



Merion Station Townhouse Association, Inc.

BOARD OF DIRECTORS
Nicole Williams, President
Gerardo Rojas, Vice President
Juliana McCarthy, Treasurer
LaToya Forrester, Secretary
Marijane Monck, Member At-Large
Omera Begum, Member At-Large
Michael Del Gallo, Member At-Large

MSTA 2026 Board Meeting - June 25, 2026, 6:30 pm

Meeting type	Second virtual meeting of the 2026 MSTA Board.
Organization	Merion Station Townhouse Association, Inc. (MSTA).
Place	Virtual meeting.
Attendance	Nicole Williams, Juliana McCarthy, Gerardo Rojas, LaToya Forrester, Marijane Monck and Meredith Neubauer joined briefly.
Previous minutes	No approval of the May 28, 2026 meeting minutes was recorded.

Decisions and Substantive Reports

- **Financial transition and records:** The Board reviewed the transition of banking and financial records. The first Zelle payment was received through the new treasurer account. The Treasurer will continue efforts to establish online Wells Fargo access, and the President will provide access to the treasurer email account and obtain the second post office key.
- **Delinquent accounts and collections:** The Board reviewed 44 delinquent accounts out of 144 total accounts. A third and final round of invoices will be prepared before future delinquency collection and lien processing transitions to Metropolis. The delinquent-account spreadsheet will be organized and shared with the Treasurer.
- **Legal notices and liens:** The Board reviewed a proposed notice concerning an owner with longstanding unpaid assessments. The notice will be revised to use formal, factual language and include a 30-day payment period. The Board discussed pursuing liens for accounts unpaid for at least two years and the challenges of serving notices to owners who are not receiving mail.
- **Metropolis Management Company contract:** The Board reviewed the proposed contract, including bank-account arrangements, the \$1.50 per-assessment processing fee, electronic records, delinquency charges, and the 90-day termination provision. The President will request clarification on the processing fee and termination language and obtain remaining Board feedback before finalization.
- **Reserve funding and dues communication:** The Board discussed the purpose of reserve funding, the community's reserve shortfall, and the need to integrate reserve obligations into



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regular budget communication. The Treasurer will review the reserve fund FAQ and prepare newsletter language explaining the reserve fund and its necessity.

- **Parking, signage, and community improvements:** The Board discussed beginning with parking-space restriping and numbering, estimated at approximately \$8,000, rather than full repaving estimated at approximately \$170,000. The President will arrange removal of an unauthorized no-parking sign and continue work on monument signage, trash-area privacy fencing, insurance clarification, and a stormwater grant application.
- **Administrative updates:** The President will complete updates to state tax records, obtain insurance information from State Farm, and continue digitizing historical records. The Secretary will distribute Board contact information using the MSTA email account once access is available and assist with mailing delinquent-owner invoices.
- **Community communications:** The Board discussed a bilingual (English-Spanish) newsletter covering Zelle, the proposed management company, dues and reserve funding, parking and towing, and trash guidelines. A community meeting was scheduled for August 18, 2026.

Motions and Votes

- No motions or votes were recorded from this meeting.

Next Meeting and Adjournment

- **Next meeting:** Thursday, July 23, 2026, at 6:30 pm.