

MIDDLETON ESTATES COMMUNITY ASSOCIATION
Carlisle, PA 17013
Annual Association Meeting

Date: Tuesday March 1, 2019

Time: 7:00 p.m.

Location: Stuart Community Center

Board members in attendance: Tracy Sharp, Katie Landis, Judy Hershey, Denise Adams, Kathy Kauffman, Janna Books, Stephanie Bragg, Cindy Carothers (Accountant), Andrew Shaw, Esq. (Attorney)

Board Member Absent: None

Tracy called the meeting to order at 7:01 PM

- Tracy Sharp welcomed everyone and introduced the board members.
- Review of the minutes of the 2018 meeting. Made sure everyone had a chance to review last year's minutes.
 - Judy Hershey noted a wording error to be changed.
 - Katie Landis made a motion to approve with that 1 change. Seconded by Janna Books. All in favor.
- General Review – (Tracy Sharp)
 - Tracy would like to go over a few things as a whole – please hold questions and comments to the end for the open floor.
 - We had a rough year. Landscaper quit on us at the beginning of March. We scrambled to get quotes. June through September was stressful due to weather and many complaints. A mass letter was sent out to explain what had happened. We used money out of money market account for some additional costs. In the Spring of 2020 we will get new quotes.
 - We try to make smart and financially wise decisions for snow removal. Each snow event is different. This weekend is an example of a tuff call when spending the money to clear when it's a "borderline" snow event when there is another storm predicted for Sunday. We commit to not spending money unwisely. We cannot please everyone and it's a tough call to make.
 - Our budget year runs April 1 – March 31. Always a busy time in March due to many residents taking advantage of the yearly discount.
 - There were 8 homes that sold this past year and 3 more pending. We are a lower end townhome community which attracts small families, first time home buyers and investors. Our neighborhood is going on 30 years old. Great value which helps home sales.
 - Landscaping consumed MUCH of our time this year. We were scrambling to put out fires and dealing with complaints.

- We are working on designing a Quick Summary Sheet which will summarize important points of our Covenants and Restrictions. This document will be used to give to landlords for their tenants, possible buyers, new homeowners, etc. We will also attach to newsletters occasionally as a friendly reminder to homeowners. In the next few months we will finalize this document and distribute.
- We always look to improve the way we are doing things. We have consulted with other local HOA's to see how they do things and vice versa.
- Our Membership Agreement is a new form we designed (idea came from Old Forge Station in Boiling Springs). This form will help us capture contact information for new homeowners as well as assure that Realtors are informing new buyers of our Covenants & Restrictions as well as the payment procedure. This document will be initialed and signed prior to a resale certificate being issued.
- We are getting quotes right now for trimming of trees. Hope to have this done in the Fall.
- We just updated the insurance policy. We switched from Fickel Insurance to Deibler Insurance.
- Past dues up a little compared to years past. Our lowest year was 2017. This is a challenge that we are constantly working on. Tracy reminded everyone how this process works. When an account is past due - - and property is sold – those past dues are paid at settlement The Association does not lose that money. We continue to work with overdue accounts to get them paid in full.
- Financial Report - (Cindy Carothers & Katie Landis)
 - Cindy Carothers (CPA) from Smith, Elliot & Kerns handed out the compilation report – the Board will keep the official copy. This report costs us \$1,050 to have done each year to ensure the bookkeeping is being handled properly.
 - Cindy reminded everyone that our budget year runs April 1-March 31st.
 - Cindy reviewed that the Board is handling things well. All requests from her for information are responded to promptly.
 - Taxes have been completed and filed.
 - We use a cash reporting system.
 - There were no questions from members for Cindy regarding the compilation report.
 - We have upgraded to an on-line version of QuickBooks. Cindy now has remote access into our account which helps when we have questions or concerns. It is also easier to transfer information over to the CPA for our yearly review and taxes with this method.
 - Katie reviewed the YTD numbers and proposed budget.
 - Katie explained how we use QuickBooks.
 - Had a bad snow year. The way the old landscaper billed was a flat fee – current landscaper is “a la carte”. Snows in March not billed until April so fall into next budget year.
 - Tracy made a motion to approve the proposed 2019-20 budget. Denise seconded. Voted - All in favor.

- Nominating Committee Report – (Kathy Kauffman, Chair)
 - They contacted 3 individuals to gauge interest in running for the board. Only 1 expressed interest (Megan Barbour). 3 current Board members agreed to re-nomination.
 - Stephanie Bragg will chair the Nominating Committee for 2020
 - Mary Schreiber expressed a concern that Katie Landis is on the board. Tracy explained that even though Katie does not live in the neighborhood she still owns a property in the community.
 - Andrew Shaw (Attorney) presented results of election. 20 ballots were received in the mail. 10 ballots turned in this evening. Janna Books, Stephanie Bragg and Kathy Kauffman received the most votes.
 - Marty Line and Mary Schreiber expressed concerns that current board has served a long time. Barbara Kell said that as long as we run for election there is no requirement otherwise. Attorney Shaw concurred.
 - Marty Line expressed a concern with having the word “incumbent” on the ballot. She does not think this is fair and would like us to take the word off the ballot. Attorney Shaw inserted that there is not a requirement one way or the other and that it’s up to the Board.
 - Marty Line made a motion to have incumbent removed from the ballot and that a bio be included. Mary Schreiber seconded the motion. Vote – all in favor. Motion passed.

- Open floor -
 - Katie Landis reported that her next door neighbor’s house was egged.
 - Mary Schreiber expressed a concern about people who do not pay their dues. She would like the names posted after 30 days. Katie explained the process for collecting past dues. People get behind and then catch up. Mary said we should be taking past dues to the District Justice after 30 days. Attorney Shaw explained how the law worked. Once we file - a judgement can be issued but they still may not pay, and we lose that money. The Board must make the judgement call. Attorney Shaw explained what a lien is on a property.
 - Marty Line expressed a concern that the snow removal people are taking up parking spaces with the piles of snow. Nowhere to put it. Samantha Gilbert mentioned that it’s the Township that plows the streets and that our neighborhood in general just has a bad parking arrangement.
 - Mary Schreiber expressed a concern that residents are throwing plastic bottles around the neighborhood.

- Tracy made a motion to adjourn the meeting. Katie Landis seconded it. Meeting adjourned at 8:30 PM.

Submitted by Denise Adams 03/1/2019