

Middleton Estates Community Association
Carlisle, PA 17013
Monthly Board Meeting

Date: November 11, 2025

Time: 6:00 pm

Location: Stuart Community Center

Board Members in Attendance: Paul Beck-Munchel, Christina Gerlach, Brittany Kemp, Pat Mainhart, Jennifer Michaud, Jim Porter

Board Members Absent: None

Jim called the meeting to order at 6:03 p.m.

Open Floor – Waived

Approval of Minutes - Minutes of the October 14, 2025, meeting were distributed and reviewed. Christina made a motion to accept, Pat seconded and the minutes were approved by unanimous vote.

NEW BUSINESS

Election of Officers - Subsequent to the October meeting, Jan notified the Board that she was resigning, both as President and as a Board Member. After some discussion among the Board, Christina moved that Jim Porter be elected as the new President, Pat seconded and the motion passed by unanimous vote. Jennifer Michaud agreed to continue in the role of Vice President.

Jim had been serving as Secretary and suggested that, at least for the moment, he continue in that role until the end of the year, at which time a new Secretary will be elected and the duties will be transitioned. The Board agreed.

COMMITTEE REPORTS

Publicity & Communications – We discussed how to communicate the changes in the structure of the Board to the members. In the past, no specific announcement has been made, other than through normal methods such as website updates, inclusion in meeting minutes, etc. We agreed that in addition to this it would be covered in the next newsletter.

Brittany updated the Board on her research into HOA management software, specifically the HOA Messenger app.

Budget & Finance – Pat reported that the following bills have been paid: Fraker’s Landscaping, PP&L and Waste Management. She is continuing her efforts to collect past due monthly assessments. She is aware of training and support services available through QuickBooks that might be of assistance to her. She will explore this further and report to the Board at a future meeting.

Brittany reported that her employer, the YMCA, is willing to make a meeting room available to us at no charge for our monthly meetings and, potentially, our annual meeting. We agreed to hold our December meeting at the Stuart Center, but will consider this alternative for future meetings.

The meeting adjourned at 7:37 p.m.

Submitted by Jim Porter

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