

**CROSSGATES MANOR HOMEOWNERS ASSOCIATION EXECUTIVE BOARD OF
DIRECTORS MEETING MINUTES**

November 6, 2019

Esquire Association Management, LLC, 951 Rohrerstown Road, Suite 204, Lancaster PA 17601

ATTENDEES:

Pam Hershey, Skip Leinster; Esquire Association Management, LLC: Kimberly Garland-Klopp

CALL TO ORDER:

President Pam Hershey called the Executive Board of Directors meeting to order at 9:35 AM.

ADDITIONS TO THE AGENDA: Sticks and limbs cleanup in Common areas- The Master vendor will be completing walking path clean up this week.

APPROVAL OF MINUTES: The minutes of the May 15, 2019 were reviewed. A motion was made to approve the minutes by Pam Hershey, seconded by Skip Leinster. Motion carried.

FINANCIALS: The board went into executive session to review financials and delinquencies.

OLD BUSINESS: Board requested Line Item 1010 to change from "Reserve" account to "Road Reserve" on the Balance Sheet.

NEW BUSINESS:

- 134 Creekgate Sale- the unit sold at Sherriff Sale and the new owner is working with EAM.
- Coupon Books- EAM will ensure the due dates are correct in the coupon book. Quarterly due date is 30TH of the month.
- Insurance umbrella policy-The association added an umbrella policy for a yearly cost of \$546.00.
- Mowing Terminology- landscaping is not included in the association, only mowing.
- Mowing, Snow Removal Contract 2020- The association renewed the mow and snow contracts with Full Effect for three years. The Board also provided a blank copy of the RFP for future use.
- 2020 Budget- A motion was made to approve the 2020 budget as presented by Skip Leinster and seconded by Pam Hershey. Motion carried.
- Quarterly assessment will increase by \$5 to cover the addition of liability insurance and snow removal budget increase. The 2020 assessment will be \$245 per quarter.

MANAGEMENT REPORT: All items have been discussed through email when brought to our attention.

NEXT INSPECTION: Wednesday, Nov. 20, 2019 at 9:30 AM; rain date Tuesday, Nov. 26 at 9:30 AM

NEXT BOARD MEETING DATE:

- Next Executive Board meeting will be May 13, 2020 at 9:30 AM at EAM offices.
- Annual Meeting will be on May 20, 2020 at 6:30 PM at Millersville Community Church.

ADJOURNMENT: With no further business to discuss, a motion was made to adjourn by Pam Hershey, seconded by Skip Leinster. Motion carried. Meeting was adjourned at 10:35 AM.

Respectfully submitted,

Kimberly Garland-Klopp, Esquire Association Management, LLC