

**Villages of Creekside HOA BOARD MEETING Minutes**  
**Tuesday, April 11<sup>th</sup>, 2023**  
**Village Center**

**I.Call to Order**

- a. Quorum validation- Meeting was called to order at 6:31 PM by Kevin Kohr. All board members in attendance except for Jim Eichelberger.
- b. Welcome and Announcements

**II.Meeting Purpose – Regular Business Meeting**

**III.Consent Agenda – (waived for this meeting if no reports are received)**

- a. 3/14/2023 Business Meeting Minutes- March board meeting minutes were approved, and the updated February minutes still require a rewording of Dan Field's vote regarding filing of association taxes with an extension. Rebecca to make the update in the February 2023 meeting minutes to note that Dr. Fields opposed holding a vote to file association taxes with an extension. Dr. Fields also requested that a roll call be taken at the beginning of each board meeting for attendance records.
- b. Committee Reports- **See attached reports.**

- I. **Architectural Control- See attached reports.**
- II. **Lawn and Landscape-** Lawn and Landscaping: Contracted work has started within the community. As per a prior complaint about the erosion due to ducks and the buffer mowing being a factor, I contacted Penn Turf. They will allow the creek edge to grow this will allow them to create a walking path on both the north and south sides of the Creek, so that community members can walk from one end of the property to another. I have reached out to most of the community members that are mowing and all I spoke with are willing to meet with me to rectify the buffer mowing situation. If I am unable to contact others or if I am unable to rectify the situation, I will ask for EAM support.
- III. **Publicity- - Newsletter** - I am planning to start a newsletter. Emily will be helping me with topics. I would like others to give input on topics, especially regarding committees that they are on. I have not decided yet how often I am going to do the newsletter. It depends on how many topics we have. I am fine with monthly if there is info for it. Otherwise, I will do Bi-monthly or quarterly. - **Facebook** - I am going to start weekly postings on Facebook to highlight committees. Currently, I have been answering questions as I can and guiding people to Esquire. I feel that Facebook should not be a place where we make official remarks from the Board of Directors. It is okay as Committee Chairs to give updates on things, such as the Social Committee, the Lawn and Landscape committee, etc. As the Publicity Chairperson, I have shared helpful info regarding payment reminders, how to pay, etc. If there is anything committee chairs would like me to post because they do not want to themselves or do not do Facebook, just email me. Thank you to Karen for pointing out a scammer on our page. He is no longer a member of the community Facebook page.
- IV. **Social-** Easter **Egg Hunt** - Jenn Lamoreaux was the chairperson. I was unable to attend because I was out of town. I was told there was a very good turnout, apx 30 children. Jen will fill out a committee report I created to help future chairpersons. She spent approximately \$214. She will fill out a reimbursement form to turn into Esquire. Jen is retiring from the chairperson position as her children are older. I will need to find a replacement for her. - **Holiday Party 2022** - Horst Property Management never sent the donation to Neversink Fire Company for them bringing out their firetruck and Santa to the 2022 Holiday Party. I would like Esquire to send them a check for \$50 out of the 2023 Social Committee budget.
- V. **Welcome- NA**

- VI. **Nominating-** Call for election candidates have been sent to residents. Formal meeting notice will be sent a few weeks prior to the annual meeting on 5/2/2023.
- VII. **Maintenance & Pool- See attached reports.**

- c. EAM (Esquire Association Management) Report Review – report provided to the board.
- a. March 2023 Financial Reports- Approved the March 2023 financials with a recording of P.G. Martin Excavating LLC invoices as requested. Should not be coded to Center Maintenance.

#### **IV.Unfinished/Old Business / Action Items**

- a. 2023 Annual Meeting Planning- Meeting to be held on 5/2/2023 at the Messiah Lutheran Church. Rebecca has made arrangements with the Church.
- b. Retaining Wall-
- c. Village Center Projects Discussions
- d. Creekside Rules and Regulations- Lorie Bartal and Karen Kohr asked that Ryan review the rules and regulations for the community and make sure that they are aligned with the declarations. Motion was made by Lorie Bartal and seconded by Karen Kohr.

#### **V.New Business**

- a. 2023 Pool Season Opening- Emily Hackleman indicated the importance of needing to get a pool vendor to open and close the pool for the 2023 season and beyond. Emily noted that the pool pump is reinstalled and ready to go for the upcoming season. Emily asked to have a vote on the purchase of a new pool pump to have on standby when the current one fails. Emily made a motion to approve the secondary purchase of a new pool pump in the event it fails. Rachael seconded the motion, and all approved with no objections.
- b. Assessment Billing Communication Discussion- On hold until next board meeting in May.
- c. Board Residency Same Household Qualification- Discussion was had and Kevin Kohr made the decision to step down from his seat on the board. Concern with having two members of the same household on the board at the same time.
- d. Board Conduct and operations- NA
- e. Architectural Controls- NA

#### **VI.Other Business**

#### **VII.Next Meeting – Community Annual Meeting, May 2nd, 6:30 pm – Messiah Lutheran Church**

#### **VII.Adjournment**

# Maintenance Committee

Meeting on March 21, 2023

Attendance: Chair Dr. Dan Fields

Rachael Bowman, Emily Hackleman, Kevin Kohr

## I Review of Board

**Chair:** Dr. Daniel Fields

**Board Representative:** Emily Hackleman

**Members:** Emily Hackleman, Rachael Bowman, Kevin Kohr

## II Community Center vs. Pool

Identify Responsibilities of each entity.

See Emily's Updates

Order Pool Pump (\$4,466.00)

## III Scheduled Projects

### 1. H&H SERVICE COMPANY

**David A. HLATKY**, President

Concerns:

1. Estimate semi-annual PM program and cost.
2. Evaluate condition of equipment and suitability of setup.
3. Describe any deficiencies and recommendations.
4. Quote replacement cost.
5. Condensation Leak
6. Furnace Filter – replacement schedule??
7. Water Pipe (Utility Room): corrosion.

**2. Lanco Mechanicals** – share report.

**3. Motion Lights Inspection** – Genesis

- a. Motion Lighting around pool decking.
- b. Basketball Court lighting
  - 1) Redirect lighting
  - 2) Additional lighting
- c. Lighting above main entrance.
- d. Inspection

## IV Schedule Community Center Opening – order of operations:

1. Water to Community Center – Lanco Mechanicals
2. Remove pool cover – Red Rose, or alternative Co.
3. Power wash – PowerPlay & Weise
4. Set Furniture – Penn Turf
5. Pest Control – Ehrlich (May, July & October)
6. Interior cleaning of CC – Gary's Janitorial

**VI Inspection Report** – performed January 2017. Performed by The Home Inspector, Inc.

Summary of Replacement or Corrective Action Needed:
---

- 1. Roof ~ Replaced 2020**
- 2. HVAC**
  - a. Air Conditioner
  - b. Furnace
    - 1) Condensation Leak
    - 2) Furnace Filter – replacement schedule??
3. Water Pipe (Utility Room): corrosion.
4. Corrosion of piping in Pump Room.
5. Radon Mitigation System (Attic)
- 6. Water Heater ~ Replaced.**

**VII Priority of Projects**

**2023**

1. **Repair Retaining Wall** surrounding basketball court.
  - a. **Fence** – replace on top of wall; project extends to include fencing around pool.  
\*Allow for access to **Splash Pad** for future demo and removal.

**2. HVAC**

**3. WiFi**

\$160.00/month – 24-month contract.

**2024**

4. Pool Resurface

**2025**

5. Doors

**2026**

6. Community Center Flooring and Bathroom Stall Replacement

**VIII Maintenance Projects**

- Trash collection and pickup
- Tennis Court
  - Net
  - Mechanicals
  - Furniture
  - Cleaning
- Vending Machines

- Lost and Found
- Pool furniture Inspection
  - Reorder replacement furniture
- **Swing set**
  - **Mulch**
- **Picnic Tables**

## Pool Updates

### Pool Equipment Update:

Pending visit from If It's Water to reinstall repaired pump and switch out the computer module as it's been reported as malfunctioning. We have an extra computer module from the old splash pad setup that can be used.

Maintenance Committee recommendation to make purchase of the new pump to have in reserve when it's needed. Due to the total cost of the item, Board vote is needed to spend funds from the Reserve account for purchase. Once approved, Esquire is requested to initiate the order and payment.

### Pool Operations Update:

1. A decision needs to be made regarding who will open the pool - John McDonald (Your Pool Guy) from the Hummelstown area will be coming to complete an estimate on 4/7/23.
2. A decision needs to be made about how we will manage the pool chemical testing, pool cleaning and pump room maintenance. 50 Shades of Green has offered to be the vendor for services for the 2023 season - we would need to execute a contract and discuss age restrictions on support staff in the pump room.

### Pool Opening Planning Needed:

1. If we are not hiring out a company to open the pool - we will need volunteers to do this task the last weekend in April. It will take up to 4 weeks to return the water to any sort of usable condition.
2. We will need to have our first CO2 Tank delivery during the first week of May.
3. We will need to have our first Chlorine delivery during the first week of May.
4. We will need to hire someone to power wash the deck, fence and walkways. Since mulch is being delivered first week of April is that done before? This was last done in 2021.
5. We will need to hire someone to place all pool furniture out on the deck in May. This was done using a basic labor rate by Penn Turf in 2022
6. We will need to execute the contract with a cleaning service to do an opening cleaning in May - after the pool furniture has been placed outside and then come for weekly cleanings thereafter. This was done by Gary's Janitorial in 2022.

### Pool Landscaping Update:

A decision was made to establish a contract with the current lawn and landscaping vendor to complete all cleanup and weekly maintenance tasks related to landscaping in the pool area. A budget transfer will occur from the Pool funds to the Lawn and Landscaping funds to allow for payment.