

Middleton Estates Community Association
Carlisle, PA 17013
Monthly Board Meeting

Date: December 9, 2025

Time: 6:00 pm

Location: Stuart Community Center

Board Members in Attendance: Paul Beck-Munchel, Christina Gerlach, Brittany Kemp, Pat Mainhart, Jennifer Michaud, Jim Porter

Board Members Absent: None

Jim called the meeting to order at 6:00 p.m.

Open Floor – Waived

Approval of Minutes - Minutes of the November 11, 2025, meeting were distributed and reviewed. Christina made a motion to accept, Pat seconded and the minutes were approved by unanimous vote.

OLD BUSINESS – Brittany had checked availability of the meeting room at the Carlisle Family YMCA and found that it meets our needs. We agreed to move all future Board meetings and the Annual Meeting to the YMCA, beginning with the January 13 meeting. Jim will post a note on the website to reflect this. Brittany will reserve the dates for our regular monthly meetings and the Annual Meeting.

COMMITTEE REPORTS

Budget & Finance – Pat reported that the Orrstown Bank account was closed in November and that the remaining funds, in the amount of \$817.19, were deposited into the Members 1st account. The PP&L bill for the lights at the entrance had been coming out of that account and will now be paid from the Members 1st beginning with the December bill.

She is continuing her efforts to collect past due monthly assessments and to obtain updated ACH forms where necessary. She continues to work with the Audit Committee to reconcile records from prior months.

We discussed the reserve fund and how to invest some of that money to earn a better rate of return than in the checking or savings account. A money market account and Certificates of Deposit (CDs) were discussed as options. We agreed that this is something to consider and will revisit it at the January 13, 2026 meeting after doing some research in the interim.

Jim discussed preparation of the budget for the fiscal year beginning on April 1, 2026. He will pull together some financial information for discussion at the January meeting.

NEW BUSINESS – Jim mentioned that in addition to the budget and Annual Meeting planning, a new Secretary should be designated by January so that Jim could begin to transition duties to them. Our Bylaws include deadlines for notifications to members when it comes to election information and annual assessments and these deadlines are tied to the date of the Annual Meeting, which will be held on March 2, 2026, since the date specified in the Bylaws, March 1, falls on a Sunday.

The meeting adjourned at 7:35 p.m.

Submitted by Jim Porter

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Mailing address: Box 248, Carlisle, PA 17013

Website: middletonestateshoa.com

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