

MEETING OF OAKS HOMEOWNERS' ASSOCIATION

June 2, 2001 at 9:30AM

Meeting Minutes

Attendees: R.Druby, M. Giordano, P. Raskauskas, D. Hassenbein

1. **Approval of prior minutes**—board unanimously approved minutes of last meeting held on May 16, 2001.
2. **Annual Meeting** - The Oaks Homeowners' Association Annual Meeting was called to order at about 10:10AM. President, Don Hassenbein introduced himself and current members of the Board including Treasurer, Michael Giordano; Vice-President, Pat Raskauskas and Secretary, Richard Druby.

Don presented to the 55 attendees a summary of the statistics including the number of homes that have been completed and occupied over the past year in the development. Over this past year, the Board has considered 32 requests in accordance with the by-laws. He briefly reviewed the by-laws and the Amendments that were made over the expansion of the development in addition to the Zoning Ordinance and how these two directives both separate and together are requirements to make changes on ones property within the Oaks.

Lengthy discussions took place on the subject of requests that had previously only been verbally approved by either the developer &/or the main builder in the development. It has been determined that *the by-laws require a written approval* and Don suggested that all homeowners should then submit to the Board a "post approval" of changes they have made to their home &/or landscape in order to document this was done within the rules of the by-laws and this will stand as a matter of record when it would come to the resale of their home or a complaint by another homeowner. Approval for landscaping done directly adjacent to the foundation of the home is not required. If landscaping was done away from the home, then the owner should indicate in their brief request/statement whether this was with the concurrence of their neighbors.

Don pointed out to those in attendance that we have a very large area of over 14 acres of "common ground" that consists of both maintained grass areas and wooded acres. This common ground, owned by the Oaks Homeowners Association, is bordered by 24 duplexes, 12 townhouses and 4 single family homes. At the present time we do have a contract with Cheney Landscaping for the maintenance of this property; however, some homeowners have taken it upon themselves to cut common ground areas. It was also discussed that some homeowners have constructed walls/fences which extend over their property into the common ground and they must move them to their own property lines. Other homeowners have planted trees/shrubs/flowers on common ground. It was emphasized that they would be responsible for removal when access to the common ground is required. Cost of removal by the Association of any personal property on common ground when access is required will be the financial responsibility of the homeowner.

The Oaks Homeowners Association

Income Statement

	<u>2002 budget</u>	<u>2001</u>	<u>2000</u>	<u>1999</u>
Cash - Beginning	\$ 19,827.66	\$ 13,068.60	\$ 7,731.66	\$ 4,454.04
Homeowner Dues	15,100.00	13,600.00	11,982.68	8,666.42
Homeowner Dues - 2001 move ins	-	858.59	-	-
IRS Refunds	-	1,800.47	-	-
Total Income	15,100.00	16,259.06	11,982.68	8,666.42
Expenses:				
Electric	(4,500.00)	(1,658.00)	(3,665.17)	(3,898.27)
Insurance	(800.00)	(807.00)	(182.00)	(182.00)
Supplies	(500.00)	(338.58)	(259.10)	(85.02)
Repairs	(2,000.00)	(200.00)	-	-
Income Taxes	-	-	(1,119.77)	(528.08)
Grounds Maint	(3,500.00)	(304.00)	(1,419.70)	(695.43)
June-December 2001 projected expenses	-	(6,192.42)	-	-
Common area fence	(5,000.00)	-	-	-
New Oaks entrance sign	(3,000.00)	-	-	-
Total Expenses	(19,300.00)	(9,500.00)	(6,645.74)	(5,388.80)
Cash @ Ending	\$ 15,627.66	\$ 19,827.66	\$ 13,068.60	\$ 7,731.66

All trees, shrubs, bushes, etc planted away from the house will require board review and approval. It is recommended that all duplex and townhouse owners review their plans for contiguous planting since they share the same building structure. This should prevent complaints after planting is completed. Please verify whether your property has an easement for water drainage (either above or below the ground) and note that a homeowner cannot have any above ground structures within the easement if an above ground water run off ("swale") is present. Also, if an easement is used for underground water run off (buried pipes), any planting on the easement is subject to removal, at homeowner expense, if required for maintenance or repair. To avoid having to remove above ground structures later, homeowners may want to avoid easements (normally twenty or twenty five feet across two property lines). If unsure whether you have an easement, contact the president who has landscaping drawings for all of the development. Also note that any planting in your front yard will require ground marking by the utilities commission prior to digging, in order to avoid any safety hazards. After receiving your approval letter, you can reach the utilities hotline at 800-242-1776. Normally, they will mark your property within 2 working days. Concerning Television Antennas, we are providing a copy of a recent FCC ruling which supersedes our By-Laws. It provides specific guidelines for Associations and we recommend you review it and call with any questions.

WHAT IS THE PROCEDURE FOR FILING A COMPLAINT? Under ByLaw section 6.15 Nuisance, a homeowner should advise the board of their complaint in writing, stating the exact nature of their complaint. It is highly recommended that homeowners discuss the problem with each other for possible resolution, before filing a complaint. In the case of reporting street light problems, please note the identification number at the base of the lamp and contact the president with; the id number, location of the lamp and a description of the problem (burnt out, flickering, etc). We will then contact either GPU or our electrician for repair of the light.

HOW DO I MAKE SUGGESTIONS TO THE BOARD? You should submit any recommendations, in writing, to the president.

WHEN WILL OUR DEVELOPMENT BE COMPLETED? The developer and builder have both indicated to the board that all work should be completed by September of this year. Your board will continue to push this issue since both of these principals have other developments that they are also working on.

RESULTS OF THE ELECTION

- Ron Chapman thanked for making the effort to run for office
- Ron Burke was elected Vice President
- Pat Raskauskas was elected Secretary

Patricia A. Raskauskas

Patricia A. Raskauskas, Secretary

PRESIDENT COMMENTS, ANNUAL MEETING, JUNE 2, 2001

THE YEAR IN PERSPECTIVE

- Board elected and took over in June 2000
- Grew from 119 to 148 households. 3 new Townhouses remain to be sold.
- We will have 151 total (87 single homes, 48 duplexes and 16 townhouses)
- We have processed 35 homeowner requests for approval or post approval
- We had one homeowner complaint which resulted in a fence being removed due to no written approval
- We have completed installation of all 32 street lights, which are covered by service contracts with GPU and our electrician. We had 6 outages during the year.
- Successfully reduced our taxes (Treasurer will cover)
- Determined exact location of our 14 acres of common ground. We have 40 households that border – 24 duplexes, 12 townhouse units and 4 singles.
- Built excellent team of Board Members (will miss Rich Druby who contributed greatly)

WHY ARE THE BY-LAWS AND APPROVALS IMPORTANT TO HOMEOWNERS

Dennis Hess took over the in-trouble development called "the Oaks of Forest Glen" and completed phase 1 & 2 (38 homes west of Apple Blossum). He then presented plans to develop phase 3 and 4 (151 homes east of Apple Blossum) would be called the Oaks of North Londonderry Township and which would include 14 acres of common property and 32 street lights to be installed by the Developer. He was advised by North Londonderry Township that the formation of a homeowners association was required in order to gain approval for phase 3 & 4. He subsequently created the By-Laws that apply to Phase 3 and 4 of the Oaks. Each of us had to sign documents prior to closing, which involve a declaration of restrictions and covenants on our deeds that indicate that we will abide by the ByLaws. Specifically, the Second Amendment dated August 14, 1997; the First Amendment dated April 17, 1996 and the Declaration of Restrictions and Covenants dated December 6, 1995 (Lebanon County Recorder of Deeds office – Record Book 180, pages 943-955). A fresh copy of these documents was recently sent to all current households. Please advise the President if you did not receive a copy.

HOW DOES THE ZONING ORDINANCE AFFECT HOMEOWNERS? Each homeowner must also comply with the Zoning Ordinance (copy can be ordered at 838-1375 for a small fee). Questions on the Ordinance can be answered by the Lebanon County Planning Commission at 274-2801, extension 2325. Any permits required are the responsibility of the homeowner. Especially important are the building setback requirements which are 30 ft both front sides of a corner property and 10 ft from both back sides. Also, 30 ft front, 10 ft sides and 25 ft rear for middle property. Also important is the requirements that every homeowner's personal goods, plants, fences, etc must be located within their own property limits.

WHEN DO I HAVE TO SUBMIT A REQUEST FOR WRITTEN APPROVAL OR POST APPROVAL? As stated in section 5.07 of the 2nd Amendment to the Bylaws, request for all above ground structures ("including but not limited to patios, porches, tennis courts, basketball courts and related structures, tool storage and garden sheds, swing sets, fences, walls, garages, greenhouses or any other out buildings, attached or unattached, or any above-ground improvement structure"), etc must be distances from the property lines, prior to any work being done. After review, written approval (as required by section 5.10 of the original By-Laws) will be sent to the homeowner with the board decision. It is recommended that you keep this letter for further reference since verbal approval is not binding. The board had decided last year that the By-Laws do not require approval for landscaping (shrubs, flowers, mulch, stone) which are contiguous (immediately adjacent) to the house foundation.

Approximately 500 feet of the flat areas of the common ground drop-off into a rocky area. The proposal and budget for a fence was brought up by the Board and discussed at the Annual Meeting. While there is some opposition to a fence, the majority of the homeowners were aware of the safety and liability issues to indicate the Board should continue to take action on this and also consider posting a warning sign.

It was discussed that the by-laws require an Architectural Committee. The Board has served in this capacity since being elected. Interest was voiced by several homeowners at the meeting and a sign up after the meeting was available. Anyone interested should submit to the Board their qualifications to be considered for this committee. An interview with each finalist will be held with the Board. The Board will be looking for impartiality and a thorough understanding of the by-laws.

Treasurer, Mike Giordano also reviewed the hand-out of the Financial Statement and responded to questions. Mike indicated the Board feels that a \$15,000.00 reserve fund should be held for emergency usage.

Don then announced the new Board members: Ron Burke will sit for 2 yrs. as Vice-President and Pat Raskauskas will be the Secretary for the next 2 yrs. The position of President and Treasurer will be up for election next year.

The 2001 Homeowners Annual Meeting concluded at approximately noon.

Next Annual Meeting - June 2002

3. **Trash Collection Project** - At the time of the Annual Meeting, homeowners were given the opportunity to cast their vote for Waste Management (they have come in with the least expensive quarterly billing and they will provide weekly recycle) or stay with the service provider they already utilize. This project was done at the suggestion of a homeowner who noted that because of the numerous collectors in the area, the Oaks are being serviced on an almost daily basis by 4 different companies.

Addendum Note: Final Results - Waste Management was contacted by President Don Hassenbein and we have 82 existing customers with their service. As a result of this "project", 51 homeowners have decided to switch to Waste Management. The cost will be \$35.25 /quarter effective 7-1-01 and Waste Management has committed to this cost through June 30, 2003. Best of all, trash pickup and recycle collection will take place on only 1 day - Friday.

4. **Enclosures:**

Presidents' Comments

Opinion Poll/Application for Architectural Committee

Financial Statement (to those homeowners unable to attend the Annual Meeting)

FCC Ruling on Antennas & Dishes (to those homeowners unable to attend the Annual Meeting)