

# Middleton Estates Community Association

Carlisle, PA 17013

## Monthly Board Meeting

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**DATE:** January 9, 2018

**LOCATION:** Stuart Community Center

**TIME:** 7:00 pm

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

**BOARD MEMBERS ABSENT:** Denise Adams

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### AGENDA:

- Call to Order: Tracy called the meeting to order at: 7:09 PM
- Open Floor: There was 0 member(s) in attendance.
- Open Floor Closed: 7:09 PM
- Approval of minutes from the 12/12/17 meeting:
  - Tracy made a motion to approve. Judy Second - All in favor
- Architecture Issues:
  - None
- Maintenance Issues:
  - Tracy sent an email to Mary Teierle (137 Partridge) regarding painting the flower box as requested. She will do this in the Spring.
  - Tracy sent an email to Susan Irvine (93B) regarding pending tree issue stating the tree she planted without approval would be removed in the Spring.
- Financial Report:
  - Reviewed financials.
- Loose Ends:
  - Discussed Addendum draft for April minutes. Tracy provided a draft copy with attachments for all to review. All in favor of draft. Draft will be posted to April minutes.
  - Discussed new Membership Agreement document. Combined the one that Olde forge Station uses with the one that we currently use to create new one. This document will be required prior to issuance of a Resale Certificate. Katie noted that we still need the owners address line on document in case property is a rental. This will be added. Other typos fixed. New draft will be e-mailed to everyone for review.

- Discussed replacing damaged / leaking mailboxes. Quote for what we need is \$6021.26. This does not include labor to install or removal. Should we move forward? Unanimous vote - 6-0 yes. We will forgo further sidewalk work for a year and do this project instead for the 2018-19 budget year since it will be a sizeable project. Sidewalk work will be continued for the 2019-20 budget year. We will need to find a contractor to install boxes and dispose of old ones. Need to get quotes for labor.
  - We will scheduled park power washing for end of April.
  - Discussed Annual Meeting Info. First letter to be sent January 22<sup>nd</sup>. Ballots and annual meeting info to be mailed Feb 15<sup>th</sup>.
  - Nominating Committee (Denise Adams) - Denise not in attendance. Will get up date from her via e-mail on nominees. Tracy, Denise and Katie have all accepted nominations to run for another term.
  - Meeting Adjourned: 8:17 PM
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**NEXT MONTHLY BOARD MEETING: February 13, 2017**

**MEETING MINUTES SUBMITTED BY: Tracy Sharp**