

The Oaks Board Meeting Minutes  
Tuesday, January 20, 2026 at 6:00 pm

The President opened the meeting at 6:01pm and stated that we had a quorum. As a reminder to all residents, access to Lot 50 is prohibited for your safety.

Board Members in attendance:

- President, Betsy Jamison, [president@palmyraoaks.com](mailto:president@palmyraoaks.com)
- Vice President, Kay Black, [vp@palmyraoaks.com](mailto:vp@palmyraoaks.com)
- Secretary, Lauren McCullough, [secretary@palmyraoaks.com](mailto:secretary@palmyraoaks.com)
- Architectural Control Committee Chairman, Michael Wheeler, [acc@palmyraoaks.com](mailto:acc@palmyraoaks.com)
- Treasurer, Bill Campoll, [treasurer@palmyraoaks.com](mailto:treasurer@palmyraoaks.com)

### **Treasurers Report:**

We have received 87 assessment payments. The discount period ends January 31st. In 2025, we ended the year \$5700 above our budget due to our street light repairs and Lot 50 mowing categories being less than anticipated along with receiving interest from our money market account. We will have more savings in 2026 for our maintenance fees due to switching vendors.

Over the past year we've been planning for work on the culverts throughout Lot 50. Our 2026 budget will allow us to proceed on phase 1 of repairs on the storm water management system later this year.

As we prepare for the upcoming repair projects we will re-evaluate our budget and assessments throughout the year and determine what next steps will need to be taken in late 2026 and 2027.

Our financial firm will be preparing our financial statements and taxes. We will present the financial statements and finalized budget at the annual meeting in April.

### **Vice President Report:**

We received 5 bids for the landscaping of Lot 50. We rewarded Horsepower Lawn & Home with our 2026 mowing contract. We've had multiple downed trees on Lot 50 during the wind storms in November and December. A vendor removed them in January.

We will be meeting with a geologist from ALW and continue to follow their guidance and suggestions regarding the active sink holes on Lot 50.

We are planning to replace the snow fencing around some of the sink holes in late spring and will be contacting Starnar to schedule the first phase of repairs on our storm water management system.

### **ACC Report:**

Please remember if you are going to do **anything** to the outside of your home, submit a request via the website. It's always better to have it on file and not need to take further action versus not submitting and it becoming an issue when you try to request a resale

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certificate. If it wasn't approved, it may need to be removed before a resale certificate can be issued which can hinder the selling of your home.

On the 2026 ballots there will be a sign amendment on the ballot. As of right now, all residents are NOT ALLOWED to have any signs on their property. This includes school spirit, fundraising, no dogs allowed, and election signs. We understand that you are proud of your student athletes, but our Restrictions and Covenants state that signs are not allowed. If we receive a complaint about the signs, we will be asking you to remove them and if they are not, it will be considered a nuisance and handled accordingly.

If you would like to display signs in your front yard for your student athletes, you will need to vote YES on the amendment. We will require 101 yes votes in order to achieve a  $\frac{2}{3}$  majority to pass.

There will also be an amendment regarding solar panels. **Pennsylvania state law requires that we approve all requests for solar panels** unless otherwise outlined in our by-laws. The HOA is looking to add language to the restrictions and covenant that restricts installation to roof tops only, in order to avoid installation in yards and on the walls of the home. We think green energy options are great and we've received requests from homeowners to get them installed. However, until we add language to our restrictions and covenants we have no control over WHERE they are installed on the property.

If you would like to prevent solar panels from being installed in yards or on the facades of homes, you will need to vote YES on the amendment to restrict installation to the roof. We will require 101 yes votes in order to achieve a  $\frac{2}{3}$  majority to pass.

The Board approved a procedure on how to establish the Architectural Committee moving forward which will consist of the elected chairperson, along with additional volunteers who will assist the ACC. The Board approved a procedure on how molded plastic tool sheds and solar panel installation requests will be handled. Please see the attached procedures for more information.

### **Secretary Report:**

We have received 4 online payments for the 2026 assessments. We are at our capacity for website registrations at our current payment level. Since not many residents are using the website to pay for their assessments, we are going to remove anyone who chose not to use it in 2026 in order to avoid upgrading to a higher registration level. Anyone who would like to pay their assessment online will be able to re-register and do that. If we have a higher demand for online payments we will upgrade to a level that allows more registrations.

Ballots will be sent out at the end of the month. On the ballot there will be two board positions up for election (President and ACC) and our current members are seeking re-election. We have not received any volunteer requests from residents. There will be two amendments proposed. We must receive 101 YAY votes for them to pass. It's important to get ALL 151 ballots returned so they can count towards the vote.

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The annual meeting will be April 6th, at 7pm. We will count the ballots then and present information about the HOA's plans for 2026.

**President Report:**

We have issued 7 resale certificates in 2025, and 1 home is currently on the market.

Our next board meeting will be Monday, April 6, 2026 at 7:00pm.

Meeting adjourned at 7:30pm.

## Establishment of Procedure Molded Plastic Tool Sheds

This procedure will be, upon its approval, to address the use of molded plastic tool sheds as curbside refuse receptacle storage devices and their placement on or about a property within the Palmyra Oaks Homeowners Association (HOA). This procedure will pertain to storage devices constructed of materials including, but not limited to, wood, vinyl, plastic, molded resin, or high-density polyethylene (from hereafter referred to as *tool shed* or *shed*.) These sheds, upon the approval of this procedure, will henceforth fall under the same guidelines as all other sheds and above ground structures as established by the Covenant and Restrictions and Bylaws of the Palmyra Oaks HOA.

All existing tool sheds shall be allowed to remain in place and their use to continue, with certain conditions. Should the tool shed fall into repeated disrepair it will be categorized as a nuisance and requested to be removed. No existing tool shed shall convey in its current location upon the sale of the property. To wit, in order to obtain a Resale Certificate, any property with a tool shed, not previously approved by the Architectural Committee Chairperson (ACC,) will need to have said tool shed be removed, moved, or otherwise approved.

As an alternative residents may submit for approval the construction of wood or vinyl privacy style fenced enclosures to facilitate the task of concealing trash collection receptacles. These structures shall not exceed 4ft in height, 4ft in depth, or 6ft in length, to accommodate two 96 gallon curbside rolling collection containers. These structures will have no more than three sides and must remain in a functional status during their use. All above ground structures to include those mentioned in this procedure must be submitted for approval via the Request Approval for Home Changes.

## Establishment of Procedure Solar Panel Installation

The purpose of this procedure will be to establish guidelines for the installation of solar panels on homes within the Palmyra Oaks Homeowners Association (HOA.) At this time there are no previously adapted guidance in the Covenant and Restrictions or Bylaws of the HOA. Upon its approval, this procedure will be established as the standing guidance for the installation of solar panels until such time a bylaw can be passed in accordance with Covenant and Restrictions of the HOA.

Any homeowner has the ability to install solar panels on or about their property. It is suggested that the homeowner utilize a professional installation team and ensure all permits and inspections via Lebanon county and North Londonderry Township are adhered to. Homeowners must, via the HOA website, Request Approval or Home Changes via the standing Exterior Modification process in partnership with the Architectural Committee Chairperson (ACC.) Only solar panels installed on the roof of the existing residence will be approved. All solar panels will be required to be installed completely on the roof and may not extend beyond the highest point of the structure. No solar panels will be approved to be installed on temporary structures, gazebos, pergolas, or any detached mounting device such as a stand alone rack or mounting system. No solar panels will be allowed to be installed on the side wall of the home. All panels must be installed on the roof. The homeowner may use the entirety of the roof to include the street facing portions of the roof system.

Once the homeowner has made the decision to install solar panels a request of Exterior Modification via the Request Approval for Home Changes on the HOA website will need to be submitted prior to the beginning of the project.

Establishment of Procedure  
Architectural Committee  
Oaks Homeowners Association

The purpose of this committee will, upon implementation of this procedure, be as follows and therefore void any previous documented or implied operation of any previously established Architectural Committee and its duties and operations within the Palmyra Oaks Homeowners Association.

The Architectural Committee (hereafter referred to as *the committee*) will be established to have three positions under the current Architectural Chairperson (hereafter referred to as the *Chairperson*), who will remain the only elected board serving member of the committee. Volunteers chosen to serve on the committee will do so at the leisure of the Chairperson and not be an elected position. Additionally this committee will be entirely voluntary and not eligible for compensation, a reduction of HOA annual assessments, or special assessments implemented by the board.

The committee will be comprised of three homeowners whom will volunteer their time to serve as needed for the specific assistance of the Chairperson and the duties of the Architectural Chairperson position as established by the HOA regulations and set forth by the Covenants and Restrictions and Bylaws of the HOA.

The establishment of this Committee will be to assist the Chairperson as follows. The Chairperson will continue to be solely responsible for the responsibilities as established in the Covenants and Restrictions, bylaws, and procedures of the HOA. This includes but is not limited to the continued maintenance of the exterior modification requests records list, the electronic data base of all approved modifications, investigate exterior modification complaints, and all other duties assigned by the HOA board.

The duties of the Committee will be as follows:

- Learn and retain the knowledge rules and regulations as it pertains to exterior modifications established in the Covenants and Restrictions, Bylaws and procedures of the HOA, Lebanon County, and North Londonderry Township as it pertains to the exterior of homes. The duty will assist committee members in serving as a proxy for the board to other members of the neighborhood and more broadly assist members of the association in understanding exterior modifications and the process for their approval. Additionally, it will assist Committee members when called into service by the Chairperson
- Observe and report any exterior modifications of concern that has not attained prior approval via the appropriate channels of the HOA. Committee members will not be authorized to take action concerning observed questionable modifications. This observe and report obligation will assist the Chairperson in ensuring exterior modifications are properly documented. It will continue to be the responsibility of the Chairperson to maintain the record and documents of the modifications made to properties within the HOA and to investigate any potential violation.
- In the event the Chairperson is unavailable to conduct a physical visit to a property in order to take physical measurements or physically inspect a proposed project it will be the duty of a member of the committee to be charged, at request, to conduct the visit. This duty does not apply to Resale Certificate Inspections.
- Recommend/Approve or reject the request of sitting board members. Once the committee is filled and when remains at capacity, it will be the duty of the committee to unanimously approve the exterior modification requests made by elected board members. The Chairperson will facilitate the dissemination of the request to the committee and act as proxy to the committee on behalf of the board member for the approval of the requested project.
- Conduct appeal decisions. If a resident appeals a denied request by the Chairperson the committee will oversee the appeal of this decision. If the committee unanimously overturns the decision of the Chairperson then it will be presented to the board for final approval. If the committee agrees with the decision of the Chairperson the appeal will be considered void.