

**CROSSGATES MANOR HOMEOWNERS ASSOCIATION  
EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES  
ESQUIRE ASSOCIATION MANAGEMENT, LLC  
480 NEW HOLLAND AVE, SUITE 8204, LANCASTER, PA  
November 2, 2017**

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**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 10:02 AM.

**APPROVAL OF MINUTES:**

- The minutes of the May 5, 2017 were reviewed. A motion was made to approve minutes by Skip Leinster, seconded by Barbara Price. Motion carried.

**FINANCIALS:**

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

**OLD BUSINESS:**

- Capital Reserve Resolution is effective as of July 1, 2017. Kim confirmed that this document is included in resale certificate.
- CD renewal, 60 month at 2.25% at Citadel Bank. The Board of Directors opened a savings account with \$5.00, placed investment of CD roll-over from Fulton Bank, plus \$5000 available in Road Reserves. Total investment of \$10,320.13 with maturity date of August 10, 2022.
- Association currently has one trash hauler for community. Further discussion of previous Rules and Regulations list. A motion was made by Skip Leinster, seconded by Pam Hershey to adopt all rules, currently in place. Motion carried.

**NEW BUSINESS:**

- 2018 Budget projection reflects a deficit, requiring an increase in assessments of \$5.00. Quarterly assessments beginning in January 2018 will increase from \$235.00 to \$240.00. A motion was made by Skip Leinster, seconded by Pam Hershey to raise assessments in the amount of \$5.00. Motion carried.
- To accurately fund the Association during the calendar year, the quarterly payment due dates have changed to January/April/July/October, due on the first date of each month. Late date will remain as per governing documents: Article II, Section 7(a): (ii) late payment fees equal to twenty percent of the assessment if not paid within thirty (30) days of when due....” Notice to Homeowners will be inserted in coupon book mailing.

- Full Effect Lawn & Landscape Services, LLC contract and bid reviewed of lawn and snow removal. A motion was made by Skip Leinster, to accept contract renewal for two (2) years, seconded by Pam Hershey. Motion carried.
- Annual meeting date set for Wednesday, May 23, 2018. Proxy to be a full and separate page. Annual meeting notice to include 2017 minutes, election notice, full page proxy and budget.
- Accounting line item “general business expenses” includes coupon books and all postage for mailings. Capital Reserve funds deposited to operating account then transferred to Road Reserve fund. One correction on balance sheet for bank name listed as Citadel, should be changed to Fulton. Another correction to make on a wrong posting in ledger. Kim will have accounting correct.
- Coupon books to be delivered in first week of December 2017.
- CAI (aka Community Association Institute) national education and resources for all aspects of community management. Barb Price has joined as a Board member and will attend a seminar on Condo and HOA law.

**MANAGEMENT REPORT:**

- Kim requests to be notified of any light pole out on Crossgates Association walkways, needing location and pole number to report.
- Message board keys needed for bulletin boards in Association.
- Future development of management website for all of Crossgates will include each owner having a private login portal.
- Front entrance complaints. Kim stated contract called for fall décor. Holiday decoration will be reviewed with any historical pictures.
- Fall walk-around to be completed with all Board members on November 14, 2017 at 10am.

**NEXT MEETING:** Wednesday May 9, 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 Barb Price, seconded by Skip Leinster. Motion carried. Meeting was adjourned at 11:42 AM.

Respectfully submitted,

Barbara L. Price  
Vice President/Secretary

Attachment: Rules & Regulations adopted by Executive Board of Crossgates Manor HOA

## RULES and REGULATIONS OF THE EXECUTIVE BOARD OF DIRECTORS

### CROSSGATES MANOR HOMEOWNERS ASSOCIATION

Adopted and approved November 2, 2017

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1. **Speed Limit:** Although speed limit signs are not posted, a speed limit of 15MPH shall be maintained on Creekgate and Foxgate Courts and Crestgate Place.
2. **Parking:** No parking along sides of Association-owned private roads for extended time, accept for loading and unloading. Vehicles may not block garages, driveways and fire hydrants. Emergency vehicles must have access. Parking is available in the overflow spots.
3. **Trash:** All residents must use one trash hauler; current vendor selected is A & A Refuse, Lancaster PA.
4. **Illegal dumping:** No dumping of materials on private roads or common ground, in preparation of any building projects. All materials and supplies must be on Owner's driveway and/or yard.
5. **Ice melt:** Ice melt is to be applied by Owner on private driveways and walkways. This is not the responsibility of the snow contractor.
6. **Fencing:** Fences are not permitted, with the exception of underground "invisible" fence. Vinyl privacy panels are permitted, as to match the current exterior of home and shall be along the edges of patio and may not enclose any grass area. An Architectural change shall be submitted first to the Crossgates Manor Executive Board of Directors for approval. Once decision is made, the request is then forwarded to the Crossgates Architectural committee, through the current management company, which then notifies Owner of decision.
7. **Assessments:** Quarterly coupons are issued to each Owner; due January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup>. Payments are applied first to interest owed, late fee, and then Association assessment.