

# Middleton Estates Community Association

Carlisle, PA 17013

## Monthly Board Meeting

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**DATE:** 11 March 2014

**LOCATION:** Stuart Community Center

**TIME:** 7:00 pm

**BOARD MEMBERS IN ATTENDANCE:**

Tracy Sharp, Katie Landis, Denise Adams, Judy Hershey, Ben Lauer, Kathy Kauffman, Janna Books, Terry Myers

**BOARD MEMBERS ABSENT:** Bea Fisher

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**AGENDA:**

- Call to Order: Tracy called the meeting to order at: 7:14 pm
- Open Floor: There were 0 members in attendance
- Open Floor Closed: 7:14 pm
- Approval of minutes from the 2/11/2014 meeting:
  - Motion was made by Tracy to approve. Seconded by Kathy. Vote was unanimous.
- New Members Terry and Janna were welcomed
- Tracy announced nominations for the following officer positions:
  - President, VP, Secretary and Treasurer
  - Tracy nominated Katie to serve as Treasurer (vote to approve was unanimous)
  - Katie nominated Tracy to serve as President (vote to approve was unanimous)
  - Denise nominated Janna to serve as Vice President (vote to approve was unanimous) (it was explained that the role of the VP is to back-up the President in her/his absence. Also mentioned ... there must be 5 members in attendance to hold a Board meeting)
  - Tracy nominated Terry to serve as Secretary (vote to approve was unanimous)
- Architecture Issues:
  - Ben asked if there were rules for specific types of screen doors, etc. as he is looking at replacing his. There is nothing in the By Laws that specifies or states what must be used. We all agreed that homeowners should try to keep and maintain their repairs

and replacement doors looking as similar as the rest of the homes within the Community.

- Maintenance Issues:

- Tracy noted it will soon be time for the landscapers to start up - she also mentioned that PPL's tree trimming company had been doing some trimming and had left some pine, etc. by Spring Road - the landscapers will clean up as well as clean up all the salt melt left on the sidewalks - this should begin April timeframe.
- Ben will replace the light bulb at the entrance to the Community.
- Association will look into a 'no soliciting' sign to be posted at the entrance to the Community.
- Some discussion ensued with regards to parking at the entrance to the Park (bottom of access road) - we can't block the Utilities from access Ideas were floated about on how we could designate 'layout' 'identify' parking for folks who drive down to use the Park (possibly using stone or slate but being aware that the area floods).

- Financial Report: Katie

- Past Due Homeowners' Association Fees -- Katie sent out warning letters to homeowners reference past due amounts. We discussed the process and costs associated when filing a collection with the District Justice (DJ). Katie mentioned that it costs \$80 per filing with the DJ and that currently there are (2) past due accounts filed with the DJ. PA law mandates that the Association can only collect past due fees from (6) months prior to when a property is sold at a Sheriff's sale as a result of foreclosure. The Board has and will continue to be diligent and do everything possible (within its power and in accordance with the By Laws and best interest of our Community) to collect overdue fees from homeowners. This is an on-going challenge.
- The General Ledger was handed out - Tracy asked if anyone had any questions. Katie explained that the \$101.66 check made payable to herself was for stamps and mailing fees. Janna asked about the monies paid to Carlisle Parks & Recreation - it was explained that it is for the monthly rental fees for the meeting room. Katie also pointed out that we went over our snow removal budgeted amount ... though we should probably balance out our overall landscaping budget estimate. All agreed this has been an exceptionally harsh winter.
- Tracy indicated taxes and compilations have been done. Cindy has been contracted for this upcoming year.

- Loose Ends:

- Tracy stressed again ... all monthly Board meetings are open to homeowners to attend. Tracy sends out an email reminder to the Board members on the day of meeting to confirm attendance. If there are not enough Board members attending

(there needs to be 5 to hold the meetings) she will cancel and notify Denise to update the website community calendar.

- Terry volunteered to help Tracy to prepare/publish the Newsletter for the Spring.
- Before adjourning the meeting, Tracy asked if anyone had any other comments/questions.

- Meeting Adjourned: 8:12 pm

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**NEXT MONTHLY BOARD MEETING:** April 8<sup>TH</sup>

**MEETING MINUTES SUBMITTED BY:** Terry Myers