

**CROSSGATES MANOR HOMEOWNERS ASSOCIATION**  
**2019 Annual Meeting Minutes**  
**Grace Campus of the Millersville Community Church**  
**163 West Frederick Street, Millersville, PA 17551**  
**May 30, 2019**

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**ATTENDEES:**

Board Members: Pam Hershey, Skip Leinster  
Esquire Association Management: Kimberly Garland-Klopp

**CALL TO ORDER:**

With an established quorum, President Pam Hershey called the annual meeting of the Crossgates Manor HOA to order at 6:30 PM.

**APPROVAL OF 2018 ANNUAL MEETING MINUTES:**

The minutes of the 2018 Annual Meeting were reviewed. With no objections, a motion was made by Robert Sneath and seconded by Carl Smith. Motion passed.

**PRESIDENT'S REPORT:**

- Sinkhole was filled at the storm drain on property behind 120 Creekgate Court. The work was completed by Better Way Excavating.
  - Breneman Company filled in cracks on our roads and repaired the area around two storm drains, one on Creekgate and one on Crestgate.
  - Three CDs became due over the past year resulting in new CDs at the following banks:
    1. CD in the amount of \$5,817 at Members 1st. This is a 29-month CD at 2.50% APR.
    2. CD in the amount of \$6,125 at Citadel. This is a 30-month CD at 2.75%
    3. CD in the amount of \$5,256 at Citadel. This is a 20-month CD at 2.55%
- There is enough cash in the Road Reserves Fund to secure another CD and the board is reviewing rates.
- This winter there were 2 complaints about snow removal being completed when there was a minimum of 2 inches. There were no other complaints reported. The Board airs on the side of caution and takes into consideration the temperature and the areas of sun/shade when making their decision for snow removal.
  - In the future snow removal vendors might require a certain amount of money up front, or a minimum for snow removal whether or not snow falls. This amount is applied to work done, but if there is a snowless winter, the money goes to the vendor for being on call. This practice is already being utilized in Canada and the northern states.
  - The board is currently preparing requirements for mowing and snow removal and will attempt to get bids from vendors, including Full Effect.
  - The board completes two walk through inspections during the year with EAM. We look for violations such as weeds, unkempt landscaping, areas in need of power washing, overgrown trees/shrubs. The violations are minimal.
  - All approved Crossgates Manor meeting minutes are available for members to access on the Crossgates website, [www.crossgatesmillersville.com](http://www.crossgatesmillersville.com).
  - The board would like to thank Barbara Price for her service as a Crossgates Manor board member

**FINANCIAL REPORT:**

- A copy of the 2019 approved budget was included with the annual meeting packet as well as a copy of the March 2019 Balance Sheet.
- The 2019 budget is similar to the 2018 budget due to little changes. Management fees have stabilized for 2 years (2019 & 2020). The assessments were not increased.
- March 2019 Balance Sheet: The current financial status was reviewed and stands at a healthy balance.

### **ELECTION OF ONE DIRECTOR:**

- Nominations were open to the floor; with no volunteer to serve from the association, nominations were closed. The board will consider members for appointment to the open Director term.

### **MANAGEMENT REPORT:**

- EAM reviewed the payment portal which can be accessed through the EAM website, [www.esqmanagement.com](http://www.esqmanagement.com).
- EAM reviewed usage of the Caliber Portal which can be accessed on the Crossgates Millersville website and the EAM website. For questions members were urged to contact EAM.
- As a reminder to the members, Architectural requests must be submitted for exterior changes.

### **HOMEOWNER OPEN FORUM:**

- 652 Crestgate, Carl Smith: Snow removal at 2 to 2.5 inches was completed twice. The 2-inch minimum should be raised to 3 inches. Homeowner feels strongly that bobcat machines should not be used for a small snow fall. Additionally, leaf removal has been requested more than once for the association, about 30 minutes of leaf removal is approximately \$175.00 which was unacceptable.
- EAM/Board: The Crossgates community in general has many trees in common areas which result in leaves throughout the entire association. There are many members who do not have trees that end up with leaves in their yards. No association in Crossgates covers the cost of leaf removal; however, the board will continue to investigate the cost for individual leaf removal at homeowner expense.
- 109 Creekgate, Pete Bechtel: Is there an issue with the vendor using a bobcat machine to remove snow?
- Carl Smith: Snow removal under 2 inches should not be completed with a bobcat.
- 139 Creekgate, Sue Kabrhel: she is happy with the snow and mow vendors.
- 109 Creekgate, Pete Bechtel: UGI used private roads of the association to complete work for the T-connections. PPL also came in for a directional bore. The association paid for roads to be repaired and the work completed by PPL left gouging marks. The association should be remunerated by PPL for damages done to private roads when replacing faulty supply line for a resident on Creekgate Court.

### **ADJOURNMENT:**

- With no further business to discuss, a motion to adjourn the meeting was made by Robert Sneath, seconded by Carl Smith. Motion carried. Meeting adjourned at 7:08 PM.

**Respectfully submitted,**

**Kimberly Garland-Klopp  
Esquire Association Management, LLC**