

Middleton Estates Community Association

Carlisle, PA 17013

Monthly Board Meeting

Date: August 9, 2022

Time: 6:30 pm

Location: Stuart Community Center

Board Members in Attendance: Jan Verow, Jennifer Michaud, Judy Darr, Jordon Michaels, Jim Porter

Board Members Absent: Shana Strohecker, Joe Tubioli

The meeting was called to order by Jan at 6:30 pm.

July Minutes: The minutes of the July meeting were approved by an email vote following the July Meeting.

Open Floor:

Open Floor began at 6:30 p.m. Two members were present.

The Open Floor discussion centered around clarification of the community bylaws as it relates to the parking area behind the homes on the north side of the community, particularly property lines, common areas (of which there are none in that location), easements for access to parking spots and acceptable uses of the paved area. Jan explained that there has been some ongoing misunderstanding of the rules by some residents and that the Board will continue to monitor this and address issues as appropriate. Open Floor ended at 7:05 p.m.

Committee Reports

Recreation - Waived

Publicity & Communication – Jan reported that she has addressed various complaints and violations recently. Tenants in two rental units were allowing their children to use the parking area behind their neighbor's units as a play area. She has been in touch with the property management company that handles those rental units and they will explain the rules to the tenants.

Issues with weeds and litter have been addressed and are in the process of being corrected.

An issue with a resident placing a business sign in the front yard is in the process of being addressed. The sign was removed when it was pointed out to the resident that it violated the community bylaws but was shortly thereafter put back out and has remained either in the yard or driveway since that time. A letter will be sent to the resident notifying them of the ongoing violation and that a fine will be assessed against the landlord.

Another unit has a vehicle with an expired registration parked on the property in violation of community rules. A letter will be sent.

Budget/Finance – Jan distributed various financial reports and reported that in an effort to simplify our banking process our treasurer is gradually transitioning from having accounts in two banks (Orrstown & Members 1st) to a single bank (Members 1st).

We also discussed the current status of our reserve fund. The rule of thumb is that the association should maintain a reserve fund equal to 75% of the annual budget. In our case and at the present level of assessment the reserve fund should contain about \$60,000.

Currently, due to reserves being used to offset shortfalls over the past several years, the fund is significantly below this amount. Various methods of increasing the reserve fund were discussed. One method would be to hold a special meeting of homeowners and vote on whether annual assessments should be increased by more than the amount currently allowed by the bylaws. Another option is to increase revenue by charging for resale certificates when a property is sold. Based on her research, the industry standard is 3 times the monthly association fee, which in our case would result in a resale certificate fee of \$150 and would be paid by the seller through the closing process. Jan made a motion to establish this fee, the motion was seconded by Judy and it was approved by a unanimous vote.

We also discussed eliminating some of the prepayment discounts for assessments. In the past discounts have been offered for annual, semi-annual and quarterly payments. We agreed to eliminate the discounts for all payment methods other than annual and to implement the new procedure with the 2023 assessments. Jim made a motion to accept the proposal, Jordan seconded and it was approved by a unanimous vote.

We also talked about collection of delinquent assessments. Jan distributed an update to Pennsylvania's *Uniform Planned Community Act* which modified the time allowed for an association to begin proceedings to enforce a lien for past due assessments from 3 years to 4 years. The Board reviewed the list of past due assessments and there was general agreement that we needed to become more proactive in addressing these past due accounts. Further discussion on this topic was deferred to the September meeting.

Architectural & Maintenance – New lawn care and snow removal contract proposals have been received from the landscaper. Jan distributed them for review by the Board for an email vote subsequent to the meeting.

Nominating Committee – Waived

NEW BUSINESS

Attorney Report – Waived until September meeting.

NEXT MEETING DATE: The next Board meeting is scheduled for September 13, 2022.

The meeting adjourned at 8:10 p.m.

Submitted by Jim Porter

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