

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

**Date:** January 14, 2025

**Time:** 6:00 pm

**Location:** Stuart Community Center

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

**Board Members Absent:** Paul Beck

The meeting was called to order by Jan at 6:00 pm.

**Open Floor** – The Open Floor portion of the meeting was waived since no homeowners were present.

**Approval of Minutes** - Minutes of the November 12, 2024, meeting were distributed and reviewed. Christina made a motion to accept, Jan seconded and the minutes were accepted by unanimous vote.

**COMMITTEE REPORTS**

**Architectural & Maintenance** – Most of the tree removal work has been completed. We are still waiting for the contractor to return to trim the large tree at the entrance that interferes with the flag. We have not yet been billed.

Christina reported that letters regarding trash and recycling bins are being prepared. She noted that the policy regarding proper storage of bins has been posted on all mailboxes since September 1, 2024, and many residents are still not in compliance.

She distributed a draft of a letter for review and some modifications were made to the format. The first letter will be a warning and will explain that if a second letter is necessary it will be accompanied by a fine.

The Board reviewed a letter that had been prepared for one homeowner regarding improper storage of items, trash on the property, etc. The letter will be revised and sent to the homeowner and will include a deadline by which the issues must be corrected or a fine will be levied.

**Budget & Finance** – Our current contract with Waste Management expires in September, 2025, and based on the history of escalation of trash fees in the surrounding area we anticipate a significant increase to the current rate at that time. Jan has contacted Waste Management about

a quote for the upcoming renewal for the trash contract. She will follow-up with them because this information is necessary to set our operating budget for the fiscal year that begins on April 1, 2025.

An updated delinquent accounts list and an updated list of those using ACH were distributed and reviewed.

Our accountant has requested some tax information and it has been sent.

**Nominating Committee** – We discussed potential nominees for the Board since 3 seats will be up for election at the March 3, 2025 Annual Meeting. One seat is currently vacant and two other seats, those currently held by Jennifer Michaud and Jim Porter, will be the other seats to be voted upon. Both Jennifer and Jim agreed to run for reelection and the Nominating Committee will identify and approach other potential nominees.

Additionally, a letter will be sent to all homeowners soliciting nominations with a deadline of February 7, 2025 for nominations.

**NEXT MEETING DATE:** The date of the next Board meeting was moved to Thursday, February 13, at Stuart Community Center

The meeting adjourned at 7:27 p.m.

Submitted by Jim Porter

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