

Middleton Estates Community Association
Carlisle, PA 17013
Monthly Board Meeting

Date: June 10, 2025

Time: 6:00 pm

Location: Stuart Community Center

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

Board Members Absent: None

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

Open Floor – Waived

Approval of Minutes - Minutes of the May 19, 2025, meeting were distributed and reviewed. Pat made a motion to accept, Christina seconded and the minutes were accepted by unanimous vote.

COMMITTEE REPORTS

Recreation – Jan reported that installation of the basketball hoop at the park would begin shortly. She also suggested the installation of a Little Free Library unit. It was suggested that it be located adjacent to the bulletin board near the park entrance. She will explore this further and provide an update.

Brittany had expressed a willingness to chair the Recreation Committee. Jennifer made a motion to appoint her, Christina seconded and the motion was unanimously approved.

Communication – Jan distributed a list of suggested items for the Summer Newsletter. Brittany made suggestions as well. She will send them to Jan for inclusion.

Budget & Finance – Transition of the Treasurer duties from Marc to Pat continues. Additional training will be provided by Marc to Pat and Jim.

Jan had emailed an updated delinquent accounts list to Board members prior to the meeting. We agreed that this area needs to be closely monitored. Pat and Jim will address this once they have full access to the necessary records.

Jim will order a new power adapter for the HOA-owned laptop.

Jan suggested that the language on the ACH form be revised. Jim will address this.

Maintenance – Paul reported that he is willing to power wash the brick wall at the community entrance and will also repaint the sign. He will also research planting ideas to improve the appearance of the entrance.

Christina would like to move forward with having a few more trees trimmed as part of the ongoing project to work our way through all the neighborhood. The estimated cost of this would be \$1,000. We agreed to hold off on this until the treasurer transition is finalized and we complete an updated assessment of finances.

The contractor working on basketball hoop installation has suggested trimming some trees and bushes at the park. Jan will discuss this with him to obtain an estimate. Brittany knows a landscaper that works on trees. She will contact him to see if he has the right equipment to work on large trees.

The meeting adjourned at 7:33 p.m.

Submitted by Jim Porter

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