

**CROSSGATES MANOR HOMEOWNERS ASSOCIATION
EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES
ESQUIRE ASSOCIATION MANAGEMENT, LLC
951 Rohrerstown Road, Suite 204, Lancaster PA 17601
May 9, 2018**

ATTENDEES:

Board Members: Pam Hershey, Barbara Price, Skip Leinster
Esquire Association Management, LLC: Kimberly Garland-Klopp, Ryan Neumyer

CALL TO ORDER:

President Pam Hershey called the Executive Board of Directors meeting to order at 9:38 AM.

APPROVAL OF MINUTES:

- The minutes of the November 2, 2017 were reviewed. A motion was made to approve minutes by Barbara Price, seconded by Skip Leinster. Motion carried.

FINANCIALS:

- The Board of Directors went into Executive session to review financials and delinquencies.

OLD BUSINESS:

- Assessment due date changed to January/April/July/October, quarterly. Kim reported that this was a smooth transition with no difficulties.
- Annual Homeowners' Meeting scheduled May 23rd at 6:30 pm at the Grace Campus of the Millersville Community Church, 163 West Frederick Street, Millersville, PA 17551.

NEW BUSINESS:

- Spring Walk around to assess our roads for maintenance needs, sealing of cracks and curbs. Kim will contact vendors for bidding.
- Accounting process has reconciled with posting correctly.
- The Board requests that financials be received by the fifteenth (15th) of each month.
- Coupon books for assessments delivered yearly in early December. Any new Owner with real estate settlements past the first (1st) of the year, do receive a welcome packet with all information, account numbers and the choices to make payment.
- Burning bush trimming between 101-107 Creekgate Court/Crossland Pass, on walking path were trimmed, expenses will be divided between Crossgates Manor HOA and the Crossgates HOA ("Master")
- Reviewed Association Liability and Directors and Officers policy. Barb will get one quote from CAU. ("Community Associations Underwriters of America, Inc."). Kim will get renewal price from current and one more vendor.
- CD renewal dates July 30, 2018, August 17, 2018 and October 1, 2018. Management and Board of Directors to coordinate with future decisions on best CD rates.

- Driveway marker/snow stakes are provided and placed by snow contractor. If an Owner wishes to add/replace with their own snow stakes, the snow contractor will be held harmless for any damage. Pam will add this to the yearly snow removal reminders in place.

MANAGEMENT REPORT:

- Caliber tool/Web access portal available to all Owners was demonstrated. This will be presented at Annual Meeting. A motion was made by Skip Leinster, seconded by Barbara Price, to use this portal as a benefit to the community. Motion carried unanimously. A notice will go out to all Owners with their log-in information, after the Annual Meeting.

NEXT INSPECTION: Wednesday May 16, 2018 at 9:30am, Spring walk-around.

NEXT MEETING: Wednesday, October 10, 2018 at 9:30am, at EAM office.

ADJOURNMENT: With there being no further business to discuss, a motion was made to adjourn the meeting by Barbara Price, seconded by Skip Leinster. Motion carried. Meeting was adjourned at 11:06 AM.

Respectfully submitted,

Barbara L. Price
Vice President/Secretary