



Date of Meeting: 02/18/09 Time: 6:00-7:30 P.M. Location: Oxford Public Library

Minutes Prepared By: Peny Ward

1. Purpose of Meeting

- General Meeting
- Old/New Business

2. Attendance at Meeting

Name		Title
David MacQuaid	(DMAC)	President
Peny Ward	(PW)	Secretary/Treasurer
Doris Trader-Moulden	(DTM)	Member
Dominic Pirocchi	(DP)	Member - Arrived Late
Louis Alexander	(LA)	Member

3. Meeting Schedule

- Call to Order
- Roll Call
- Treasurer's Report:
 - PW: Review of Balances for HOA Accounts
 - Payments Made: Landscape maintenance (mowing, weed & feed)
 - Reimbursement for tree planting equipment
 - Reimbursements for Postage and Office Supplies
 - 2007 Audit and Tax Return Preparation
 - HOA Insurance
 - Snow removal

Payments Received: As of the meeting date 33 members had paid 2009 dues. One member had paid 50% of the dues. More payments are expected as the March 1st due date approaches.

Audit and tax preparation for 2007 has been completed. Copies were provided to the Board. The audit and tax preparation documents for 2008 have been sent to the accountant.

One property sold since the last meeting. There are currently 3 properties for sale. One property is in foreclosure. One property



3. Meeting Schedule

has been turned over to the lender in a "Deed in Lieu of Foreclosure" action.

PW requested permission to transfer \$10,000 from the Operational Checking Account into the Money Market Reserve Funds Account.

DTM – motions to transfer funds to the Money Market Account

LA – 2nds motion

All in Favor – All yeas

- Secretary's Report:

PW sent out minutes from the October 16, 2008 meeting via email. They were approved.

Four items were received through the "Ask the Board" link on the website. All have been addressed.

A new "Welcome Letter" is needed from the Board President for the 5407 packages DMAC will prepare a new letter.

DTM – motions to approve the Secretary's and Treasurer's reports

LA - 2nds motion

All in favor- all yeas

- President's Report:

Discussion of items that need to be included in the next newsletter.

DMAC asked if we would want to put fliers from local businesses in with the newsletters that get delivered. After a discussion about the pros and cons it was decided that this could be seen as a conflict of interest. It was agreed that the Board is not comfortable with including unpaid advertising materials with the newsletters.

- Architectural Committee Report: No architectural requests since the last meeting. PW asked that Board members check their email on a regular basis so that when requests start coming in with the warmer weather, requests are handled in a timely manner.

- Community Events Report

The Oxford Borough Wide Yard Sale will be held on June 20th. A notice will be placed in the newsletter.



3. Meeting Schedule

- Nomination Committee Update
A letter will be sent to all eligible members asking if they would like to run for the Board position up for election at this year's Members meeting to be held on June 24, 2009 at the Oxford Senior Center.

- New Business
A map showing the planting area for the 2009 TreeVitalize grant acquisition was distributed. Funds have been approved by the Chester County Conservation District for 100 shrubs and trees. Maintenance will be done to the storm basin prior to the planting, to include the removal of a tree that is growing along the concrete drain pipe, regrading of soil that leads to the drainage pipe, and replacement of the rock rip rap that had eroded. Rock will also be replaced in the rip rap that leads to the creek from South Brookside. Plants will be delivered on Friday April 17th. The planting is scheduled for Saturday April 18th.

It was mentioned that we need to make sure that Brookside Estates is not being billed for more grass cutting than is specified in our landscaping contract. The contract states that there will be 20 cuts during the growing season. Grass cutting should be done every 10 days. Additional cuts should be scheduled as needed. Edging can be requested when needed.

- Next meeting date:
6/24/09 - Annual Members Meeting. DMAC will make an agenda. DTM will reserve the Oxford Senior Center for the meeting

PW –motions to adjourn meeting

DP - 2nds motion

All in favor- all yeas

Meeting adjourned



4. Action Items

Action	Assigned to	Due Date	Status
Meeting minutes	PW	ASAP	In process
2008 Audit/Taxes	PW	ASAP	In process
Nomination Letter	PW/DTM	ASAP	In Process
Spring Newsletter	PW/DTM	ASAP	In Process
New "Welcome Letter" for 5407 Packages	DMAC	ASAP	In Process
Pre-planting Site prep for trees/shrubs	PW	ASAP	In Process

5. Next Meeting

Target Date:	06/24/09	Time:	6:00-8:00 P.M. EDST	Location:	Oxford Senior Center
Objectives:	Annual Members Meeting				