

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

**Date:** January 9, 2024

**Time:** 6:00 pm

**Location:** Stuart Community Center

**Board Members in Attendance:** Jan Verow, Christina Gerlach, Jennifer Michaud, Jim Porter  
Shana Strohecker

**Board Members Absent:** Patricia Mainhart, Jordon Michaels

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 November 14, 2023 meeting were approved via an email vote prior to this meeting.

**COMMITTEE REPORTS**

**Budget & Finance**

**Delinquent Accounts** – Collection activity is continuing on several past due accounts. One homeowner who has had a collection action filed in court is now making payments according to the terms of a payment plan that was approved at the November 2023 meeting.

All past due accounts are reviewed on a monthly basis and followed up on as needed. Letters continue to be sent to accounts with more than \$100 past due.

**Financial Compilation Report** - We discussed the need for preparation of the annual Compilation report. Since the report is not an audit and simply quotes back information given to the accountant by the Board it was proposed that it be discontinued as it is an unnecessary expense. Jam made a motion to discontinue the report unless it is determined that there is a legal need for it. Christina seconded and the motion was unanimously approved.

**Review of Bills** – While the Board receives financial reports at each meeting we do not generally have an opportunity to review actual bills. We discussed implementing a process by which the Board would be able to do so going forward as a form internal auditing. This will be revisited at a future meeting.

**1099 Preparation** – The Association currently provides our landscaping/snow removal contractor with a 1099 annually. The form is prepared by our accounting firm, SEK, and we are charged for the service. We discussed whether or not even need to provide this form and, if we do, could it be prepared and sent by the Treasurer rather than outsourced to the accountant.

**2024-2025 Budget** – Because much of the February 13 Board meeting is expected to be devoted to preparation and review of the new budget the Treasurer will be asked to attend the meeting.

**Architectural/Maintenance**

**Street Lights** – Christina reported that PP&L plans to complete work on the street lights in the community by April 2024.

**Flag** – The flag at the entrance is in need of replacement and this will be done soon. We will downsize from the present 4' by 6' flag to one that is 3' by 5'. This will hopefully damage to the flag that is caused by contact with an adjacent tree during windy weather.

**Nominating** – We discussed the upcoming election during which 3 seats on the board will be up for election. The committee is working to identify candidates and will send a letter seeking nominations. Ballots will be prepared and mailed on or before February 16, 2024.

**NEXT MEETING DATE:** The next scheduled Board meeting will take place on February 13, 2024 from 6:00 -7:30 p.m.

The meeting adjourned at 7:26 p.m.

Submitted by Jim Porter

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