

**MIDDLETON ESTATES COMMUNITY ASSOCIATION**  
**Carlisle, PA 17013**  
**Annual Association Meeting**

Date: Tuesday March 1, 2018

Time: 7:00 p.m.

Location: Stuart Community Center

Board members in attendance: Tracy Sharp, Katie Landis, Judy Hershey, Denise Adams, Kathy Kauffman, Janna Books, Stephanie Bragg, Cindy Carothers (Accountant), Andrew Shaw, Esq. (Attorney)

Board Member Absent: None

Tracy called the meeting to order at 7:03 PM

- Tracy Sharp welcomed everyone and introduced the board members.
- Review of the minutes of the 2017 meeting. Made sure everyone had a chance to review last year's minutes.
  - Tracy Sharp made a motion to approve. Seconded by Dan Gilbert. All in favor.
- General Review – (Tracy Sharp)
  - Reviewed sidewalk projects. Several people fell due to trip hazards. We have completed two phases from this project – resurfacing and leveling of sunken areas. We have noticed a few new spots which will need attention – this will be pushed back to the 2019-2020 budget due to some other projects.
  - Discussed improvements the Board has made on resale certificates. Created a new document which will be filled out prior to issuing a resale certificate. Buyer will sign off on by-laws, monthly fees, etc. We work closely with other HOA's – The Villa's have adopted many of our policies and procedures.
  - Park – we have been discussing for quite a while ways to keep people from driving into the park area and damaging the grass. Large boulders have been placed in the park to prevent this. Basketball pole still needs replaced - - hope to complete that this summer.
  - Tracy reviewed properties that have sold or are under contract. Homes within the neighborhood are selling quite quickly.
  - Mailboxes will be the large project for this budget year. Several are damaged and are leaking. The USPS does not pay to replace these anymore. Cost estimate is \$7,000 for 2 sets of mailboxes.

- Financial Report - (Katie Landis)
  - Cindy Carothers (CPA) from Smith, Elliot & Kerns handed out the compilation report – the Board will keep the official copy. This report costs us \$1,050 to have done. Full blown audit costs \$5,000.
    - Cindy reminded everyone that our budget year runs April 1-March 31<sup>st</sup>.
    - Cindy reviewed that the Board is handling things well. All requests from her for information are responded to promptly.
    - Taxes have been completed and filed.
    - There were no questions from members for Cindy regarding the compilation report.
  - Katie reviewed the YTD numbers and proposed budget.
    - Dan Gilbert asked a question about the insurance cost – Katie explained that we paid the bill early because we received it early.
    - Katie reviewed QuickBooks information. We have changed to QuickBooks Online – Easier to access information as well as transfer information to CPA.
    - Katie explained that we closed savings account and transferred to checking account.
    - Jan Verow questioned budget for snow removal. We had a large snow event at the end of last year which was just paid.
    - Dan Gilbert asked if we received anything for the pipeline access. Tracy and Andrew explained that we did several years ago during the planning stage.
  - Denise made a motion to approve the proposed 2018-19 budget. Barb Kell seconded. All in favor.
- Nominating Committee Report – (Denise Adams, Chair)
  - They contacted 4 individuals to gauge interest in running for the board. No interest. 3 current Board members agreed to re-nomination.
  - Kathy Kauffman will chair the Nomination Committee for 2019
  - Andrew Shaw (Attorney) presented results of election. 31 ballots received
- Open floor -
  - Jan Verow asked when we changed trash companies. Tracy explained that we are still with Advanced Disposal until 3/27/21. Jan explained we have had issues with bulk pick up. Need to call in items that are large.
  - Group discussion on snow removal. Many complaints. Tracy will discuss with R&R.
  - Community yard sale date will be decided upon at the next board meeting. Will be posted on our website.
- Tracy made a motion to adjourn the meeting. Katie Landis seconded it. Meeting adjourned at 7:55 PM.

Submitted by Denise Adams 03/1/2018