

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

Date: October 28, 2025

Time: 6:38 PM

Location: MS Teams – virtual

1. Call to Order

- Meeting called to order by Shawna Gafencu at 6:38 PM

2. Roll Call / Attendance

Board Members Present:

Amy Tyson
Jeremey Hackleman
Kevin Grier
Matthew Conrad

Board Members Absent:

Joshua Lewis

Others Present:

HPM: Maryellen Chenoweth and Shawna Gafencu

4. Reports

a. Financial Report

- The Board discussed CD renewals at a 3-month term at 3.05% as there were no reserve transfer done in 2025. The ICS accounts were also considered for renewals at a 6-month term. Maryellen briefly explained what an CD Ladder account is and how it works; the board will discuss this further at the next meeting.

The Board determined that income, reserves, bank/reserve accounts and CDs will be the focal point of the next meeting.

- An anticipated expense for the 2026 year was having the pool resurfaced. However, it was inspected and deemed to be in acceptable condition. This may need to be revisited ahead of opening the pool next season.
- All Board members voted and approved raising the monthly fees for each unit. They requested that HPM create a budget based on a 3,4, and 5% increase to determine how

much to raise fees. The notice to raise fees by any amount MUST received by residents no later than **December 1, 2025**. The Board must decide if they will approve this via email conversation or a quick virtual November meeting.

b. Committee Reports

- **Architectural Committee:**

- Two requests were received in the past month:
 - **911 Meadowood** to redo the deck which was approved.
 - **1026 Glenwood** which requested to redo/install the gutters, roof and downspouts. The committee has requested and is waiting for color schemes from the owner before they approve.

- **Landscaping Committee:**

- Penn State is expected to remove & replace saplings during the first week of November – most likely the 5th or 6th
- The meadow trees have been cleaned and lifted up – the fall cleanup is ongoing, and the mowing is complete for the season. Only spot mowing will be done as needed.
- The evergreens along the rear property line near 717 Brookside was discussed in detail. The Board asked Penn Turf to measure out according to the Plats and determine if the trees are HOA or homeowner property. The line of Leland Cyprus trees falls under Creekside HOAs responsibility. Cleanup/trimming was approved by the Board and Penn Turf has arranged for a clean-up the week of November 3, 2025.

- **Social Committee:**

- The yard sale went well – generally positive feedback – some mixed feedback.
- Bookfair is scheduled for **November 20 at 6:30 PM**.
- The Christmas party is tentatively scheduled for December 14 – time TBD.

- **Maintenance/Pool Committee:**

- The Village Center/pool is in the process of being winterized.

- New fire extinguishers were installed on 10/28 because they were too old and didn't pass certification.
 - HVAC system cleaning /servicing open-close is scheduled for fall and spring.
 - The Phone in the Village Center is out of order. Russ Karlie called the township to determine if a landline is legally needed. Township said it is, Maryellen reported that the township told her it was not required. Amy made a motion to keep the landline, and it was seconded by Matt. Shawna will contact Verizon to have the phone fixed.
 - The entrance sign and fence at Oak St needs maintenance and cleaning. A power wash needs to be scheduled.
 - Amy noted that the cleaning service was previously canceled and after an event that someone held at the Center, it was messy and not cleaned up afterwards. Amy would like to continue employing the cleaning service until the winterizing is complete. Jeremy and Matt both agreed.
- **Welcome Committee:**
 - **New owners at:**
 - 211 White Oak Circle - Pinakin Patel
 - 40 Oak Knoll Circle - Tomothy & Rachel Heiser
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5. Old Business

- Old business was discussed per each committee.
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6. New Business

- The Board needs to receive all committee 2026 budgets and wish lists.
 - Rules and Regulations **must be completed before January 2, 2026**, so they can be sent out to residents with the 2026 budget narrative.
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7. Open Forum (Homeowner Comments)

- There were no homeowners in attendance.
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8. Action Items / Follow-Up

Task	Responsible Party	Due Date
Decide CD accounts to renew 3-month term or open at new term. Consider CD Ladders	Board	ASAP
Decide if renewing ICS at 6-month term	Board	ASAP
Determine how much to raise fees	Board	Nov 21
Need committee(s) wish lists and budgets	Board	Dec 22
Budget narrative and Rules and Regulations need completed & approved – then mailed	Board	Dec 22
Schedule entrance sign and fence power wash	Maintenance Committee	TBD
Village Center phone line needs replaced	Shawna	In process

9. Adjournment

- Meeting adjourned at 7:56 PM Next meeting: TBD

Respectfully submitted,



Shawna Gafencu

Property Manager

Horst Property Management