

**The Villages of Creekside Homeowners Association  
Meeting Minutes**

**Date:** November 11, 2025

**Time:** 6:33 PM

**Location:** MS Teams – virtual

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**1. Call to Order and Attendance:**

- Meeting called to order by Shawna Gafencu at 6:33 PM

**Board Members Present:**

Amy Tyson  
Jeremey Hackleman  
Kevin Grier  
Matthew Conrad  
Joshua Lewis

**Others Present:**

Shawna Gafencu (HPM)

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**2. Reports**

**a. Financial Report**

- All Board members voted and approved raising the monthly fees by three percent (3%) for each unit. The following assessments will go into effect on January 1, 2026:

Patio Homes:	\$278.00
Executive Homes:	\$288.00
Estate Homes:	\$309.00

- Horst proposed the 2026 budget to the Board and the following specific line items were discussed:

**Pool Expenses:**

○ Capital Reserve Transfers	\$28,000	
○ Pool Ops & Maint.	\$2,000	down from \$4,7000
○ Pool Repairs	\$2,000	up from \$1,000
○ Pool Furniture	\$3,500	down from \$11,000
○ Pool Supplies	\$700.00	
○ Pool Chemicals	\$2,500	down from \$3,000

- Water Testing \$800 up from \$400

**Village Center Expenses:**

- Maintenance \$2,500 down from \$6,500
- Cleaning \$750 down from \$1,000
- Supplies \$400 separated line item
- Pest Control \$25 up from \$20
- Phone \$480 up from \$450
- Electricity \$4,000 up from \$2,800
- Gas \$800
- Tennis Court \$525 down from \$1,500
- Basketball Court \$500 up from \$20
- Repairs \$1,000
- Key Cards \$100

- The Board briefly reviewed the previous 2023 and 2024 year reserves transfer totals. In 2023, about \$39,000 was held in reserves and in 2024, about \$ 22,000 was held in reserves. There were no reserve transfers in 2025. Therefore, the board approved capital reserves transfers in 2026 at a rate of \$2,333.33 monthly totaling \$28,000 for the year.
- Amy explained the main reason the pool maintenance expense changed to a lesser allocation was due to finding cheaper vendors that provide the same standard of quality. She also explained that with respect to pool chemicals, the pool only uses about 1 ½ tank of chlorine throughout the season.
- The board decided that the allocated gas expense should remain \$800, not \$600.
- \$5,000 will be allocated for the Meadowlands near the buffer areas and updated on the proposed 2026 budget.
- The Board agreed to raise the sinkhole allocation and the remaining operating surplus of \$9,508 will be added to this amount to total \$29,508 for sinkhole repairs.
- Late fee, fines, and penalty income will be removed from the operating income section of the 2026 budget.
- The pool/maintenance committee wish list has been denied at this time.

**b. Committee Reports**

- **Architectural Committee:**

- 1026 Glenwood will be installing a new approved roof. Jeremy mentioned putting together a list of “pre-approved” roof shingle colors for future requests.
- 914 Crosscreek – adding an approved detached garage
- 911 Meadowood – redoing the deck with composite

- **Landscaping Committee:**

- Penn State removed tube stakes and replaced approximately 20-30 dead trees. They reported erosion at Waterside Dr by the creek. The board requested that Penn turf does not mow within 5 feet of on the North side of the buffer area.
- The evergreens along the rear property line near 717 Brookside were cleaned up and completed.
- There is a reported tree stump that was removed but the saw dust and woodchips are still on the property and needs removed. Shawna will call Kreiser Tree Trimming to see if they are coming back to the owners home who contracted them.

- **Publicity Committee:**

- Nothing to report.

- **Social Committee:**

- Bookfair is scheduled for November 20 at 6:30 PM.
- The Christmas party is tentatively scheduled for December 14.

- **Maintenance/Pool Committee:**

- It was determined that that entrance signs and fences at Oak Street are a maintenance committee responsibility. The entrance sign power washing schedule will be decided next year.

- **Welcome Committee:**

- Nothing to report.

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### 3. Old Business

- Verizon is installing a new phone line at the village center; they began but did not finish installation. Shawna will contact Verizon to obtain an ETA.

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### 4. New Business

- A motion was made by Kevin and 2<sup>nd</sup> by Matt to approve Penn Turf as the contractor to repair the sinkhole near 9 Oak Knoll Road. The sinkhole is well within the bounds of the HOA but still wants to contact the township to determine if they own any part of the sidewalk or if there are any underground utility lines that we should be aware of. Shawna

will contact North Cornwall Township. A 30% down deposit will be needed to begin the job.

- Rules and Regulations **must be completed before January 2, 2026**, so they can be sent out to residents with the 2026 budget narrative. Jeremy is working on finalizing and will forward to Board and Horst.
- Jeremy will iron out the final details of the Rules and Regulations, as well as review the Fence/Shed regulations and forward them to the rest of the Board and Horst. Once the Regulations are approved, they will be publicly shared with residents. The Regulations must be completed as soon as possible.
- Verizon FioS is being installed by Verizon via subcontractor Lambert Cable. This is expected to be done throughout sections of Creekside Dr, Meadowood Circle, Hearthside and Glenwood Installation will include digging and also the use of heavy machinery. It's approximately 7,000 ft of work.

Homeowners that have dog fences, landscape lighting, or other underground features are encouraged to mark them. Anything that is not marked and becomes damaged will not be Verizon's responsibility to repair.

Shawna will send an email blast out to residents with all the information on the leaflets that were distributed by Verizon.

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## 5. Open Forum (Homeowner Comments)

- There were no homeowners in attendance.

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## 6. Action Items / Follow-Up

- Action items for Shawna:
    - Verizon / Lambert Cable: (1) have them fix the broken Verizon boxes (2) confirm that they are responsible for damage to homeowner property (3) obtain an ETA for the work start and completion (4) email blast to residents with leaflet information.
    - Call Philip Kreiser Tree Service to have them remove the sawdust and woodchips from homeowner job.
    - Prepare 30% down deposit to Penn Turf for the sinkhole repair.
    - Send budget narrative letter to Board for review.
    - Contact township about the property line (near sinkhole) to determine if any underground utility lines.
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**7. Meeting adjourned** at 8:10 PM

**NEXT MEETING:** ~~December 9, 2025, at 6:30 p.m. via MS Teams.~~

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Respectfully submitted,



Shawna Gafencu

Property Manager

Horst Property Management