

Middleton Estates Community Association
Carlisle, PA 17013
Monthly Board Meeting

Date: July 15, 2025

Time: 6:00 pm

Location: Stuart Community Center

Board Members in Attendance: Jan Verow, Christina Gerlach, Brittany Kemp, Pat Mainhart, Jennifer Michaud, Jim Porter

Board Members Absent: Paul Beck-Munchel

Jan called the meeting to order at 6:02 p.m.

Open Floor – Waived

Approval of Minutes - Minutes of the June 10, 2025, meeting were distributed and reviewed. Jan made a motion to accept, Christina seconded and the minutes were accepted by unanimous vote.

COMMITTEE REPORTS

Recreation –The basketball hoop installation was completed and the cost of the materials has been contributed to by various Board members so that there was no cost to the Association for the purchase. Although they were originally purchased using Association funds, those funds have been fully reimbursed to the Association.

Communication – Jan shared a request from a resident that communication with them take place via email. Brittany suggested polling the community to see if others preferred this as well and offered to assist in doing so. It was decided that a flyer on this topic would be distributed to gauge interest.

Budget & Finance – Transition of the Treasurer duties from Marc to Pat continues but there is still work to be done.

Jan distributed a delinquent accounts summary for review and discussion. This will be closely monitored going forward as the transition to a new treasurer continues.

In reviewing delinquent accounts along with other financial data it became apparent that some of the members paying via ACH are paying less than the current monthly dues amount because of outdated ACH forms on file. They can be identified in our banking records and contact will be made with them to resolve the past due amount and obtain updated ACH forms.

We discussed closing the Orrstown Bank account and transferring the funds to the Members 1st account. At the very least we should close the Orrstown money market account to eliminate the monthly service charge.

Next Meeting: The next regular monthly meeting is scheduled for Tuesday, August 12, 2025.

The meeting adjourned at 7:36 p.m.

Submitted by Jim Porter

HOA e-address: middletonestatesboard@gmail.com

Mailing address: Box 248, Carlisle, PA 17013

Website: middletonestateshoa.com