

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

**Date:** January 10, 2023

**Time:** 6:30 pm

**Location:** Stuart Community Center

**Board Members in Attendance:** Jan Verow, Judie Darr, Jennifer Michaud, Jordon Michaels, Jim Porter

**Board Members Absent:** Shana Strohecker

The meeting was called to order by Jan at 6:33 pm.

**Open Floor:** Open Floor began at 6:33 p.m. One homeowner was present.

The homeowner shared concerns about an issue with a neighbor storing trash, cigarette butts, rotting debris, etc. at both the front and rear of the property and not cleaning it up. Trash blows into the street and onto the property of other units, gets wet in bad weather and rots, etc. This is not the first issue of this nature with this particular property.

Open Floor ended at 7:07 p.m.

**Approval of December Minutes:** December minutes were reviewed and, after some discussion, were to be revised and approved at the next meeting.

**COMMITTEE REPORTS**

**Recreation – Waived**

**Publicity & Communications – Waived**

**Budget/Finance –** Jan distributed and reviewed bank information. The transition from Orrstown Bank to Member's 1<sup>st</sup> is almost complete, with only a small balance remaining at Orrstown.

Past due accounts continue to be an issue despite delinquency letters that were mailed in September. The next letters are scheduled to be sent in January and will be followed up with court filings as necessary. We plan to more actively pursue past due balances through the legal system.

Jan has been in touch with the office of the District Justice for information on filing fees, which vary based on the amount.

**Architectural & Maintenance – Waived.**

**Nominating Committee** – The Board seat declared vacant at the December meeting will remain vacant until the Annual Meeting. The By-Laws allow the Board to appoint an interim member to fill the position, but since we are so close to the election we chose not to do so.

**NEW BUSINESS** –

**Newsletter Update** - The Winter Newsletter was distributed and reviewed and will be delivered soon.

**Website** – Jim Porter, as Board Secretary, will take over responsibility for maintaining and updating the HOA website.

**Annual Meeting** – We discussed the need to have our attorney present at the Annual Meeting and decided that this was not an expense we needed to incur. In past years the attorney has counted ballots and announced the election results for Board positions. For the upcoming election this task will be handled by the Secretary. Rather than having completed ballots sent to the attorney's office they will be sent to the HOA post office box or dropped in the HOA mailbox. The Secretary will tabulate the results and announce them at the Annual Meeting.

Jan will work on putting together a summary of the Board's activity over the past year to be shared at the Annual Meeting.

**NEXT MEETING DATE:** The next Board meeting is scheduled for February 14, 2023

The meeting adjourned at 8:08 p.m.

Submitted by Jim Porter

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