

Middleton Estates Community Association
Carlisle, PA 17013
Regular Board Meeting

Date: February 8, 2011

Time: 6:30 pm

Location: Stuart Community Center

Board members in attendance: Tracy Sharp, Katie Landis, Arlene Galla, Phyllis Hinderliter, Jan Verow, Denise Bowers, Travis Young, Maureen Clay

Board members absent: Judy Hershey

Agenda:

Open Floor

Open Floor Closed at 6:35 pm.

The following expense items were discussed from the Agenda:

- Approval of Meeting minutes from January 18, 2010 – No changes were made and a motion was made by Maureen to approve, Seconded by Katie. Vote was unanimous.
- Special Note: Formal resignation of Kristin Brown accepted by Tracy (via e-mail) effective 2/8/11 due to her moving out of the neighborhood. Still in need of a Secretary.
- Website - Denise
 - Denise brought quote from JJJ.com for new website design. \$600-\$1000 to design, train and set up a management system. This is a ONE TIME cost. The yearly total cost will be approximately \$60-\$100. We have budgeted \$1500 for 2011-12 for website so this fall in line financially. Denise will e-mail links of websites done by JJJ.com to us. Domain renewal up in June so we have some time. Motion made by Tracy to table this until next meeting to give us time to review their work and vote then. Seconded by Denise.
- Architecture Issues – Arlene
 - Request by Russell Abbot to add patio roof. Blueprints passed around for review. Motion made by Tracy to approve. Seconded by Travis. Vote was unanimous.
 - Arlene presented a letter for residents in 1st building on left to sign for permission to run the light on behind her house. Maureen doesn't think the Assoc. should pay for lighting behind the houses. It was brought up that the by-laws state the Assoc. is responsible for lighting common areas. Tracy suggested a change to Arlene's letter. Arlene will take care of getting all 8 residents to sign. Motion made by Katie, if all homeowners sign off, to have the light turned back on at the Association's expense. Seconded by Phyllis. Vote – Arlene, Jan, Katie, Tracy, Phyllis, Travis and Denise vote yes. Maureen abstained.

- Association Attorney – (continuation from January meeting – ran out of time)
 - Tracy researched attorneys and suggested we contact Andrew Shaw to represent our Association (passed out into) at a rate of \$150/hour. Maureen suggested we go out of town for an attorney. Tracy feels a local one would be more beneficial. Arlene also presented some names (not to entire board) – some were personal attorneys. Arlene suggested Mr. Shaw be invited to our Annual meeting. Tracy will contact Mr. Shaw to see if he will assist with the election and will forward him copies of our by-laws, etc.
- Nominating Committee – Jan
 - Jan passed out 2011-12 Nominations – Denise Bowers, Bea Fisher, Arlene Galla, Judy Hershey, Phyllis Hinderliter, Steve LeGros and Cindy Paulus are nominated for the ballot. It was suggested that a blurb be included about each person. Motion made by Phyllis to accept nominations. Seconded by Tracy. Vote was unanimous.
 - Phyllis suggested ballots be mailed to attorney's office. Denise agreed and doesn't think ballots should be sent to an existing board member. Motion made by Maureen to contact Andrew Shaw's office and ask him to assist with the election. Arlene seconded. Vote – Arlene, Tracy, Phyllis, Denise and Maureen vote yes. Jan and Katie vote no. Travis abstained.
- Association Insurance Policy – Tracy
 - Maureen brought up the fact that we've been discussing the insurance policy/bonding since June. We have budgeted \$1400 next year for Insurance. Katie made a motion that we vote on quotes Tracy brought to the January meeting from Fickel, State Farm and Deibler. Travis seconded. Vote was unanimous for Fickel Agency quote to include \$25,000 bond for the Board. Tracy will work on getting this switched.
- Financial – Katie
 - 2011-12 Budget – Budget committee presented proposed budget. Updated website allowance from \$150 to \$1500.
 - Katie made a motion to approve previously discussed discounts for 2011-12 maintenance payments. Seconded by Tracy. Vote was unanimous.
 - The maintenance dues this year will now run in line with the fiscal year, as previously discussed.
- Maintenance Issues - Travis
 - Lawn Service – Maureen has been working closely with Jesse on working for the 2011-12 contract. He added a \$1.75/lawn to push mow certain lawns. Several questions still need worked out. He confirmed that he has no one working "under the table" for him and all are included under his insurance policy. Awaiting price from ChemLawn regarding spraying of pine trees for disease. Tracy suggested moving \$2000 of the "extra funds" into landscaping to cover any extra lawn care that we might need. All agreed. Wording for contract will be finalized by Tracy and Maureen so a formal vote can be taken.
 - One resident complained that snow removal equipment damaged a basketball net. Net technically not supposed to be there, resident advised we cannot hold lawn care company liable.
- Loose Ends –
 - Renters names will be included in directory

- Changes suggested on the draft "Summary of Accomplishments" – Katie would like to have all changes to Annual Meeting docs to her by Thursday at 10:00 am.
- Katie made a motion to secure a safety deposit box at Orrstown. Cost is \$15 per year. Arlene seconded. Vote was unanimous. All files will be backed up on CD and a copy kept in the box as well as other important documents.

Meeting adjourned at 8:50 p.m.

Submitted by Denise Bowers; Tracy Sharp

2/8/11