

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

**Date:** March 10, 2026

**Time:** 6:30 PM

**Location:** MS Teams – virtual

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

- Meeting called to order by Shawna Gafencu at 6:37 PM

**Board Members Present:**

Jeremy Hackleman  
Matthew Conrad  
Joshua Lewis  
Amy Tyson

**Members Absent:**

Kevin Grier

**Others Present:**

Shawna Gafencu (HPM)

**2. Meeting Minutes**

- Amy motioned to approve the February 2026 minutes as written; seconded by Josh- all approved.
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**3. Board Member Terms and Election Planning**

- Amy and Kevin’s terms began in May 2023 and are up for re-election this year.
- Matt’s term expires 2027.
- Josh and Jeremy’s terms expire in 2028.
- Annual meeting notice and call for nominations will be sent out. Once nominations are received, ballots will be created. Shawna will reserve the church for the annual meeting.

**4. Reports**

**a. Financial Report**

**Lawn Maintenance Variance:**

Jeremy noted a \$70.66 YTD variance for account 96100 (Lawn Maintenance and Landscaping), up from \$35.33 last month due to two extra payments compounding the difference.

**Penn Turf Contract Rate:**

The variance is due to Penn Turf amending their hourly rate from \$65.00 to \$62.50. The total yearly maintenance amount remains unchanged. Amy believes the \$62.50 rate applies to out-of-scope work and will discuss the contract and charges with Aaron Tyson (Penn Turf) for clarification.

**Insurance Expenses:**

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Jeremy asked about insurance costs. Directors & Officers insurance is \$883 annually. Commercial General coverage is \$1,273 quarterly (\$5,092/year), totaling \$5,975 with D&O—within the \$6,000 budget for 2026 (down from \$9,000 in 2025).

**Penn Turf Reimbursement:**

Amy reported Penn Turf will send a reimbursement check this week for invoice #5028 (\$3,153.50).

**CD Account Classification:**

Jeremy asked why one of the CD accounts shows up under the Operating account instead of the reserves like the other CD accounts:

The CD was purchased with surplus operating funds, so it is tracked under operating, not reserves. If the Board wants it classified as a reserve, it can be transferred, but then funds could only be used for capital expenses. Currently, if liquidated, funds return to operating and can be used for any expense.

**\*Explanation:** The CD at Creekside was purchased using surplus operating funds, which is why it appears under the operating account column rather than on the reserve side with the other CD's and reserve account. For accounting accuracy, the funds needed to be tracked based on their original source (the operating surplus) and the account they were deposited into (the CD). This ensures the financial records clearly reflect both where the money came from and where it is currently held.

If the Board wants the CD to be part of the capital reserves, we can transfer it. Then if liquidated, the money can only be used capital expenses. The transfer will show on the income statement. Right now, if liquidated, the funds go right back into the operating account where they originated, and they can be used for any expense.

**b. Committee Reports**

- **Architectural Committee:**
  - The Board approved the “pre-approved” shingle color list. Roof shingles must match the original GAF weathered wood; any other requests require an Architectural Request Form.
- **Landscaping Committee:**

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- The board clarified that homeowners may remove trees on their property without Board/ARC approval, unless the tree is not in the front yard or property lines are unclear—in those cases, contact HPM for confirmation via plats.
- The Board will discuss bids for ash tree removal and replacement species in July, considering arborist suggestions.
- Ash trees are located along Creekside Drive (north of the bridge, outside edge) and are tagged.
- The committee is seeking bids for removal of invasive pear trees in the meadowlands.
  
- **Publicity Committee:**
  - Nothing to report.
  
- **Social Committee:**
  - Easter egg hunt: Sunday, March 29, 3:00 PM
  - Book club: March 19, 6:30 PM at The Mix
  - Yoga classes may begin soon; details to follow.
  
- **Maintenance/Pool Committee:**
  - Village Center pipes froze last season when it became unseasonably cold Lanco Mechanicals will assess damage after thawing. Insurance claim may be possible (deductible \$1,000). Board will decide next steps after inspection. (keep this on the agenda/minutes until resolved) Pool de-winterization is scheduled with Lanco Mechanicals at the end of March.
  
- **Welcome Committee:**
  - Nothing to report

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**5. Old Business**

- Two delinquent accounts: 14 Oak Knoll Cir and 708 Brookside. Foreclosure and civil complaint are in process.
- The Board will review Fence, Rules & Regulations, and Shed regulations/specs at the next meeting.

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○ **SHED REGULATIONS**

The Board will meet within two weeks to finalize. Key issue: determining offsets between sheds/fences and property lines. Final documents will be reviewed by Aaron (attorney) before publication.

- Stone and dirt piles remain near Meadowood Circle/basin due to Verizon Fios work. Lambert's will return for repairs/reseeding once weather permits (March/April).

**6. New Business**

- The board decided not to proceed with quarterly inspections throughout the community.
- Trash contract expires June 30, 2026. The Board wants at least two bids for a new contract, aiming for no more than a 3% increase if renewing with Waste in Time.

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**7. Open Forum (Homeowner Comments)**

- There were no homeowners in attendance.

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**8. Meeting adjourned at 8:00 PM**

**NEXT MEETING:** April 14, 2026, 6:30 PM MS Teams

**ANNUAL MEETING:** The Annual Meeting is scheduled for May 5 at 6:30 at Messiah Lutheran Church, 1800 Oak Street, Lebanon, PA

There will be two board members up for reelection: Kevin Grier and Amy Tyson. Jubilee will be driving around Creekside on May 16 at 1:30 PM to pick up any yard sale items residents wish to donate.

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Respectfully submitted,

Shawna Gafencu  
Property Manager  
Horst Property Management