

Middleton Estates Community Association
Carlisle, PA 17013
Board of Directors Meeting

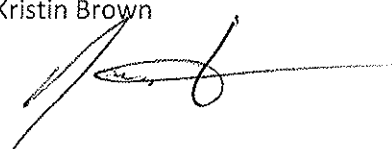
Date: June 8, 2010

Time: 6:00 pm

Location: Stewart Community Center

Attendees: Tracy Sharp, Jan Verow, Katie Landis, Phyllis Hinderliter, Arlene Galla, Judy Hershey, Janie Nelson, Maureen Clay, Tonya Kirkpatrick, Kristin Brown

Absent: Travis Young



Agenda:

- Attendance and call to order
- Notice of Russ Abbott resignation and appointment of Phyllis Hinderliter and Judy Hershey to join the board
- Discuss and vote on payment for Treasurer
- Discuss and vote on trash contract
- Finalize budget and discuss planning special meeting to approve budget
- Website discussion
- Treasurer's report
- New/Old Business
 - Committee Chairs?

Motions/Votes:

Motion to accept resignation of Janie Nelson as Treasurer effective June 30th made by Tracy Sharp, seconded by Tonya Kirkpatrick.

Vote:

For – 8

Against – 0

Abstain – 0

Motion to discontinue paying association dues and internet cost for Treasurer made by Tracy Sharp, seconded by Katie Landis. Motion was made at the advice of legal counsel.

Motion to accept Treasurer's salary as \$0 made by Tracy Sharp, seconded by Maureen Clay.

Discussion:

Jan Verow mentioned that since someone offered to perform the duties for free we should have that person do it. Maureen Clay agreed. Judy Hershey mentioned that since the position deals with money it should be a paid position. She suggested \$150 – \$200 per month. Phyllis Hinderliter feels there needs to be a payment so that they continue to do the job – establish an employee/employer relationship and accountability. Phyllis Hinderliter questioned the need for an assistant treasurer. Someone to help with computer questions, serve as backup and such. Janie Nelson offered her resignation. She feels she should receive no less than \$300/month. She mentioned that she has to take off work to handle court

cases. Jan Verow mentioned that if we continue to pay a treasurer, things need to change. New software must be used. Tonya Kirkpatrick suggested the Treasurer be paid \$100/month.

Vote:

For – 6, Tracy Sharp, Maureen Clay, Katie Landis, Jan Verow, Tonya Kirkpatrick, Phyllis Hinderliter

Against – 2, Arlene Galla, Judy Hershey

Abstain – 0

Motion to appoint Katie Landis as Treasurer made by Jan Verow, seconded by Maureen Clay.

Vote:

For – 7, Tracy Sharp, Maureen Clay, Katie Landis, Jan Verow, Tonya Kirkpatrick, Arlene Galla, Judy Hershey

Against – 0

Abstain – 1, Phyllis Hinderliter

Motion to accept the bid from Interstate Waste Recycle made by Tracy Sharp.

Discussion:

Phyllis Hinderliter questioned bulk pick-up, will it be a separate truck. Tracy Sharp stated that for Interstate it would not, but probably would for Waste Management. Question was asked whether or not we would get a list of what will be accepted for bulk pickup. Response was that we most likely would. It was also mentioned that we would only need to call about items which use Freon or other chemicals. Interstate would supply 96 gallon totes. However, we can request smaller size trash totes and/or larger (30 gal.) recycle bins. Katie asked what numbers will be accepted for recycling. There is a need someone to survey neighbors to see if they want a smaller trash tote and/or larger recycling tote. Suggestion made to put up signs on mailboxes, included contact for requesting different size totes. Kristin Brown volunteered to coordinate this item.

Suggestion was made to provide the trash bid information to the entire association at budget meeting to be held in July, as well as posting it on internet.

Vote:

For – 8

Against – 0

Abstain - 0

Other relevant discussion items:

Arlene Galla recommended the need to have a committee to clean up park. Katie Landis suggested this be an occasion to have the first community picnic making it a work picnic. Arlene Galla also mentioned that something needs to be done about the erosion and that we should budget for playground mulch.

Arlene Galla recommended the need for a Welcome committee to initiate new owners/renters. Jan Verow mentioned that some people don't like having someone knock on their doors. Suggestion was made that perhaps a letter left at the door would be better.

Tracy Sharp received a call from Kathy Kauffman complaining about 83B, Michael Hotovcin, throwing food (bread, crackers...) over deck and purposely throwing it into her yard. Marty Line had previously told her that bird feeders were not permitted. Currently there is nothing in writing about prohibiting such behavior and bird feeders are allowed. Jan Verow advised that this would be a legal matter handled by police. Also, since Ms. Kauffman rents, she should contact

the landlord since unless the renter has proxy power, landlord is to be contacted concerning issues with neighbors and in turn the landlord will handle further contact. Tracy Sharp suggested that the process of contacting the landlord with issues be in the newsletter as a reminder to renters.

Arlene Galla mentioned that she has received calls concerning resale certificates. Jan Verow advised that resale certificates are to be provided by secretary.

Tracy Sharp informed the board that as of 5/11 Russ Abbott resigned and Judy Hershey and Phyllis Hinderliter were appointed to complete the terms of Russ Abbott and Marty Line. At next annual meeting they will be added to ballot.

Maureen Clay explained how Walnut Court handles treasurer's responsibilities and that we need to have a double entry system to have an audit. It would be a very time-consuming process to get everything up and running and where it needs to be to perform an audit. It was also mentioned that we need to determine a system to be used – suggestion was made to use QuickBooks. Discussion on start date for setting up QuickBooks, suggested April 1st.

Katie Landis did some research and found web-based software specifically designed for Home Owner's Association. One was \$75/month for 100 – 150 units. Katie will gather information concerning software and supply links to board members. Two applications identified are Condo Manager – condomanager.com and Buildium Online Property Management – association-management.buildium.com.

Katie proposed budgeting \$100/month for management software and a separate line for treasurer salary, if applicable.

Tonya suggested that the software be placed on 2 computers and backed up every month. This would require dual license software.

Since previously the Treasurer and Secretary positions were combined, it was decided that the person holding this position would not have voting privileges. According to the by-laws, the secretary does not have voting privileges. The treasurer is a voting member of the Board and will serve one year at which time new officers will be elected by the newly board.

Treasurer's report was given by Janie Nelson.

Presentation of new website was given by Kimsan Ting.

Highlights:

- Option to have middletonestates.org email addresses.

- Newsletter on screen and print out if need to

- Discussion form

- Hosting - \$149/year

- Google apps – \$10/year

- Kimsan offered to provide his services for free as long as he can advertise his company on our website and use our website as a reference for potential clients

Next board meeting scheduled for Tuesday, July 13th at 6:00pm

Special association meeting to vote on budget scheduled for Wednesday, July 21st at 6:30pm. Signs to be placed on mailboxes to inform home owners. Will also be included in upcoming newsletter.

Meeting adjourned at 8:10pm