

# Middleton Estates Community Association

Carlisle, PA 17013

## Monthly Board Meeting

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**Date:** October 13<sup>th</sup>, 2020

**Location:** Stuart Community Center

**Time:** 7:00pm

**Board Members in Attendance:** Denise Adams, Kath Kauffman, Katie Landis, Joshua Arvey, Jennifer Michaud, and Justin El-hajj

**Board Members Absent:** Tracy Sharp, Stephanie Bragg, and Janna Books

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### Agenda:

- Call to Order: Katie called the meeting to order at 7:05pm
- Open Floor: There was 0 member(s) in attendance.
- Open Floor Closed: 7:07PM
- Approval of minutes:
  - Approval of September minutes were delayed until next month
- Architecture Issues:
  - There have been issues with dog poop being picked up in the field behind 49-61 Partridge Circle. This is deeded property and letters will be sent to those not picking up after their dogs.
  - It was discussed that there was property/grass damage behind the houses from the park access road through 105. A letter will be sent to the person(s) creating the damage holding them accountable.
- Maintenance Issues:
  - The pot hole on the access road to the park needs fixed. It is getting progressively worse. We received a professional quote to fix it for \$200. Justin will come to the next meeting with a 2<sup>nd</sup> quote. A decision will be made then.
- Financial Report:
  - Reviewed Financials

- Loose Ends:
    - Proposed changes to monthly newsletters
      - Shorter
      - Stop posting one on each property. Instead, putting a box similar to the real estate boxes next to the HOA collection dues mailbox to house physical copies and posting the newsletter on the HOA website
    - Justin El-hajj was elected to fulfill the roles of the HOA president until the general election.
    - Joshua Arvey was elected as secretary.
    - Jennifer Michaud was elected as deputy secretary
    - Discussed virtual payments as an option to pay HOA fees for owners. Katie will look into more information for the next meeting.
    - The recreations committee proposed to do more community involvement/activities.
    - Proposed and approved to combine the maintenance and architecture committee.
    - New Committee assignments:
      - Maintenance and Architecture – Janna Books and Justin
      - Budget/Audit – Katie Landis and Justin
      - Publicity – Joshua Arvey
      - Nomination –Kathy Kauffman, Joshua Arvey, and Jennifer Michaud
      - Recreational Committee – Jennifer Michaud and Joshua Arvey
    - Joshua Arvey will take over updating the HOA website.
  - Meeting Adjourned: 8:20PM
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**Next Monthly Board Meeting: November 10<sup>th</sup>, 2020**

**Meeting Minutes Submitted By: Joshua Arvey**