

Middleton Estates Community Association

Carlisle, PA 17013

Monthly Board Meeting

DATE: January 20, 2016

LOCATION: Stuart Community Center

TIME: 7:00 pm

BOARD MEMBERS IN ATTENDANCE: Katie Landis, Tracy Sharp, Judy Hershey, Kathy Kauffman, Janna Books

BOARD MEMBERS ABSENT: Bea Fisher, Denise Adams

AGENDA:

- Call to Order: Tracy called the meeting to order at: 7:01 PM
 - Open Floor: There were 0 members in attendance
 - Open Floor Closed: 7:02 PM
 - Approval of minutes from the 12/8/15 meeting:
 - Katie made a motion to approve - Tracy Second - all in favor
 - Architecture Issues:
 - None
 - Maintenance Issues:
 - Janna agreed to take over sidewalk project. Will do a walk thru once snow is over and prepare plan for Spring
 - Financial Report: (Katie)
 - Preparing Budget for Annual Meeting
 - Reviewed past due accounts - statements going out next week.
 - Loose Ends:
 - Discussed budget and paperwork prep for the annual meeting
 - Tracy to contact accountant and attorney to confirm their attendance at Annual Meeting
 - Meeting Adjourned: 8:04
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NEXT MONTHLY BOARD MEETING: February 9th

MEETING MINUTES SUBMITTED BY: Tracy Sharp