

Middleton Estates Community Association
Carlisle, PA 17013
Monthly Board Meeting

Date: February 10, 2026

Time: 6:00 pm

Location: Carlisle Family YMCA

Board Members in Attendance: Brittany Kemp, Pat Mainhart, Jim Porter and Christina Gerlach

Board Members Absent: Jennifer Michaud and Paul Beck-Munchel

Jim called the meeting to order at 6:05 p.m.

Open Floor – Waived as no homeowners attended

Approval of Minutes - Minutes of January 13, 2026, meeting was distributed and reviewed. Christina made a motion to accept, Jim seconded, and the minutes were approved by unanimous vote.

DISCUSSION OF THE JANUARY 25, 2026, SNOWSTORM

One homeowner questioned the timing of snow removal by our contracted lawn crew. We advised removal and clearing of snow will start after any storm has concluded and the level of snow must be over 2 inches for the contracted lawn crew to shovel. A second community member reached out to their landlord to advise they were very happy snow was removed from sidewalks and driveways late into the night after the storm, so they were able to safely leave the community for work the next morning.

ANNUAL MEETING DISCUSSION

The Annual Meeting is scheduled for Monday, March 2, 2026, at 7:00pm. Our bylaws require the annual meeting to be held on March 1st unless it is a holiday. The board ballots will be mailed this week, so homeowners can review the ballot, cast their vote and mail so that it is received by February 27, 2026. A monthly dues reminder with an explanation advising “no dues increase” for budget year beginning on April 1, 2026, was included with the ballot along with ACH payment explanation and Late Fees reminder.

COMMITTEE REPORTS

Budget & Finance – Pat is continuing her efforts to collect past due monthly assessments and to obtain updated ACH forms where necessary. She is working with the Audit Committee to reconcile records from prior months. Any monthly bill increases for 2026 were also discussed.

We agreed to transfer \$23,490.63 additional funds from our checking and savings accounts into a Money Market account that will generate higher interest (0.65% in Money Market vs. 0.10% in Savings). At the March meeting we will consider placing funds in short-term CDs to take advantage of attractive interest rates. Paul is continuing to research current CD rates and report to the Board in March.

Funds in the Money Market account and those invested in CDs will constitute our Reserve Fund. Operating expenses will continue to be paid from the checking account. Regular contributions to the Reserve Fund will be made during the year and will be shown as a budget item in the next budget.

Jim discussed his call with our attorney, Hubert Gilroy of Martson Law Offices, on January 20, 2026. The purpose of the call was to seek legal advice on moving forward with legal collection activity on the two accounts with the most severe delinquencies. We plan to move forward with legal action in the very near future.

The meeting adjourned at 7:34 p.m.

Submitted by: Christina Gerlach

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