

Middleton Estates Community Association

Carlisle, PA 17013

Monthly Board Meeting

Date: April 12, 2022

Time: 6:30 pm

Location: Stuart Community Center

Board Members in Attendance: Jan Verow, Shana Strohecker, Joe Tubioli, Jordon Michaels; Jim Porter

Board Members Absent: Jennifer Callahan, Katie Landis

Meeting called to order by Jan at 6:33 pm.

March Minutes: Joe moved to approve the minutes of the March 8, 2022 meeting. Shana seconded. Minutes were approved.

Election of New Officers:

Jan Verow was elected President by a majority vote via email communication ahead of the April meeting.

Jan nominated Jennifer Callahan for the position of Vice President. Joe moved to accept the nomination and Shana seconded. The nomination was unanimously approved.

Jan nominated Jim Porter for the position of Secretary. Joe moved to accept the nomination and Shana seconded. The nomination was unanimously approved.

Open Floor:

Open Floor began at 6:38 p.m. Two members were present and a variety of topics were discussed.

One asked about rules for changing door colors. Jan explained that doors can be repainted as long as the new color is one that is already in use in the community, even though it may not match another door in the same building.

Comments were also made concerning the general appearance of the community, including prohibited vehicles parked in the community, vehicles parked on the grass, dog owners not picking up after their pets, etc. The process for addressing such issues was explained, including an explanation of the structure of our association, the limits we deal with when it comes to enforcement, etc.

One specific concern was that of a trailer parked behind a unit on the hill. This had previously come to the board's attention. Jan is going to check with her predecessor to find out if a letter was sent to the property owner.

Another specific concern was the condition (portions are sinking) of the shared staircase/walkway in front of units 41-47 Partridge. Jan explained that this repair would be a shared expense among the impacted owners since the stairs and walkway are part of their private property. She also commented

that it might be possible for the owners to save money by having the sinking sections lifted rather than dug up and replaced.

One member asked if they could still receive the discounted rate for annual association dues. They had not been paid because they had been waiting for a dues announcement in a newsletter, but no newsletter was sent. They were referred to the association Treasurer.

Open Floor ended at 7:07.

Committee Reports

Publicity & Communications: Joe provided a summary of the results of the recent survey. 17 responses were received. Three recurring themes concerning areas to be addressed were the ongoing dog poop issues, a lack of communication from the board and a lack of rule enforcement.

Joe suggested that we do the survey on an annual basis and then use the results for planning purposes. Though this was not voted on, there was general agreement that this was a good idea.

Joe also suggested that we consider establishing a community garden as a method of getting more people involved. He commented that there is a suitable location on association property near the park.

Budget/Finance: No budget report was available but an updated report on overdue association dues was provided. We have made some progress in collecting past due amounts, primarily because of the sale of a property. The association had a lien on the property and the dues were paid at closing. The treasurer, Marc, is working on establishing a payment plan for one of the largest past due accounts.

Jan reported that we had received an inaccurate tax bill from the township. She has been in touch with the tax collector and they are working to correct this.

Architectural & Maintenance: Jan mentioned that the flag at the entrance was showing wear and she will look into purchasing a replacement and proper disposal of the existing flag.

Joe suggested that we look into replacing the sign lights with solar lights as a cost saving measure.

We have been advised by the lawn service that mowing was set to begin on Thursday, April 14. Because of the short notice Jan was going to print a notice and hand deliver to each unit on Wednesday, April 13. The notice will communicate that yards need to be free of personal items and that dog poop needs to be cleaned up as the lawn service will not run their equipment over yards where poop is not picked up. It will also include the mowing schedule. On a go forward basis, Thursday's will be the weekly mowing day, unless rain is expected on Thursday, in which case mowing will be done on Wednesday. Shrub trimming will be done on Friday May 6 and mulching will be done on Friday, May 13.

Shana suggested scheduling a community clean-up day but nothing specific was decided upon.

Committee Selection: Chairpersons were selected for various committees as follows:

Recreation: Shana

Publicity: Joe

Audit: Marc & Katie

Architectural: Jim

Maintenance: No chairperson was selected, though Jan mentioned that Janna Books has agreed to serve as a liaison with John Fraker as far as lawn care and snow removal are concerned.

Jan asked each chairperson to try to identify 2 community members willing to serve on their committee.

The meeting adjourned at 7:32 p.m.

Submitted by Jim Porter

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