

ANNUAL MEETING MINUTES - 2024
MIDDLETON ESTATES COMMUNITY ASSOCIATION

Date: March 1, 2024

Time: 7:00 p.m.

Location: Stuart Community Center

Board Members in Attendance: Jan Verow (President), Jennifer Michaud (Vice President), Jim Porter (Secretary), Christina Gerlach, Pat Mainhart

Board Members Absent: Jordon Michaels, Shana Strohecker

Also Present: Marc Michaud (Treasurer)

Call to Order: Jan Verow presided and called the meeting to order at 7:10 p.m., made some opening remarks and introduced the Board members.

Because there were not enough homeowners represented to constitute a quorum under the Bylaws, no votes could be taken at this meeting.

Approval of Minutes of the 2023 Annual Meeting: Waived due to the lack of a quorum.

Election Results: The three candidates on the ballot, Paul Beck, Pat Mainhart and Jan Verow were all elected to serve on the Board of Directors.

Financial Compilation Report: Jan Verow explained that in past years we had paid an accountant, Cindy Carothers, CPA of SEK to prepare a compilation report based on her review of the Association's finances. This typically cost about \$1,500. In discussions with Cindy Jan learned that she was essentially reviewing information that the Treasurer provided to her. Though she had access to the Association records she was really not reviewing them, so she was not actually auditing things. Jan felt that this was an unnecessary expense at this time and the process of a compilation report was discontinued.

Katie Landis pointed out that this practice first started several years ago when there were concerns that prior treasurers were not keeping accurate records and that taxes were being filed incorrectly.

Annual Budget: Marc Michaud walked through the proposed budget for the operating year beginning on April 1, 2024. With the dues increase he anticipated that revenue would exceed expenses, resulting in a surplus that could be used toward funding reserves, if we collected about 95% of dues. The budget could not be voted on due to the lack of a quorum.

Jan Verow discussed the handling of past due accounts, i.e. delinquent dues. She reported that a new process was in place that involved collection letters sent by our attorney, followed by the filing of liens as necessary. One such lien was being prepared for filing and 6 collection letters were also being prepared.

Maintenance: Christina Gerlach explained that she was communicating with PP&L about the condition of street light poles in the community. They are planning on replacing 7 of the 14 poles by April, 2024 and will monitor the condition of the other 7.

Jan Verow reported that we are looking into the cost to replace the mailboxes as they are aging.

Jan also explained that we are in the process of obtaining quotes for the removal of dead trees.

She also talked about the status of the community park. Various suggestions have been made over the years, including improving the basketball court, establishing a dog park, etc. Some cannot be done due to liability issues, while other improvements or renovations are not practical given that the park is so prone to flooding.

Adjournment: The meeting adjourned at 8:10 p.m.