

**CROSSGATES MANOR HOMEOWNERS ASSOCIATION
EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES
ESQUIRE ASSOCIATION MANAGEMENT, LLC
951 Rohrerstown Road, Suite 204, Lancaster PA 17601
October 10, 2018**

ATTENDEES:

Board Members: Pam Hershey, Barbara Price, 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 9:30 AM.

APPROVAL OF MINUTES:

- The minutes of the May 9, 2018 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:

- Four (4) bids were obtained for crack repair, sealing and inspection of storm drains, located at in front of 133 Creekgate Ct and at the corner of Crestgate/Tangelgate, for community roads. A motion was made by Skip Leinster, seconded by Barbara Price, to accept bid and contract the Brenaman Co to do work. Motion carried.
- Caliber tool and Accounting process working well, since in place. There is now a link from the CrossgatesMillersville website.
- Association Insurance renewal with Erie, November.
- Capital Reserve deposits are posting correctly after re-sale.
- CAI Membership: Barb shared more information and explained about benefit to managers and company to EAM, will inquire about costs.

NEW BUSINESS:

- 2019 Budget approved, there will be no increase in assessments this year.
- CD Renewal: Pam rolled over three (3) CDs that matured.
 - 1) August 2, 2018 - \$5817.29 from Members 1st FCU, to Members 1st FCU for 29 months at 2.50%. Maturity date: 12/31/2020.
 - 2) August 20, 2018 - \$6124.76 from Members 1st FCU to Citadel Bank for 30 months at 2.75%. Maturity date: 02/20/2021.
 - 3) October 2, 2018 - \$5256.49 from Fulton Bank to Citadel Bank for 20 months at 2.55%. Maturity date: 6/02/2020.

- Coupon books for assessments for 2019 assessments will arrive to Homeowners, approximately second week of December.
- Leaf cleanup will not be performed under current contract with landscaping contractor, Full Effect.
Homeowners to receive notice from Board of Directors and EAM. The Executive Board of Directors decided unanimously to not include any leaf removal for these reasons:
 - (1) Many properties in Crossgates Manor HOA do not have leaves.
 - (2) Many properties in Crossgates Manor have leaves from the common (Crossgates "Master" Homeowners Association).
 - (3) Leaf removal would add a substantial raise in Assessments to all Homeowners.

Our landscaping company, Full Effect Landscape has agreed to work with individual Homeowner for the removal of leaves. Homeowners interested in leaf removal are to directly contact Scott at 717-371-1788

MANAGEMENT REPORT:

- Sinkhole repair completed in the rear at 120 Creekgate Ct, resolved. Will be checked at next property inspection.
- EAM contract will continue at same rate for next two (2) years. Third (3rd) year will increase by three (3) percent,
- 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. Kim to add to website.

NEXT INSPECTION: Wednesday, October 16, 2018 at 10.00am, Fall walk-around.

NEXT MEETING: Wednesday, May 15, 2019 at 9:30am, at EAM office.

ANNUAL MEETING: Thursday May 30, 2019 at 6:30pm at Millersville Community UMC, Grace Campus. 163 West Frederick Street, Millersville PA 17551.

ADJOURNMENT: With there being no further business to discuss, a motion was made to adjourn the meeting by Pam Hershey, seconded by Skip Leinster. Motion carried. Meeting was adjourned at 10:36AM.

Respectfully submitted,

Barbara L. Price
Vice President/Secretary