

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

**Date:** August 20, 2024

**Time:** 6:00 pm

**Location:** Stuart Community Center

**Board Members in Attendance:** Jan Verow, Paul Beck, Christina Gerlach, Jennifer Michaud, Jim Porter

**Board Members Absent:** Pat Mainhart, Shana Strohecker

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

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

**Approval of Minutes** - Minutes of the July 23, 2024 meeting and the August 8, 2024 emergency meeting were distributed and reviewed. Christina made a motion to accept, Paul seconded and the minutes were accepted by unanimous vote.

**COMMITTEE REPORTS**

**Recreation Committee** – We discussed having a community event in the fall. Jennifer offered to coordinate it and will update the Board as necessary.

**Publicity & Communications** – Jan reported that she and Jim had delivered a copy of the letter received in the HOA mailbox to the North Middleton Township Police Department on August 9<sup>th</sup> and had the opportunity to speak directly to an officer who was going to open an investigation. She followed up with the officer on August 20 and was told there was nothing new to report.

She also reported that letters explaining the situation had been hand delivered to all residents of the community on August 19<sup>th</sup>. Jim reported that the same letter had been mailed to non-resident property owners, also on August 19<sup>th</sup>.

**Architectural/Maintenance** – Christina reported that the sidewalk repair approved at the July meeting has been made and the contractor has been paid.

In a follow-up on the notice posted on the community bulletin board regarding trash bins, the Board agreed to post the same notice on each group of mailboxes and to monitor the situation. The next step will be to send warning letters to homeowners who are out of compliance, followed by initiating our fine process if the situation is not corrected. Jan will order magnetic sign holders for the mailboxes and Christina will post the notices.

Three trees will be removed this fall. The Board is reaching out to tree removal companies for estimates. The trees are in front of 21/23 Partridge, 23/25 Partridge and 27/29 Partridge.

## **Budget & Finance**

**Delinquent Accounts** – The treasurer is unavailable to attend the September meeting as originally planned and will attend the October meeting instead. At that time the Board will conduct a review of the finances.

The homeowner that was taken to court regarding past due annual dues has agreed to pay the full amount and pay future monthly dues via ACH.

The Board agreed that we will lower the past due balance threshold from \$1,000 to \$500 before accounts are turned over to our attorney for litigation. Two homeowners currently have balances in excess of \$500 so those accounts will be referred immediately.

## **NEW BUSINESS**

**Attorney Representation** – We discussed the timeliness of responses we are receiving from our current attorney and will consider seeking a replacement that can be more responsive to urgent matters when they arise. This will be discussed at future meetings.

**NEXT MEETING DATE:** The next Board meeting is scheduled for September 10, 2024 from 6:00 - 7:30 p.m. at the Stuart Community Center.

The meeting adjourned at 7:25 p.m.

Submitted by Jim Porter

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