

Middleton Estates Community Association
Carlisle, PA 17013
Monthly Board Meeting

Date: September 9, 2025

Time: 6:00 pm

Location: Stuart Community Center

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

Board Members Absent: None

Jan called the meeting to order at 6:08 p.m.

Open Floor – Waived

Approval of Minutes - Minutes of the August 12, 2025, meeting were distributed and reviewed. Christina made a motion to accept, Pat seconded and the minutes were approved by unanimous vote.

COMMITTEE REPORTS

Publicity & Communications – Jan has received a complaint about a homeowner allowing a dog being off a leash. She will contact the homeowner directly and will advise the complainant that they should contact the police department if any further infractions are observed.

Some residents are again leaving trash and recycle bins in yards and/or driveways. Letters will be sent.

Budget & Finance – Pat reported that the following bills have been or are about to be paid: Fraker's Landscaping, PP&L, post office box rent and Waste Management. She has also purchased printer paper and ink.

Members 1st has provided us with checks to use to pay for meeting room costs if we choose to use them vs. a credit card.

We were able to transfer \$20,000 from our checking account to our savings account to hold in reserve.

Pat also discussed past due balances and will place phone calls or send emails to those in arrears.

We recently determined through a review of banking information that some homeowners using ACH have been paying less than the current monthly amount due to outdated ACH forms. This has resulted in past due balances. Jim will explore this and identify those in this situation along with the amount each is behind so that we can obtain current ACH forms and arrange to bring these accounts current.

Maintenance – Jan will be signing the new Waste Management contract that takes effect on October 1, 2025.

Paul reported that he is willing to paint the benches at the park along with the pavilion in an effort to improve the overall appearance. He also suggested painting some of the larger smooth rocks.

The meeting adjourned at 7:41 p.m.

Submitted by Jim Porter

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