the members in the audience again brought up the "dog poop" issue and also complained that cats are using his flowerbed as a liter box. Another complaint was that cigarette butts are in yards and Robin indicated she would address this in the newsletter.

The financial statement was reviewed which showed an ending cash balance of \$161.77 with money in reserves as of 12-15-03 amounting to \$1,664.89. The income as of 4-12-04 is reported as \$22,350.00 and payment thus far have amounted to \$3,080.43 leaving present cash balance of \$19,431.34 but with additional expenses for the remaining 2004 calendar year. This is why the Board is trying to cut back on maintenance of the common ground but do enough mowing to avoid penalties and perform the requirements of the HOA covenant. The mowing contract to re-bid will be done this fall by publishing an RFP in the local newspapers.

Of concern is that the Board recently found out that the Township Inspector has never signed off all 3 of the retention ponds. Robin indicated she would be meeting with legal counsel to see if the developer can be held accountable.

An independent count of the voting results indicated that 61 signed ballots were submitted with 55 of them agree that "at each Annual Meeting, starting in 2005, a vote would be taken to waive the annual dues for each of the board members who completed the previous year of service. Each Board member would receive either a "yes" or "no" confirmation". Six (6) members of the HOA voted against this idea.

Concerning the landscaping issue, 36 members indicated that they were interested in the Board investigating a volume-discounted price for yard maintenance on their behalf and 24 members were not. With 1/10 of the members agreeing with both these issues, they are approved based on the By-Laws Section 12:04.

One of the members of the HOA reported that London Croft, the development that will be adjacent to the Oaks will break ground this summer thru Hickory & Truman Streets but the Township representatives indicated to this individual they will encourage the developer, Keystone Custom Homes to use Plaza Drive as their main access.

The meeting ended at 8:15PM.

Pat Raskauskas  
For Marcia Perrotti

The Oaks Homeowners Association					
Income Statement					
As of December 15, 2003					
				2003	
	Cash	2003 Original Budget	2003 Actual Expenses	Actual vs Plan (Over) Under	% of Total Expenses
<b>Income:</b>					
Cash - Beginning 1/1/03	871.68				
Deposit - 1/8/03	3960.00				
Deposit - 1/22/03	2160.00				
Deposit - 1/22/03	3840.00				
Deposit - 3/3/03	3445.00				
Deposit - 4/1/03	3448.88				
Deposit - 5/20/03	1300.00				
Deposit - 7/29/03	325.00				
Deposit - 10/6/03	50.00				
Deposit - 10/22/03	25.00				
Transfer funds to Savings Reserve	(3000.00)				
Deposit - 11/4/03 from Savings Reserve	1500.00				
Deposit - 12/15/03	75.00				
<b>Total Cash Received</b>	<b>\$ 18,000.56</b>				
<b>Expenses:</b>					
Electric		4800.00	4455.80	344.20	25%
Insurance		818.00	818.00	0.00	5%
Administrative		1250.00	700.38	549.62	4%
Ground Maintenance		5000.00	8123.06	(3123.06)	46%
Legal Counsel		1000.00	105.00	895.00	1%
Real Estate Taxes		1100.00	1131.77	(31.77)	6%
Repairs		2000.00	2504.78	(504.78)	14%
<b>Total Expenses</b>		<b>\$ 15,968.00</b>	<b>\$ 17,838.79</b>	<b>\$ (1,870.79)</b>	
Cash Ending 12/15/03	\$ 161.77				
Savings Reserve Fund	\$ 3,003.12				
11/04/03 Withdrawal from Savings to Checking	(1500.00)				
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 1,664.89</b>				

The Oaks Homeowners Association					
Income Statement					
Projected Budget for 2004					
		2004 Original	2004 Actual	2004	
	Cash	Budget	4/12/2004	Actual vs Plan	% of Total
				(Over) Under	Expenses
<b>Income:</b>					
Cash - Beginning 1/1/04	161.77		\$ 161.77		
Cash Beginning Reserve Balance 1/1/04	1503.12				
2004 Homeowner Dues		22650.00	\$ -		
Less estimated discount @ \$5 per 151 homeowners		(755.00)			
		21895.00			
<b>Total Cash</b>	<b>\$23,559.89</b>		<b>\$ 22,350.00</b>		
Transfer Funds to Savings Reserve	(2600.00)				
<b>Total Cash Available</b>	<b>\$ 20,959.89</b>		<b>\$ 22,350.00</b>		
<b>Expenses:</b>					
Electric		4828.00	1484.66	3343.34	25%
Insurance		818.00	818.00	0.00	4%
Administrative		1000.00	203.87	796.13	5%
Ground Maintenance - Mowing		6500.00	397.50	6102.50	34%
Ground Maintenance - Other		500.00		500.00	3%
Legal Counsel		500.00		500.00	3%
Real Estate Taxes		1150.00	176.40	973.60	6%
Street Light Repairs		4000.00		4000.00	21%
<b>Total Expenses</b>		<b>\$ 19,296.00</b>	<b>\$ 3,080.43</b>	<b>\$ 16,215.57</b>	
<b>ESTIMATED CASH BALANCE YEAR END 2004</b>	<b>\$ 1,663.89</b>		<b>\$ 19,431.34</b>		