

**CROSSGATES MANOR HOMEOWNERS ASSOCIATION  
EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES  
ESQUIRE ASSOCIATION MANAGEMENT, LLC  
480 NEW HOLLAND AVE, SUITE 8204, LANCASTER, PA  
May 5, 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 10:08 AM.

**APPROVAL OF MINUTES:**

- The minutes of the November 4, 2016 were reviewed. A motion was made to approve minutes by Barbara Price, seconded by Pam Hershey. Motion carried.

**FINANCIALS:**

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

**OLD BUSINESS:**

- Road Reserve account \$5400.00 is budgeted line item for 2016 and 2017.

**NEW BUSINESS:**

- Capital Reserve Resolution was prepared and executed today. This document is attached. Further explanation of this will be on the agenda for annual meeting. A letter and copy of this Capital Reserve Resolution will be mailed to all Homeowners of the Association.
- Pam Hershey will renew CD from Fulton Bank in August 2017.
- With the transition of receiving an invoice as notice of assessment payment due, to a quarterly coupon book, November 2016 and February 2017 late fees will be waived.
- Management company to solicit bids and manage contracts of vendors.
- Executive Board of Directors will continue to relationship and primary contact with current landscaping and snow removal company.

**MANAGEMENT REPORT:**

- Community Inspections will be performed monthly and any Architectural request change will be processed as defined in Rules and Regulations.
- Annual Homeowners Meeting is scheduled for May 18<sup>th</sup>, 2017; there is a need for quorum, 50% by attendance to the meeting or proxy.
- Board meeting minutes will be posted on website, once approved.
- A & A Refuse is the selected trash hauler. Their information will be included in the Welcome Letter to new Homeowners.

**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 11:20 AM.

Respectfully submitted,

Barbara L. Price  
Vice President/Secretary

Attachment: Capital Reserve Resolution

**RESOLUTION OF THE EXECUTIVE BOARD OF DIRECTORS  
CROSSGATES MANOR HOMEOWNERS ASSOCIATION  
ESTABLISHING A CAPITAL RESERVE FEE**

**BACKGROUND**

The Crossgates Manor Homeowners Association does not presently collect a Capital Reserve Fee from incoming purchasers of homes. The Association's Executive Board of Directors, by unanimous vote, has determined that it is in the best interest of the financial future of the Association to impose a Capital Reserve Fee on resale or transfer of units in Crossgates Manor Homeowners Association in order to fund the capital reserve, for maintenance of private roads.

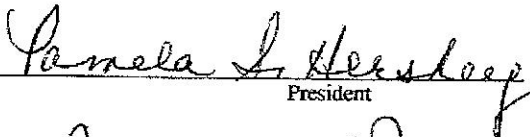
- A. The foregoing Background is incorporated herein by reference.
- B. In accordance with Article IV, Section 1(a)(1) of the Declarations governing the Crossgates Manor Homeowners Association ("Association"), the Association shall provide the following services: Maintenance, repair and replacement of the private streets located on the property and the overflow parking lots within Lots 65 and 66 and 67.
- C. Article IV, Section 2 of the Association's Declarations authorizes the Executive Board of Directors to exercise all powers, duties necessary for the administration of the affairs of the Association.
- D. Section 5302(A) (12) of the Pennsylvania Uniform Planned Community Act authorizes community associations to impose a capital improvement fee on the resale or transfer of units. The capital improvement fee for any unit may not exceed the annual assessments for general common expense charged to such unit during the most recently completed fiscal year of the association.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the Executive Board of Directors of the Association as follows:

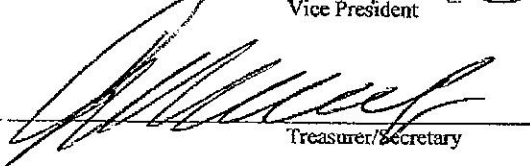
- 1. A Capital Reserve Fee of Four Hundred Dollars (\$400.00) is hereby imposed on the resale or transfer of a unit in the Association.
- 2. This Capital Reserve Fee shall be disclosed in the resale certificates issued by Association and shall be collected at the time of settlement from the incoming purchaser.
- 3. In the event that the Association does not receive notice of a sale or transfer and the Capital Reserve Fee is not collected at the time of such transfer, the Capital Reserve Fee shall be a lien on said unit, enforced in the same manner as liens for assessments.
- 4. Capital Reserve Fees shall be maintained in a separate capital account ("road reserves") and shall be expended only for private road maintenance, repairs and replacement.
- 5. Notice of the adoption of this Resolution establishing a Capital Reserve Fee and the amount thereof shall be given to unit owners in the Crossgates Manor Homeowners Association upon adoption of this resolution.
- 6. This Resolution is effective as of July, 1, 2017, and shall apply to any settlement or transfer of a unit which occurs on or after that date.

RESOLVED AND ADOPTED BY UNANIMIOUS VOTE OF THE EXECUTIVE BOARD OF DIRECTORS OF CROSSGATES MANOR HOMEOWNERS ASSOCIATION THIS 5<sup>TH</sup> DAY OF MAY, 2017.

ATTEST:

  
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President

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Treasurer/Secretary