

# **CROSSGATE MANOR HOMEOWNER ASSOCIATION**

C/O Esquire Association Management  
480 New Holland Ave. Suite 8204  
Lancaster, PA 17602

Crossgate Manor Homeowner Association  
Friday, November 4, 2016

## **Minutes**

1. Back into Session and Acceptance of Agenda
  - Meeting came into session at 2pm
2. Approval/Discussion of Meeting Minutes – August 12, 2016
  - EAM does not have minutes from Murry
3. Financials
  - There are 16 years' worth of files for the Association, initially received half a box of files
  - Ryan has a voicemail out to Murry to find out more about these files
  - EAM will continue to work on obtaining the files.
4. Unfinished Business
  - Erie Insurance discussion between Ryan and Pam
  - Kim will send out HOA policy to bid
5. New Business
  - a. Set date for 2017 Annual Meeting – Methodist Church
    - Kim will contact the Church to schedule the meeting for Thursday May 18, 2017 at 6:00pm, meeting will start at 6:30pm
    - We will not need a large room-there is usually 10 to 15 people per meeting
    - Place a request in with the Church to find out about a member sponsoring the meeting so no charge will be applied for the room rental
    - Notice of meeting must go out 30 days prior to meeting
  - b. 2017 Dues and Coupon Books
    - Discussion arose on the pricing of the coupon books versus a statement; Ryan and Kim verified coupon books are the better route
    - EAM will verify the coupon book price, discussion ensued that the coupon book is \$3-\$4 per book
    - EAM will send out coupons the third week of January 2017
    - Dues are quarterly and owed by the end of the month they are issued
    - Quarterly Dates: February 2017, May 2017, August 2017, November 2017
    - There was discussion regarding the start of the quarterly Due, and it was determined Master Dues are owed January and July so there is a stager in the HOA Dues

c. Late fees and interest

- There was discussion regarding when late fees will be applied to outstanding homeowners
- If late fees are not paid by the end of the month they are issued, a late fee will be applied
- Late fee is 1.25% + 20%
- EAM will verify if there is a late fee in the documents

d. Outstanding Receivables

- As of July, 2016 there are 3 outstanding homeowners
- EAM will receive the current outstanding receivables and make the necessary contacts to outstanding homeowners.

e. Road Reserves

- There was discussion on how to handle the current CDs which are exclusive for Road Reserves
- CDs are purchased when the bank account reaches \$5000.00 and over
- Member's 1<sup>st</sup> CD will expire in December
- Pam will cash out the CD and bring it to the EAM office for movement to AAB CD
- AAB has lower CD rates than Members 1<sup>st</sup>
- EAM will send the CD Rates from AAB to the Board
- Kim will contact Member's 1<sup>st</sup> and update the mailing address

f. Location for future Board meetings

- It was determined future Board meetings will be held at the EAM office
- There are two Board meetings per year

g. Architectural Committee

\* All Architectural Requests come to EAM first

- EAM will send the requests to the Board for their recommendation
- Once Board recommendation comes through, the Architectural Request will be sent to Bill with the Master
- Bill has an Architectural Request form EAM will need to get
- There was much discussion on fence and satellite dish installation
- It was determined fences are only allowed if they are vinyl privacy panels and specified colors
- It was also determined satellite dishes must be approved, but the Board ultimately decides location

h. Grass Mowing and Leaf Pick-up

- Full Effect mowed two times past their contract
- EAM will review the contract for mowing terms
- There will be no leaf pick up in the community
- Pam determined there will be no more mowing in the community for the 2016 year, however the vendor is willing to mow next week if necessary (vendor charges \$1000.00 per mow)
- There is \$30,000 for mowing in the budget

i. Bank Acct. at Fulton Bank

- See Section e. above

j. 2017 Budget Review

- EAM will continue with Budget preparations
- The Board gave EAM a rough draft of their budget
- Once budget is complete it will be sent to Board
- Homeowners do not usually receive a copy of the budget until the Annual meeting in May, nevertheless EAM will send emails and necessary postal mail to those without email
- Skip brought up discussion regarding EAM's management fee, it was ultimately decided EAM will charge \$450/ month for 2 years

k. Storm Drains Meeting

- Ryan and Skip will attend the meeting Monday November 14, 2016 at 9am

l. Snow

- The Master owns the roads, however Manor cares for and maintains them
- More discussion ensued regarding the roads
- There is currently \$425 left in the budget for snow removal, which will roll over if there is not an astronomical amount of snow through the remainder of 2016
- The Board and the Association like their vendor and prefer to keep them through 2017
- There will be no ice melt used by the Association, it is the individual homeowner's responsibility

6. Adjournment

- With nothing left to discuss, the meeting adjourned at 3:30pm