

Middleton Estates Community Association
Carlisle, PA 17013
Regular Board Meeting

Date: February 7, 2012

Location: Stuart Community Center

Time: 6:30 pm

Board members in attendance: Tracy Sharp, Katie Landis, Denise Adams, Judy Hershey, Steve LeGros, Bea Fisher, Jan Verow, Travis Young, Maureen Clay

Board members absent:

Agenda:

Tracy called the meeting to order at 6:40.

Open Floor: (2 Members in attendance)

Open Floor Closed at 6:41 pm:

The following expense items were discussed from the Agenda:

- **Approval of Meeting minutes from 1/10/12** –Motion was made by Steve to approve. Seconded by Maureen. Vote was unanimous.
- **Architecture Issues** – Bea
 - No new issues to discuss
- **Maintenance Issues** – Travis
 - Reviewed bids from “A Touch of Green” and “R & R Landscaping”
 - Bid#1 flat snow rate but no fertilizer
 - Bid #2 per snow charge but includes fertilizer
 - Motion made by Maureen to accept bid from R&R. Seconded by Bea. Vote is unanimous.
- **Website** – Denise
 - December minutes added
 - Denise will work on a presentation for the annual meeting
 - Needs envelopes (will get from Katie)
 - Denise to e-mail Katie PDF of letter so Katie can get it printed along with meeting info.
- **Recreation** – Steve
 - Nothing
- **Financial Report** - Katie
 - Monthly Report
 - 2 accounts to be take to DJ this month
 - Maureen will get contact info for the mortgage companies of those who are over \$300 past due.
 - Budget and Annual Meeting Prep

- Reviewed budget and payment info for 2012-13, Summary of Accomplishments
- Ballot for 2012-13
 - Jessica Sheets
 - Katie Landis
 - Maureen Clay
 - Kathy Kaufman
- **Loose Ends**
 - Larry Walker
 - Has represented other associations in the area
 - Does a compilation, verifies bank balance, spot checks invoices, calls some companies to verify work done, goes through meeting minutes so he knows what's going on, attends annual meeting and goes over everything with membership, files taxes.
 - \$75/hour, about \$1000-\$1500 for a smaller association. We use QuickBooks so it won't take as long. Will not be over \$3k, done by May 1, 2012.
 - Suggest that we make a 5 year plan for spending some of the \$74k in Money Market.
 - Katie makes a motion to hire Mr. Walker. Tracy seconds. Vote is unanimous.

Meeting Adjourned at 8:30

Submitted by Katie Landis 2/7/12