

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

**Date:** January 13, 2026

**Time:** 6:38 PM

**Location:** MS Teams – virtual

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

- Meeting called to order by Kevin Grier at 6:38 PM

**Board Members Present:**

Amy Tyson  
Kevin Grier  
Matthew Conrad

**Members Absent:**

Jeremey Hackleman  
Joshua Lewis

**Others Present:**

Shawna Gafencu (HPM)

**2. Meeting Minutes**

- Kevin motioned to approve the November 2025 minutes as written; seconded by Matt.
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**3. Reports**

**a. Financial Report**

- November and December 2025 ending balance statements were reviewed and approved by the board.
- The board approved capital reserves transfers beginning in 2026 at a rate of \$2,333.33 per month totaling \$28,000 for the year. The reoccurring monthly transfer will start on 2/1/26.
- A new CD account was opened with First Citizens Bank on 12/23/25; the amount deposited was \$20,000. The board approved this because there was an operating surplus at the end of the year and wanted to benefit from the interest return as a benefit to the Association.
- There was an overpayment to Penn Turf for \$3,153.50 invoice # 5028. A reimbursement was requested on 1/9/26. Once the reimbursement is complete, the Association has opted to offer ACH deposits so Penn Turf can be paid more quickly and lessens risks associated with paper checks.
- Landscaping Contracted; Landscaping Non-Contracted; Storm Water/Sinkholes; and Meadowland GL Groups will be recoded to close out 2025 End of Year accounting.

## **b. Committee Reports**

- **Architectural Committee:**
  - Jeremy was absent but is working on a list of “pre-approved” shingle colors for architectural requests.
- **Landscaping Committee:**
  - Waiting on survey results from Josh. (Landscape committee)
- **Publicity Committee:**
  - Matt reported that Rachael Bowman offered to post anything Horst might deem relevant to the community on the website that she maintains. Horst did not report anything of relevance at this time.
- **Social Committee:**
  - Book club is scheduled for the 3<sup>rd</sup> Thursday of each month at 6:30 PM and will be held at the Quentin Tavern.
  - The December 14 holiday party was not well attended. Depending on interest, there may not be a party this December. The only cost expected would be food.
- **Maintenance/Pool Committee:**
  - The Village Center pipes froze near the water fountain area. Lanco Mechanicals was called to site to determine any damage but will have to wait until spring/warmer weather once thawing has occurred to properly assess any damage. *\*\*\*\*\*The Association may be able to submit a claim to the insurance; meeting the \$1,000 deductible. The board will wait to see how to proceed once it's inspected again.*
- **Welcome Committee:**
  - New owner(s) at 931 Meadowood Circle; a reimbursement request and receipt was sent to Debbie Daniels (community assistant).
  - Another 2 owners expected in the coming weeks.

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## **4. Old Business**

- The Board is aligned on the Rules and Regulations and can be finalized. Per the governing documents, any advance notice of the effective date of the Rules and Regulations will be followed.

- The board would like to express their gratitude for Penn Turf doing such great work on the sinkhole repair. Thank you!
  - Sheds and Fences specifications are still in progress.
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### **5. New Business**

- The Board wants all landscaping GL Code reporting/reclassing to be sent to Joshua Lewis. No non-board members shall make requests for GL Codes reclassing.
  - Penn Turf offered to do power washing throughout the community come Spring at no cost. Thank you very much for offering your services to your neighbors!
  - A new line item will be added to the budget, effective immediately. The community website's domain name renewal will have its own line. The cost of renewal this year was \$22. It's expected to be about the same next year.
  - Lambert's, who dug and laid underground Verizon lines, created some damage to grass areas. Kevin will communicate with them and monitor the grass as it grows in, keeping a list of homeowners whose lawn was damaged and report it to Horst and Lambert's. Expect to best determine damage in late March/April.
  - Amy called Shawna immediately after the meeting due to technical difficulties. She raised the following points:
    - The importance of consistent board attendance was discussed, with recognition that input from all members is valuable for agenda items. To support attendance, I will send calendar reminders one week and two days before each meeting, including the agenda, any attachments, and a meeting link. Please let me know if you prefer a different cadence.
    - Questions were raised regarding the rules for missed meetings. Per Section 9.01(f) of the bylaws, if a board member misses three consecutive regular meetings, the Board may declare that position vacant at the third absence.
    - Clarification was requested on officer terms. Each officer serves a three-year term per the bylaws. Section 8 covers officer elections, including the process for nominating and filling vacancies at annual or special meetings. Section 8.05 requires that notice of elections be sent at least 14 days in advance, listing vacancies and nominees.
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### **6. Open Forum (Homeowner Comments)**

- There were no homeowners in attendance.
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### **7. Action Items / Follow-Up**

- Amy Tyson may not be able to attend the February meeting. Tentative.

**8. Meeting adjourned at 7:21 PM**

**NEXT MEETING: February 10, 2026, 6:30 PM MS Teams**

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Respectfully submitted,

Shawna Gafencu  
Property Manager  
Horst Property Management