

The Villages of Creekside HOA Board Meeting Minutes

Date: April 16, 2026

Time: 6:32 PM

Meeting Type: Monthly Board Meeting

Attendees

- **Board Members Present:** Kevin Grier, Matt Conrad, Jeremy, Amy Tyson
- **Management:** Shawna Gafencu (Horst Property Management)
- **Absent:** Josh Lewis (joined late/not present for full meeting)

Call to Order

Meeting called to order at 6:32 PM with quorum present.

1. Approval of Minutes

- March 2026 meeting minutes were distributed for review
 - **Motion:** Kevin motioned to approve the March minutes
 - **Vote:** Unanimously approved
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2. Board Terms and Nominations

- No nominations received from community members for board positions
 - Kevin Grier and Amy Tyson will appear on ballot for three-year terms
 - Ballots to be distributed April 17, 2026
 - Election Buddy system will be used for Act 115 eligible voters (online voting)
 - Paper ballots available for all other residents
 - No live vote at May annual meeting per governing documents
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3. Financial Reports

Balance Sheet (as of March 31, 2026)

- Operating Account: ~\$135,000

- Reserve Account: ~\$125,000
- **Total Assets:** ~\$260,000

CD Account (#1101)

- Current balance: \$33,069
- **Action:** Roll over into another 6-month CD at 3.6% rate (best available)
- **Motion:** Matt motioned to approve 6-month CD renewal
- **Vote:** Unanimously approved

Income Statement

- Capital reserves: automatic monthly withdrawals continuing
- Legal fees accumulating (billed back to homeowners)
- Insurance paid
- Pool chemicals purchased
- Lanco Mechanicals completed pool startup (no significant frozen pipe damage)

Chlorine Reimbursement Issue

- \$1,500 chlorine expense from 2025 paid in 2026 due to previous management company error
- Shows as 2026 expense due to cash-based accounting system
- Shawna to investigate if line-item adjustment possible for budget tracking

Landscaping Contract Variance

- Monthly payment: \$7,057.41
- Contract total error identified: should be \$84,689 (not \$84,265)
- Correct monthly amount: \$7,057.41 (includes sales tax)
- Annual variance: \$423.96 over budget
- **Motion:** Matt motioned to approve paying correct contract amount
- **Vote:** Unanimously approved (Kevin abstained)

Accounts Receivable

- Standard delinquencies being handled by Christie (collections)
 - Gloyd: filed for bankruptcy
 - 708 Brookside: **Action Item** - Kevin to authorize demand letter to Christie
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4. Committee Reports

Architectural Control Committee (Jeremy)

- Two submissions in past month:
 - Small side entry deck at 903 Meadowood
 - Roof replacement at 414 Little Pond
- **Issue:** Debbie sending requests to full board (not necessary unless unusual or inconclusive vote)
- **Action:** Jeremy to clarify with Debbie that full board approval not needed for standard requests
- **Emergency Protocol:** For urgent issues (e.g., roof leaks) with pre-approved materials, ACC can expedite approval

Landscaping Committee (Rachel/Josh)

- Recent walk-around completed
- Penn State native plant project planned:
 - Three-tier planting system along creek (flowers, mid-height plants, trees)
 - Volunteer planting day scheduled
 - Pamphlets to be distributed at annual meeting
- Meadowood homeowner notification sent (no feedback received; reminder sent)
- **Meeting scheduled:** May 7, 2026, with Waterside Circle homeowners regarding creek planting
- **Action:** Shawna to confirm Josh's availability for May 7 meeting; Kevin available as backup- board attendance needed

Landscaping Monthly Report (from Rachel):

- **Sign Removal Question:** Can Penn Turf remove unauthorized signs in common areas?
 - **Decision:** Signs in common areas considered trash; Penn Turf authorized to remove
 - For-sale signs only allowed in owner's yard or day-of open house
- **April Work Plan:**
 - Spring cleanup (debris removal, leaf cleanup, trimming, weeding, edging)
 - Brown premium mulch application
 - Pre-emergent weed control applied
 - Liquid fertilizer and crabgrass control applied April 13
 - Village center landscaping: planning perennial flowers
 - Colebrook signs: tulip cleanup completed; some replanting needed
- **Invasive Bradford Pears (Meadowland):**
 - Three estimates being collected (Penn Turf, Land Studies, Bartlett)
 - Expected to exceed 2026 \$5,000 budget
 - Considering phased approach
 - **Question for Board:** Can additional funds be requested?
 - Tree trimming in other areas postponed to 2027

Maintenance and Pool Committee (Amy/Russ)

- No frozen pipe damage (only outdoor faucet and men's room faucets needed parts/filters)
- Pool uncovering: first week of May
- Pool opening: approximately one week before Memorial Day (weather dependent)
- New tables ordered and being assembled
- **Robert's Oxygen tank rental issue resolved:** Russ established schedule to avoid paying rental on empty tanks; will maintain 2 tanks on-site at all times

Publicity Committee (Matt)

- Nothing to report

Social Committee (Matt/Kelsey)

- Easter egg hunt: great success with high attendance
- Summer picnic: tentatively scheduled Sunday, June 28, 2026
- **Yard sale:** Saturday, May 16, 2026
 - Jubilee pickup scheduled around 12:00-1:00 PM for unwanted items
 - Information included in annual meeting notice

Welcome Committee

- No new homeowners identified
 - Carolyn to be kept informed of new residents
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5. Old Business

Lambert's Construction Follow-up

- Stone and dirt pile cleanup still pending (Meadowood cul-de-sac area)
- Material washing into basin with rain
- **Action:** Shawna to follow up with Matt Fagan at Lambert's
- **Question:** Can utility marking flags be removed from common areas?
 - Flags valid for ~1 month after placement; present flags placed around Thanksgiving
 - **Action:** Shawna to confirm with Lambert's if work complete and flags can be removed

Ash Tree Treatment

- Soil treatment completed: 86 trees total
- Bartlett invoice: \$2,424 (paid)
- Penn Turfreimbursement received and deposited

Pool Opening

- Target: one week before Memorial Day
 - **Action:** Amy to provide update when date solidified; Shawna to announce via email blast and Facebook
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6. New Business

Annual Meeting Preparation

- **Action:** Shawna to send email blast by April 17 requesting homeowner questions for annual meeting (30-day advance notice)
- Kevin to compile submitted questions and share with board

Trash Contract Renewal

- Current contract with Waste Management expires June 30, 2026 (does not auto-renew)
- Community generally satisfied with service
- **Requirements for new contract:**
 - Monday morning pickup schedule
 - Unlimited weekly recycling
 - 3-year term preferred
- **Action:** Shawna to obtain 3 bids and negotiate with Waste Management
- Strategy: Use competitive bids to negotiate; Waste Management historically willing to maintain pricing to retain business

Fence and Shed Rules & Regulations

MAJOR DISCUSSION - Key Decisions Made:

Fences:

- **Location:** Must be installed on property lot lines (following township regulations)
 - Eliminates maintenance gaps between neighboring fences
 - Prevents unmaintainable "alley" spaces
- **Height:** 54 inches (standard for pool fencing)

- **Material:** Steel or aluminum, black color
- **Gates:** Allowed
- **Permits:** Required per township; boundary survey required
- **Maintenance:** Homeowner responsible for both sides if on property line
- **Review process:** ACC approval required; may require neighbor collaboration for adjacent fences

Sheds:

- **Location:** Backyard only; must follow township setback regulations
- **Foundation:** Concrete slab required
- **Frame:** Wood or composite (Trex-type material); no plastic or aluminum frames
- **Exterior:** Must match primary colors of home (siding and roofing)
- **Doors/Windows:** Should match or complement home design
- **Size:** Per township regulations
- **Utilities:** No plumbing or HVAC allowed
- **Use:** Personal storage only (not additional garage)
- **Quantity:** One shed per property (unless existing grandfathered)
- **Permits:** Required per township

Actions:

1. Matt to send final draft documents to group
 2. Kevin to review and align Rules & Regulations document with fence/shed decisions
 3. Shawna to contact Josh for feedback
 4. Kevin to verify township ordinances haven't changed
 5. **Target:** Finalize for presentation at May 5 annual meeting
 6. **Legal review:** Send to Aaron (attorney) for final review before official adoption
 7. **Timeline:** Kevin to provide update by Friday, April 18
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7. Document Posting & Action Items Summary

Export spreadsheet

Responsible Party	Action Item	Deadline
Shawna	Send ballots (paper and Election Buddy links)	April 17, 2026
Lori (via Shawna)	Order 6-month CD renewal at 3.6%	April 20, 2026 (Monday)
Kevin	Authorize demand letter for 708 Brookside to Christie (copy Shawna)	ASAP
Shawna	Confirm Josh availability for May 7 homeowner meeting; coordinate board representation	April 18, 2026
Jeremy	Clarify with Debbie that full board approval not needed for standard ACC requests	ASAP
Shawna	Follow up with Lambert's (Matt Fagan) on stone/dirt cleanup and utility flag removal	ASAP
Shawna	Send email blast requesting homeowner questions for annual meeting	April 17, 2026
Kevin	Compile submitted homeowner questions and share with board	Before May 5, 2026
Shawna	Obtain 3 trash contract bids; negotiate with Waste Management	Before May board meeting
Matt	Send final fence/shed draft documents to board	April 18, 2026
Kevin	Review/align Rules & Regulations with fence/shed decisions; verify township ordinances	April 18, 2026
Shawna	Contact Josh for fence/shed feedback	April 18, 2026
Kevin	Provide fence/shed finalization update	Friday, April 18, 2026
Board	Send finalized fence/shed rules to Aaron (attorney) for legal review	Before May 5, 2026
Amy	Confirm pool opening date when solidified	Late April/Early May

Shawna	Announce pool opening via email blast and Facebook	When date confirmed
Shawna	Post all approved meeting minutes to portal	ASAP
Shawna	Investigate if 2025 chlorine expense can be reflected differently in budget	Follow-up

Next Meeting

Annual Homeowners Meeting: May 5, 2026

Adjournment

Meeting adjourned at 8:20 PM.

Minutes prepared by: Shawna Gafencu, Horst Property Management

Date submitted: April 16, 2026