

CROSSGATES MANOR HOMEOWNERS ASSOCIATION

2023 Annual Meeting Minutes

Crossgates Manor HOA c/o Esquire Association Management, LLC

3912 Abel Drive, Columbia, PA 17512

Meeting Location: 163 West Frederick Street, Millersville, PA17551

May 25, 2023

Board Members: Pam Hershey, Skip Leinster, Ken Buchmann

Esquire Association Management: Kimberly Garland-Klopp

CALL TO ORDER:

- The meeting was called to order at 6:30 PM by President Pam Hershey. Quorum was not established, and the meeting adjourned at 6:31 PM. The meeting was called to order for a second time by President Pam Hershey at 6:32 PM with 30% quorum established. It was noted the documents indicate a secondary mailing notice is needed if quorum is not established at the annual meeting. Those present voted to proceed with the meeting by adjourning and calling to order one minute later with 30% in attendance.

APPROVAL OF 2022 ANNUAL MEETING MINUTES:

- The minutes of the 2022 Annual Meeting were reviewed. With no objections, the minutes were unanimously approved. The motion was made by: Pete Bechtel and seconded by Sue Kabrhel. Motion Passed.

PRESIDENT'S REPORT:

- See Exhibit A enclosed.

FINANCIAL REPORT:

- A copy of the Balance Sheet dated March 31, 2023, was included with the annual meeting packet.

MANAGEMENT REPORT:

- EAM reminded members of use of the EAM website, www.esqmanagement.com, where you can access the resale certificate form, resident portal and payment portal. The resident portal is separate from the payment portal. If members need help accessing the portals, they can contact the office at 717-824-3071.

ELECTION OF ONE DIRECTOR:

- It is time for the election there are 2 open positions, each for a 2-year term (2022-2024).
- Nominations were open from the floor with Carson Frost being nominated by Carl Smith and seconded by Stephanie Carnahan-McCurdy. Nominations were closed. The slate of candidates

includes Pam Hershey and Carson Frost. A voice vote took place and all members present were in favor, motion carried.

- Current CDs & Signing on New Board Member (Carson Frost) – The Board will visit Citadel and Members 1st to remove Skip Leinster and add Carson Frost to the CD accounts.

HOMEOWNER OPEN FORUM:

- Note: Comments below are not verbatim, rather they are summarized.
- Don McCann 131 Creekgate – Cracks in the road in front of the Creekgate mailbox pavilion need further attention. Power washing of the mailbox kiosk the top is dirty.
 - Board – We will note this during the bid process. The Master Board will inspect the pavilions during the June walk through.
- Carson Frost, 114 Creekgate – Mailbox units have to be replaced by the Association working with the USPS.
 - Board/EAM – The Master Association is responsible for the replacement of the mailbox kiosks utilizing the approved vendors from the USPS. The mailbox keys and locks are the homeowner responsibility and if they need replaced members can contact the Millersville Post Office.
- Joseph Panczner 103 Creekgate – Pavilion front pillars have cracks in the stucco and when entering the mailbox pavilion there is a short step which should be highlighted with yellow caution paint.
 - Board – We will review this and inform the Master Board.
- Barbara Echo Hawk, 113 Foxgate – There is a landscaped area in the Foxgate culdesac that needs attention.
 - EAM – We will share this information with the Master Association’s vendor and review the weeding frequency per the contract.

ADJOURNMENT:

- With no further business to discuss, a motion to adjourn the meeting was made by Stephanie Carnahan-McCurdy. and seconded by Carl Smith. Motion passed. Meeting adjourned at 7:08 PM.

Respectfully submitted,

Kimberly Garland-Klopp, Esquire Association Management, LLC

EXHIBIT A - PRESIDENT'S REPORT

Before I give my report I want to thank Skip for his service to Crossgates Manor.

Skip and I have had a busy year.

1. We rolled over 2 CDs that became due and were able to take advantage of the decent rate of 4.12% for one of them.
2. Due to the rising cost of trash collection, we did an in-depth investigation into trash haulers who were qualified to service the Manor Township district. A report was sent to homeowners on our findings so I'm not going to elaborate on this. You should have all received this information via email on or around December 8, 2022. Since A & A Refuse is within the same price range or better than those we investigated, the decision was to remain with A & A.
3. We spent a great deal of time looking into our expenses, both past and future, and decided to increase the quarterly assessment. Again, this was outlined in a detailed message to homeowners dated November 11, 2022 so I will not elaborate again. We feel we have shared all information with the Manor Homeowners.
4. We repaired four storm drains, 1 on Crestgate Place and 3 on Creekgate Court. S. A. Way of Mountville, PA did the work for approximately \$20,000. This money came from the Road Reserves cash account.
5. In April Skip and I welcomed Ken Buchmann to the Board.

The expenses the Board sees for the future are:

1. There are cracks in our roads which we feel need to be filled in again to prevent a worse problem in the future. We will investigate bids. The Breneman Company of Millersville did this work for us in 2015. This work must be done to avoid pot holes. The final surface grade on Creekgate Court was done in May of 2006 so in 3 years that road surface will be 20 years old. The final surface grade for Foxgate and our our part of Crestgate came several years afterward although I'm not sure of the exact year.
2. On April 13, 2023, the Master Board received from Mark Harris, the Public Works Director in Manor Township, the results of an inspection required by the Clean Water Act. This inspection of stormwater drains was performed in March of 2022. Although the Master Board owns the stormwater drains, they must be maintained by the Crossgates Manor Homeowners Association if located within our area. We were initially notified that there are a total of 11 storm drains in question, 2 that needed to be cleaned of sediment and 9 that needed the riser repaired or replaced. To further describe the reason why these risers need replaced I am quoting the answer from Mark Harris:

“The compromised risers will allow sediment to enter the storm water system. We are mandated by the Federal Clean Water Act to reduce the amount of sediment, phosphorus, and nitrogen entering the waters of the Commonwealth of Pennsylvania. The lack of maintenance may lead to an increase in erosion of sediment from behind the inlets and along the street. Pavement depression along the street at the inlets indicated erosion of material below the road surface.”

Additionally, we were informed that this work is to be completed by June 30, 2023.

The Manor Board took responsibility long ago and initiated due diligence for storm drains and for maintenance of the private roads by creating the Road Reserves Fund. However, when the Board was first notified of these repairs to stormwater drains, we were highly alarmed at what the total cost might be and discussed possible ways to finance the cost. We were concerned that this cost could reach tens of thousands of dollars. We had no expertise in the make-up of stormwater drains. And had no idea what a riser is. We became educated quickly.

Also, upon locating the drains in question, we realized that 4 of the drains were actually located within the South Association area, leaving Manor with 7.

A request for bids was sent to several contractors. The Board was relieved when we received the bids and realized that we could meet the expense of having the work done on the stormwater drains using current available funds without having to be penalized by cashing a CD that has not matured.

To further explain: The inspection was performed in March of 2022. In the meantime, we had repaired two of the storm drains itemized on the list during the second half of 2022 so that brings us down to 4 drains to have the riser replaced and 1 drain to be cleaned of sediment. After much discussion and also receiving an in depth description of the need to replace the risers rather than repair, we chose S. A. Way to do the work. The cost will be approximately \$12,250. To meet the cost, we will cash in 2 CDs which are coming due in June and July and pay the remainder from the Road Reserves cash account.

At this point, work has already begun and one of the risers on Crestgate has already been replaced.

While we dodged this bullet, as mentioned before we will still have to perform some maintenance on our roads by filling in cracks. This work would be performed in the Fall. We are awaiting the cost of this and hope we will be able to cover the cost of this expense with funds that will accrue by the time this project needs to be financed.

This gives me the opportunity to impress on everybody how important it is for Manor homeowners to be familiar with the terms of the Manor Covenants. I want to remind everybody that you should have received a copy of The Declaration of Covenants, Conditions and Restrictions for Crossgates Manor before or at the time of your closing. Let me also remind you that you should have read them. If you did not receive a copy, these Declarations are also posted on the CrossgatesMillersville.com website.

To be precise, I refer you to Article IV, Sections 1(b) and 1(c) which set forth the responsibility of Crossgates Manor Homeowners Association to maintain the private streets and swales and stormwater conveyances at our expense. **This is important information.**

So I am reminding you that while the Board has tried to provide for any expenses arising by declaring a Road Reserves Fund, there could come a time when the money saved will not be enough to meet the high costs of repairs. This would mean voting on a special assessment to be equally borne by each of the current residences in Crossgates Manor Homeowners Association. Failure to do so would result in Manor Township making the repairs and subsequently filing a notice of lien upon **each** of the homeowners' properties within Crossgates Manor.

Again, Article IV, Sections 1(b) and 1(c) is vital for everybody to be familiar with. I can't emphasize enough how important it is for each homeowner to be familiar with the Crossgates Manor Covenants. And bear in mind, we didn't write them! I hope you won't shoot the messenger.

The Board is grateful for everybody's support. Just a reminder that many communications are sent via email. Homeowners have supplied their email address and the Board as well as Management have assumed that these email addresses are viable and that you read these communications. Please remember to inform us if your email address changes.

Thank you.