

Crossgates Manor Homeowners Association

2024 Annual Meeting Minutes

May 23, 2024

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.

Motion: Ken Buchmann; 2nd: Stephanie Carnahan-McCurdy; Motion carried.

Approval of the 2023 Annual Meeting Minutes:

- Motion to approve the minutes as presented: Steve Book; 2nd: Sue Kabrel; Motion carried.

President's Report:

- See Exhibit A enclosed.

Financial Report:

- A copy of the Balance Sheet dated March 31, 2024 was included in the annual meeting packet.
- See Exhibit B enclosed.

Community Updates:

- Communication was recently sent from EAM regarding the introduction of Resident Coordinators. RCs were previously known as Assistant Community Managers; their responsibilities remain the same and include assisting the Community Managers with member correspondence such as architectural requests, balance inquiries, observation follow up, and general HOA injuries for example. Community Managers continue to be available to assist the RC and the Boards as we have in the past. We urge members to take advantage of communication, submission of work orders, architectural requests, and account review via the Resident portal. This allows EAM and members to better track all member inquiries on a timely basis and results in improved record keeping.

Election:

- It is time for the election there was 1 open position, for a 2-year term (2024-2026).
- Nominations were open from the floor with Kenneth Buchmann nominated.
- Nominations were closed. The slate of candidates includes Ken Buchmann. A voice vote took place and all members present were in favor, motion carried.

Resident Open Forum:

- 127 Creekgate – UO had a question about patio that faces dirt wall where a tree was removed and who is responsible.
 - EAM – We will inspect the wall to determine responsibility.

- 115 Creekgate – UO is not certain she received the guidelines from 11/22.
 - EAM – Members can obtain a copy of the Guidelines on the Crossgates website and the resident portal.
- 131 Creekgate – UO does not understand why signs are not permitted. Vendor signs help neighbors to see which vendors are used in the community.
 - EAM – Per the declarations signs are not permitted in the HOA. The Board can provide vendor recommendations.
 - Vendors that complete services, such as turf applications, install signs. The Board will review the matter.
- 131 Creekgate – When UO moved in, a list of members was provided can that be resent?
 - EAM will send the Board an updated list of owners for distribution (name and address only).
- 131 Creekgate – the UO is satisfied with the sealing of the cracks on the pavement.
- 115 Creekgate – UO requested a master list for preferred vendors members have used.
 - Board – We will work on compiling a list and distributing it to members.
- 124 Creekgate – UP expressed concerns over the Wet n Forget product and the ingredient list including salt in the product which is not good for stucco.
- 113 Foxgate – Does the garage door and front door painting require approval?
 - EAM – If it is repainted with a like-for-like color (exactly the same) then approval is not required.
- 113 Foxgate – Does a vendor need to be certified? Can anyone recommend a painter and a sidewalk vendor?
 - EAM – It is recommended for members to obtain a copy of vendor's COI if they are working on your individual property. A vendor list will be distributed shortly.
- 119 Creekgate – UO had 3 questions for discussion.
 - 1. What is the status of the walking path along Crossland Pass? 2. There is a broken light pole that needs attention. 3. Light pole 22 is shining into their home.
 - Board/EAM – The walking path was discussed at the Crossgates Master meeting and it was determined the area is not the Association's property. The area belongs to the golf course and was reported to Murry. The light pole was reported by the Board to PPL. Light Pole 22 will be reported to Dorn Electric who will install a shield.
- 127 Creekgate – What is included with the landscaping service in Crossgates Manor? All they do is mowing. There is not fertilizer or seeding?
 - Board – That is correct. The HOA only mows. Any member interested in fertilizing or seeding their lawn may contact a vendor of their choice.
- 113 Foxgate – UO reported the Foxgate Circle tree island has been maintained and looks much better.
- 119 Creekgate – Are there plans to address the tennis court paving?
 - EAM – The tennis court paving will not be scheduled at this time as there are more pressing matters including drainage projects and tree maintenance.
- 119 Foxgate – UO thanks Pam for her emails and service to the Association.

Adjournment:

- With no further business to discuss, a motion to adjourn the meeting was made by Steve Book and seconded by Stephanie Carnahan-McCurdy; motion carried. Meeting adjourned at 7:19 PM.

Respectfully submitted,
 Kimberly Garland-Klopp, Esquire Association Management, LLC

EXHIBIT A – PRESIDENT’S REPORT

The past year was a busy one in terms of repairs. We repaired 4 storm drains and cleaned out one. This was completed by the end of summer and we received information from Mark Harris of Manor Township that the repairs were approved.

We also filled in the cracks and recoated the edges on our private roads and chose Breneman & Company to do this. I want to thank Carson Frost for volunteering to spray weed killer along the edges of all the roads before the coating was done by Breneman.

We felt it necessary to raise Manor assessment by \$10 to \$285 a quarter to balance the budget for 2024. Please remember that \$35 of that \$285 is allotted to the Road Reserves account for any future road repairs or other storm drain or swale repair. That leaves \$250 toward balancing the budget.

The Board established a list of guidelines for Manor residents to follow when making any outside changes to their property. This document was sent to you via a blast email on November 22, 2023. I want to point out that approval still needs to be obtained from the Arch Committee for any outside change even though you complied with the guidelines. (if you choose black outside lanterns, you still need to run it by the Arch Committee.) Another reminder – approval can take up to 30 days so keep that in mind.

During our walk-around in the Fall of 2023, we noticed a fair amount of black and/or green mold or mildew on properties. We reminded Homeowners about this in the recent meeting notice with the hopes that homeowners would start to take the initiative to clean the mold/mildew off their property. We will be doing another walk-around on June 11 when we will again check for mold/mildew. We will notify homeowners if their property needs to be taken care of. If there are questions about this, there will be time at the end of the meeting for you to ask. (Wet n Forget Power Wash may be used in place of power washing)

Blasts or mass email messages are sent periodically to you by Esquire Association, namely Kim. These are sent to the email addresses provided to us. You are responsible for the contents of these messages. Not reading them does not absolve you from knowing the content.

Lastly, please remember:

1. No signs are permitted in the neighborhood other than approved real estate signs. No vendor signs for work being done. You MUST inform any vendor doing work on your property that they may NOT put signs up while the work is being done.
2. Do not make outside changes to your property without Arch Committee approval.
3. No parking for extended times on our roads. They are not regulation width and fire trucks and other emergency vehicles need the entire width of our roads.

EXHIBIT B – TREASURER’S REPORT

MANOR HOA FINANCIAL REPORT

5/23/24

Good Evening. I am Ken Buchmann and I have served as your Treasurer for the past year.

As Pam reported, we had a major unexpected expense this past year when we were required to repair our storm water drains. Fortunately, we had CD's mature shortly before the work was completed by SA Way & Son. This expense totaled \$12,231.32.

Later last fall we engaged Brenneman Company to seal the cracks in our streets at a cost of \$5600.00.

As our CD's matured we reinvested in short term CD's increasing our return to 5%.

We also took &25,000.00 from our Operating Funds and put them in an Orrstown Bank Money Market Fund earning ~~nearly~~ 4.55%. This left nearly \$25,000.00 in a cash account for total operating funds of just under \$50,000 which are used for mowing, snow removal and other operating expenses.

Finally, our Road Reserve cash account is slightly over \$6,000.00 per our April Financials. We intend to put \$5,000.00 into another CD at Member 1st at a rate of 5%.

The Board believes that we are in a good financial position barring any large unforeseen expenses.