

Middleton Estates Community Association
Carlisle, PA 17013
Monthly Board Meeting

Date: January 13, 2026

Time: 6:00 pm

Location: Carlisle Family YMCA

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

Board Members Absent: Jennifer Michaud

Jim called the meeting to order at 6:00 p.m.

Open Floor – Waived

Approval of Minutes - Minutes of the December 9, 2025 meeting were distributed and reviewed. Pat made a motion to accept, Paul seconded and the minutes were approved by unanimous vote.

BOARD COMPOSITION

Christina Gerlach agreed to step into the role of Secretary and the Board unanimously approved her appointment. Jim will begin to transition the Secretary duties to her beginning with the February meeting.

COMMITTEE REPORTS

Budget & Finance – Pat is continuing her efforts to collect past due monthly assessments and to obtain updated ACH forms where necessary. She continues to work with the Audit Committee to reconcile records from prior months.

We agreed to transfer \$25,000 from our savings account into a Money Market account that will generate higher interest (0.65% in Money Market vs. 0.10% in Savings). At the February meeting we will determine how much additional money can be transferred. We will consider placing funds in short term CDs to take advantage of attractive interest rates. Paul will research current CD rates and report to the Board in February.

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 distributed proposed budget options for the fiscal year beginning on April 1, 2026. We agreed on a budget that does not require a dues increase, so they will remain at \$90 monthly for the coming year.

Jim has a call scheduled with our attorney, Hubert Gilroy of Martson Law Offices, on January 20, 2026. The purpose of the call is seek legal advice on moving forward with legal collection activity on the two accounts with the most severe delinquencies.

Nominating Committee – We agreed to maintain the size of the Board at 6 members going forward. Two seats will need to be up for election at the Annual Meeting in March. The two seats will be those currently occupied by Christina Gerlach and Brittany Kemp. Both are willing to continue to serve and we agreed that they will be the nominees.

The meeting adjourned at 7:35 p.m.

Submitted by Jim Porter

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