

The Oaks Board Meeting Minutes  
Monday, April 7, 2025 at 7:00 pm  
Rothermel-Finkenbinder Funeral Home  
25 W Pine Street, Palmyra, PA 17078

The President opened the meeting at 7:01pm. She welcomed everyone and thanked them for taking the time to attend the meeting. There were 8 households in attendance in person and 9 viewers on Facebook Live.

The President then introduced the Board Members:

- President, Betsy Jamison, [president@palmyraoaks.com](mailto:president@palmyraoaks.com)
- Vice President, Kay Black, [vp@palmyraoaks.com](mailto:vp@palmyraoaks.com)
- Treasurer, Bill Campoll, [treasurer@palmyraoaks.com](mailto:treasurer@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)

The President requested that all questions be held to the end of each of the officer's reports.

**President Report:** North Londonderry Township has all of their Dog Ordinances on their website. We've had ongoing complaints regarding dog poop being left on the street and people allowing their dogs to go up and into homeowner's yards and pathways. Ordinance 70-6 states: *No person shall allow any dog owned by him or under his control to defile, defile, corrupt or otherwise desecrate any sidewalk, walkway, street, public park or any other property of another within North Londonderry Township.* As this is a township issue and not an HOA issue, the North Londonderry Police Department can be contacted.

NLPD Non-Emergency Line: 717-838-5276  
Lebanon Dispatch (For after hours): 717-272-2054

These numbers can also be used for noise issues or other concerns that can not be addressed by the HOA.

We issued five resale certificates in 2024. If you need to obtain a resale certificate the homeowner(s) need to have a pending sale on the home, they (not their Real Estate Agent) must contact the HOA Board via the website and our Architectural chairperson will schedule a time with the homeowner(s) to complete the exterior inspection to ensure any updates have been approved and logged. Once approved, a \$50 check for the resale certificate is needed, made payable to "The Oaks of North Londonderry Township HOA".

That may be mailed to:  
The Oaks HOA  
1200 E. Main St., Ste.2 PMB 105  
Palmyra, PA 17078

Once received, the President will issue the resale certificate, as long as the current year HOA assessment fee has been paid. If a sale is pending at the end of the year, but settlement occurs in the beginning of the next year, that year's Assessment fees must be paid.

The Oaks Board Meeting Minutes  
Monday, April 7, 2025 at 7:00 pm  
Rothermel-Finkenbinder Funeral Home  
25 W Pine Street, Palmyra, PA 17078

**Vice President Report:** The responsibilities of the Vice President include overseeing the ongoing maintenance of Lot 50 covering all stormwater management, including three water basins and twelve culverts. Maintenance of 32 street lights (which the HOA owns), along with the upkeep of our community sign and its lighting. Regarding the upkeep of Lot 50. In January, we partnered with ALW Group, LLC (a geotechnical consulting company) to perform a site evaluation on Lot 50 for an area of concern (AOC) located at the stormwater management (SWM) basin #2. It was determined that among other factors that previous work on the (AOC) had not been adequately performed to date. We then contracted with ALW to provide field oversight for the repair/replacement of the SWM piping for the AOC. We then had to wait for the proper ground and weather conditions to proceed, which would be in the summer.

In May, we took care of three trees that had fallen during the winter which now were impeding having the grass cut. These were cut up and thrown back into the woods.

In July, Starner Excavating performed the work on the SWM basin #2 and thankfully came in under budget. The report can be found on our HOA page under meeting minutes.

In October, in an effort to become proactive rather than reactive and to be financially prepared, we again contracted with ALW to provide us with a comprehensive study on the current conditions associated with our stormwater management (SWM) conveyance throughout the development. There are a number of repairs that will need to be performed over the next two years, and we have evaluated the priority of those repairs to begin to budget for them in 2025 and beyond. The report can be found on our HOA page under meeting minutes.

In January, we took down a large dead tree on Lot 50 that was leaning toward a homeowner's fence and home.

In February, Starner Excavating surveyed the areas of concern that have been identified by ALW. Meaning the top three items that should be addressed first. The pricing for the quotes will be shared during the Treasurer's report.

We renewed our contract with K&K Landscape for the 2025 mowing season. The culverts and drainage areas on Lot 50 have been well maintained since they took over. The typical growing season is 28 weeks and with last summer's drought we finished without having to add any additional cuts. Forecasts have the upcoming summer as a wet one so we have budgeted for four extra cuts. In 2024 and again this year we have taken advantage of a discount of \$750.00 for payment in full. The contractual price for this year remained the same as the 2024 season. Homeowners are reminded that K&K does offer our Oaks homeowners a 10% discount for any services they contract with the company. The 2025 season should begin next week and our regular service day will be on Tuesdays.

The Oaks Board Meeting Minutes  
Monday, April 7, 2025 at 7:00 pm  
Rothermel-Finkenbinder Funeral Home  
25 W Pine Street, Palmyra, PA 17078

Maintenance of 32 street lights is ongoing. As our community ages so do our lights. We have had to take a look at what our needs are now and will become in the future. Globes take a minimum of six weeks to order. We have purchased three more as we build our inventory. Currently, we have a total of six globes in stock. Six lights have required service since last April. Transformer fuses, circuit breakers and re-wiring. We had a random inspection of three different street lights that had been converted to LED in different years.

Giving us a broad overview of the degradation of wiring, brittle globes and other components. The findings show that we will be having to rewire most if not all lights within the next two to three years. In addition, some of the bases of the lights have begun rotting. Suffice it to say our street lights need significant servicing. Our proposed budget for 2025 will reflect monies allocated for strategic replacement of wiring and all upcoming light expenses. Thank you to those who have contacted us with the location of lights that need service. We strive to have them fixed as soon as we become aware of the need.

**Treasurer Report:** All our 2024 financial documents are available on the website which include the budget, the 10 year analysis and annual financial statement. You can also see our 2025 budget as well. Parks & Company filed our taxes and billed \$1,000 compared to \$1,200 for last year. The combined expense for the statements and the tax return was \$1,350 vs. \$1,550 in 2024. Additionally, the cost has gone down since switching to our new accounting firm, as we were previously charged \$2,200 in 2023 and prior years with the last accounting firm.

We have collected all of our 2025 annual assessment payments. 135 at the discounted \$245 rate, 2 at the \$255 face value rate and 14 at the \$280 overdue rate.

Our culvert repair came in under budget, and we ended the year lower than average due to the need to complete that repair. In 2025, we've budgeted to start repairs on the street lights and for additional mowing sessions with K&K in case we have a wetter season. We know that in 2026 we will need to complete 2 culvert repairs and are budgeting for that as well.

**Future Budget plans**

Since our Special Assessment didn't pass in 2024, the Board intends to increase the HOA assessment rate by 25% in 2025, 2026 and 2027. Our resale certificate states that we need to have \$25,000 in reserve available. As a Board, we also strongly agree that we need to maintain an additional full year of operating expenses (\$35,000) in order to account for any unforeseen expenditures since we are unable to borrow money to cover any repairs. We expect to reach this target in 2027. In Q3 of 2027, we will reassess the development's needs and determine the rate for 2028.

The Oaks Board Meeting Minutes  
Monday, April 7, 2025 at 7:00 pm  
Rothermel-Finkenbinder Funeral Home  
25 W Pine Street, Palmyra, PA 17078

**ACC Report:**

Since our last annual meeting we've received 58 submissions to the ACC:

- 4 general information inquiries
- 3 closed - no action
- 1 denied
- 1 open
- 47 approvals
- 1 violation
- 1 appeal

Approval on a project is required BEFORE the project is started. Exterior modifications that need to be approved include *but are not limited to:*

- Above Ground Structures
- Roof Replacements
- Window Replacement
- Door Replacement
- External Paint Color Changes
- Tree removals
- Home Additions
- Major Landscaping (including Trees)
- Major Hardscaping
- Playsets/Swingsets
- Fences
- Raised Garden Beds
- Sheds (also require a Lebanon County Permit)
- Patio Renovations
- Fire Pit installations
- Pools

If you have completed one of these projects without getting approval, please reach out via the website, and request a post-application approval. As long as the project is within the requirements of our Restrictions and Covenants we should probably be able to issue an approval. We continue to discover missing data and documents for multiple homes in the neighborhood. Typically the only way this is being discovered is when either a new approval is requested or a Resale Certificate is requested. Another reason why getting projects approved is important so the missing data can be corrected now rather than when a resale is needed.

**Secretary Report:**

**WEBSITE:** You can contact all Board members via the website ([www.palmyraoaks.com](http://www.palmyraoaks.com)). You can also view past meeting minutes, newsletters, financial documents, bylaws, restrictions and covenants and important dates.

The Oaks Board Meeting Minutes  
Monday, April 7, 2025 at 7:00 pm  
Rothermel-Finkenbinder Funeral Home  
25 W Pine Street, Palmyra, PA 17078

**IMPORTANT DATES:**

The Annual Meeting is always the first Monday in April and Garage sale is always the first Saturday after Mother's day. **ANNUAL GARAGE SALE: May 17, 2025** (Rain or Shine) at 7am

**NEWSLETTER:** We sent out a digital version of the newsletter in 2024 and will do so again in 2025.

**CONTACT INFO:** Please make sure to send me any changes to your contact information. We communicate with residents often via email, so if you are not seeing those, please reach out to the Secretary.

**FACEBOOK:** We have a private Facebook group. If you would like to join you can follow the link from our website. We only allow current residents to join and you must provide your address in order to be approved.

**ONLINE ASSESSMENT PAYMENTS:** We received 4 online payments in 2025. We will make this available again in 2026. You will need to create an account on the website. You can do so by clicking the link in the top right corner of the website. You will have one account per household, but you can add multiple people to the account so they have access to it.

**ELECTIONS:** If you are interested in running for a position on the Board please reach out to me via email ([secretary@palmyraoaks.com](mailto:secretary@palmyraoaks.com)) When elected you will serve a 2 year term and receive compensation equal to 1 year's annual assessment after you've served 1 year of service. In 2026 we will be electing the President and ACC.

**OPEN MEETINGS:** According to our By-laws we are required to hold one annual public meeting for residents. For many years, the Board has been holding closed meetings with just Board members due to space constraints. We've received feedback from residents that they would be interested in participating in Board meetings throughout the year. In 2025, the Board would like to make a virtual option available where for the first 15 minutes of each meeting residents can attend the meeting online and submit questions via FB live and then the Board will hold a closed meeting afterwards. Meeting minutes will be provided as per usual.

**ELECTION RESULTS:**

We received 103 ballots out of a potential 151.

*Kay Black received 96 votes for Vice President.*

*Bill Campoll received 97 votes for Treasurer.*

*Lauren McCullough received 96 votes for Secretary.*

All officers will serve a 2 year term.

In order to pass an amendment to change our Restrictions and Covenants, requires a  $\frac{2}{3}$  majority of homeowners. (101 Yes votes are required to pass)

The Oaks Board Meeting Minutes  
Monday, April 7, 2025 at 7:00 pm  
Rothermel-Finkenbinder Funeral Home  
25 W Pine Street, Palmyra, PA 17078

Sign Amendment to allow yard signs received 84 Yes and 17 No.

This amendment did not pass. Signs are not allowed to be displayed in yards (Section 6.16-Amendment II). This includes dog poop, school spirit and election signs. If a complaint is made about a sign in your yard, this will be considered a nuisance and you will receive a letter requesting you remove the sign. If this request is not followed, you will be required to pay a fine for every day this request is not met as per our Restrictions and Covenants (Section 6.16c-Amendment III).

Solar Panel Amendment to limit installation to a homeowners roof received 90 Yes and 12

No. This amendment did not pass. Solar Panels are allowed to be installed as per Pennsylvania State Law, and our current Restrictions and Covenants have no restrictions on where they are able to be added to the property.