



# Seven Oaks Homeowner's Association



May 7, 2012

## Greetings to all Seven Oaks Homeowner's:

### Recent Updates:

- The Annual Meeting of Seven Oaks Homeowners Association was held on Tuesday, April 17<sup>th</sup> at Kissinger's Lutheran Church. A copy of the meeting minutes are attached for your review.
- An organizational meeting for the new Board of Directors was held on May 2, 2012. The following slate of officers was approved for 2012:
  - Peter Bubel, President
  - Jonathan Myatt, Vice-President
  - Denise Greer, Secretary
  - Mark Bukata, Treasurer
  - Wes Pace, Director
- Status of capital improvement items:
  - The 800 building roof will be replaced in June.
  - New Castle has been contracted to do mulching as needed, plant trees in staked out areas, replace broken vent caps, remove dead shrubs and branches, and add flower bed along right side of Unit 901.
  - Dumpster repairs are contracted to Jeff Homan.
- Investors per the bylaws, please remember to submit the following information on all rental units:
  - i. Full copy of executed lease
  - ii. Executed 'Exhibit A' Lease addendum for each tenant (binds tenants to Seven Oaks HOA rules and regulations)
  - iii. Tenant information sheet (name, e-mail, phone number, vehicle info for all tenants). All vehicles need to be registered.
- The next HOA Board meeting will be held at **Kissinger Lutheran Church at 6:30 P.M.** All unit owners are welcome.
  - **Thursday, June 28, 2012 \*please note time change to 6:30 P.M.**
  - **There is no HOA meeting in May due to the Memorial Day holiday.**

- Preferred contractors:
  - Blue Marsh Plumbing (610) 693-8600
  - Byron Minich (HVAC) (484) 338-6580
  - Let us know of any other contractors that you have had a good experience with and we will add them to the list.
  
- The financial audit for the fiscal year ending 12/31/2011 will get started on May 15<sup>th</sup> by Fegley & Associates, CPA. Anthony Cinelli, CPA has been performing an audit of Seven Oaks HOA for the past few years. We will share the audit report with all unit owners after completion.
  
- Seven Oaks insurance policy expires June 29, 2012. Bids are being solicited from 3 different insurance brokers/carriers. Preliminary indications suggest an increase in premiums due to loss history. Current insurance premium costs are \$17,736 annually.
  
- We are trying something new this month. E-mailing the Newsletter to Unit Owners. If you received a paper copy of this letter, *we need your e-mail address*. Please e-mail us below with your e-mail address for future correspondence. E-mail saves postage and printing costs.

**The Seven Oaks HOA customer service number is: 610-779-5812.** Please use this number for issues concerning the community or to report items in need of attention. Also, please call this number to alert us of police calls to the development. As always, for emergencies, please call 911. Non-emergency or for persons needing to file a police report or to speak to an officer, please call 610-655-4911 or 1-800-372-9111. **It is critical that owners contact both the Police and the Seven Oaks HOA when there are issues!!!**

*Please mail all future condo payments and any correspondence to:*

**Seven Oaks Homeowner's Association  
 Post Office Box 6270  
 Wyomissing, PA 19610**

Please feel free to contact us with any questions, concerns or ideas.

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**ANNUAL MEETING MINUTES OF SEVEN OAKS HOMEOWNERS ASSOCIATION,  
April 17, 2012 AT KISSINGER'S LUTHERAN CHURCH, 715 BERKSHIRE  
BOULEVARD, WYOMISSING, PENNSYLVANIA, 19610**

**Meeting called to order at 7:05 PM by President, Jonathan Myatt. Present were Jonathan Myatt, President; Peter Bubel, Treasurer and Wes Pace, Director. Arlene Otis, Vice-President was absent.**

Anna Marie Mosser, Helen Christman and Wes Pace (the 2012 Nominations/Election Committee) verified a quorum based on the ballots and proxy's received as well as the number of residents in attendance. All residents were required to sign in at the registration table. The Units that attended were: 101, 107, 108, 301, 305, 309, 310, 401, 405, 407, 408, 410, 506, 508, 612, 707, 710, 805, 807, 808, 901, 902, 904 and 908.

1. **Wyomissing Borough Police:** Jonathan Myatt introduced Sgt. Tom Endy from the Wyomissing Borough Police department. A list of questions was given to Sgt. Endy in advance for his response. The list is attached. Sgt. Endy discussed quality of life issues and reiterated the Wyomissing Police's interest in partnering with Seven Oaks to curb suspicious activities, underage drinking, and other issues. Residents were asked to call the Wyomissing Police anonymously if they were concerned about retaliation and provided with the 888-UNDER21 number to report underage drinking activities. Sgt. Endy provided his business cards to anyone who wanted his direct contact information.
  
2. **Accomplishments:** Wes Pace reviewed the accomplishment of the Board since August 1, 2011:
  - Line painting
  - Power washed buildings
  - 800 building roof planned- Discuss roofing analysis and Bids.
  - Rails rusted away on many of the sidewalks and walkways. Rails were repaired with stainless steel versus tube steel. Marks Welding did a nice job.
  - Maintained relationship with New Castle, Allied (trash), Fegley-CPA, Smith Insurance, Jeff Homan, Siani Pest Control,
  - Savings in excess of \$2,000/month with Brite out of the picture.
  - New relationships with Kozloff Stout- replacing Sugarman & Associates, Rhino Building Services- replacing Brite's handyman services at much lower rates.
  
3. **Financial Report:** Peter Bubel reviewed the financial reports attached hereto. The largest monthly expense for the HOA is water/sewer. The CPA firm- Fegley and Associates will begin the 12 31 2011 audit shortly. 2011 will incorporate seven months with Brite Realty records and five months of Quickbooks financial statements from Rich Winings, bookkeeper. Cash and reserve balances continue to increase monthly with sufficient funds in the accounts to undertake a new roof on the 800 building.

Roof bids for the 800 building were reviewed:

1. Mast - \$48,380            The 700 roof done by Mast last year was \$43,985
2. Homan/Bachman        \$27,500

It was agreed that the low bid to Homan/Bachman would be awarded with an early June 2012 start date.

4. **Old Business:** 400 building insurance claim discussed by attorneys Rick Long, Kozloff Stout and Bradley Miller.

5. **New Business:**

Items for Board consideration:

1. Power wash trash/recycling containers and rear 500 building (508)
2. Mail box wooden ramp is slippery when wet. Investigate (310)
3. Rear 600/700- illegal skateboarding. Sign(s) needed (410)
4. Other items discussed:
  - a. Speed bumps back on or not?
  - b. Mulch or turnover?
  - c. Property manager or not?
  - d. Wooden decks and posts condition?
  - e. Thanks to the Anna Marie Mosser and Helen for trash pick-up's

6. **Election:**

Election results as reported by the Nomination/Elections Committee are outlined below: The top 3 vote totals are elected to the 2012 Board.

- Peter Bubel 36
- Denise Greer 33
- Mark Bukata 25
- Janet Savino 24
- Arlene Otis 21

7. **Adjournment:**

There being no further business Jonathan Myatt requested the meeting adjourn, a motion was made by Peter Bubel 108 and seconded by Wes Pace, 305 to adjourn the meeting. Meeting adjourned at 8:47 PM.

Respectfully Submitted  
Peter Bubel, Treasurer