

**Middleton Estates Community Association**  
**Carlisle, PA 17013**  
**Monthly Board Meeting**

**Date:** September 10, 2024

**Time:** 6:00 pm

**Location:** Stuart Community Center

**Board Members in Attendance:** Jan Verow, Paul Beck, Christina Gerlach, Pat Mainhart, Jim Porter

**Board Members Absent:** Jennifer Michaud, Shana Strohecker

The meeting was called to order by Jan at 6:11 pm.

**Open Floor** – Waived since no homeowners were present.

**Approval of Minutes** - Minutes of the August 20, 2024 meeting were distributed and reviewed. Pat made a motion to accept, Christina seconded and the minutes were accepted by unanimous vote.

**COMMITTEE REPORTS**

**Recreation Committee** – Jan reported that Jennifer was looking at organizing a Fall Festival event to take place in mid-October. Further details to follow.

**Architectural/Maintenance** – Notices regarding trash containers were posted on the mailboxes on September 1. No significant change in the number of trash and recycle bins left in driveways has been noted to date. The matter will be reviewed at the October meeting and violation letters with warnings will go out by the end of October. Further review will take place at the November meeting and follow-up letters with fines will be sent to those who remain in violation.

Jan distributed an email and attachment she had sent to the township police officer who is investigating the reports of vandalism in the community.

Christina and Paul are working together to obtain estimates for tree removal and will report to the Board at the October meeting.

**Budget & Finance**

**Delinquent Accounts** – The delinquent accounts report was distributed and discussed.

The homeowner that was taken to court regarding past due annual dues had agreed to pay the full amount and pay future monthly dues via ACH. However, as of the date of the September meeting no payments have been made and the case remains in litigation.

Another homeowner who is past due has requested documentation of the amount they owe.

Jan suggested that she prepare and hand-deliver past due notices with a cover letter after a more in-depth review of the delinquent accounts. Pat made a motion to approve this suggestion, Christina seconded, and the motion passed by unanimous vote.

We discussed the fact our reserve fund should be an amount equal to approximately 75% of our annual budget. This will be kept in mind as we begin to prepare the coming year's budget.

We also discussed the formation of a Finance Committee to review our accounts on an ongoing basis. Both Pat and Jim expressed a willingness to serve on it. Jan made a motion to form the committee and appoint Pat and Jim as members. Christina seconded, and the motion was passed by unanimous vote. The next necessary step is to set up access to the financial accounts for the Committee members.

**Nominating Committee** – Three seats on the Board will be up for election in 2025. The Nominating Committee will be identifying potential candidates.

**NEXT MEETING DATE:** The next Board meeting is scheduled for October 8, 2024 but was later postponed to October 15 from 6:00 -7:30 p.m. at the Stuart Community Center.

The meeting adjourned at 7:38 p.m.

Submitted by Jim Porter

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