

**ALLENVIEW HOMEOWNERS**  
**Board of Directors' Meeting**  
 Tuesday, April 25, 2017 at 6:30 PM  
 Messiah Village Fountain Room

Board Member	Term	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Linda Echard	2018	X	X									
Meg Kelly	2018	X	X									
Jill McCabe	2018	V	X									
Robert Grohman	2019	X	X									
Bryan Simmons	2019	X	A									
Brad Stump	2019	X	A									
Gregory Bowden	2020	X	A									
John Burleson	2020	X	X									
Josh Houseal	2020	X	X									

X = Present, A = Absent, V = Vacant seat

Also in attendance: Joann Davis, Manager

1. **Call to order:** Meeting called to order by L. Echard at 6:31 PM.
2. **Homeowner concerns:** none
3. **Nominating** – L. Echard presented Jill McCabe to the Board of Directors. J. McCabe submitted an information sheet to the Board. L. Echard motions to approve Jill McCabe to fill the vacant board seat with a term ending in 2018, R. Grohman seconds, motion passes.
4. **Pool Report** – G. DiStefano
  - a. G. Distefano submitted to the Board a list of updates regarding the pool.
    - i. Aqua Specialists uncovered the pools. E. Davis cleaned the stains on the bottom of the baby pool.
    - ii. Paperwork has been printed and mailed. Pool card requests are coming in daily.
    - iii. G. DiStefano has been in contact with past lifeguards and making sure certifications are up-to-date. One new guard has been hired and G. DiStefano has reached out to another potential new guard.
    - iv. G. DiStefano contacted the head coach of the Mechanicsburg swim team, who emailed the team members to see if any would be interested in lifeguarding.
    - v. G. DiStefano requested an increase in pay for her as the Manager and E. Davis as the Assistant Manager from \$6500 to \$7150. Their salary is split 60/40 and would continue to split at the same rate with the \$650 increase in pay. M. Kelly motions to approve the increase, J. Houseal seconds, motion passes.
    - vi. G. DiStefano stated it would be her last year as the Manager of the pool and would be willing to train a replacement over the summer. L. Echard stated she can post something on Facebook regarding a replacement.
  - b. E. Davis submitted a letter to the Board of Directors stating he would not be returning as the Assistant Pool Manager after the 2017 pool season.
5. **Approval of minutes from the March meeting:** Motion to approve the minutes by R. Grohman, M. Kelly seconds, motion passes.
6. **President's Report** – none

## 7. Treasurer's Report – J. Burleson

- a. Updated financial statements were reviewed.
- b. J. Burleson met with B. Simmons. They are still working through the transition.

## 8. Committee Reports

### a. Architectural Control – L. Echard

- i. L. Echard motions to appoint L. Caffarella to the ACC, R. Grohman seconds, motion passes.
- ii. ACC requests
  - 1) A request for landscaping changes at 336 Allenvue was submitted. ACC recommends approval, R. Grohman seconds, motion passes.
  - 2) A request for a shrub removal and replacement at 710 Allenvue was submitted. ACC recommends approval, R. Grohman seconds, motion passes.
  - 3) A request for a shrub removal and replacement at 628 Allenvue was submitted. ACC recommends approval, M. Kelly seconds, motion passes.
  - 4) A request for a new door and screen door at 719 Allenvue was submitted. ACC recommends approval, R. Grohman seconds, motion passes.
  - 5) A request for siding and shutter replacement, along with new soffit, fascia, and gutters at 312 Allenvue was submitted. ACC recommends approval, R. Grohman seconds, motion passes.
  - 6) A request for a swing set addition at 303 Allenvue was received after the ACC meeting and is presented to the Board for expedited approval. L. Echard motions to approve the request, M. Kelly seconds, motion passes.

### iii. Other items

- 1) M. Kelly stated 916 Allenvue is putting in new floors and will have a trailer in front of the home until the end of the week and then it will be removed.
- 2) ACC requests will still be due by 3 PM the Monday one week before the Board meeting. ACC meetings will be on the Tuesday one week before the Board meeting at 7 PM. The request due dates and the ACC meeting dates were all added to the AHOA calendar, which can be seen on the website.
- 3) The ACC would like to send letters to homeowners with new rear fencing (600-614, 615-627, 762-772), encouraging them to apply clear sealant to the fencing to preserve it and maintain appearance. ACC would also like approval to add this recommendation to the fence policy (note: after fences are one year old). M. Kelly motions to send a recommendation letter, R. Grohman seconds, motion passes.
- 4) ACC requests the HOA cover the application of clear sealant to free-standing privacy fence between 600-614 and 774-786. J. Houseal stated the fences would need to be pressure washed first. There was discussion on color of weathering fence and clear sealant versus a stain. L. Echard would like to check with E. Davis to see if he could take care of this.
- 5) ACC would like approval for painting "Visitor" in visitor designated parking spaces to reduce confusion. L. Echard motions to paint in the spaces, M. Kelly seconds, motion passes. The line painting contractor will take care of that.
- 6) ACC would like to send letters to homeowners in 564, 566, and 568 regarding shrubs planted at the end of their driveways. R. Grohman is going to reach out to Shope's regarding the replacement of damaged shrubbery.
- 7) L. Echard said curbing pieces were replaced, but it was not done well, so B. Stump will contact Shope's for them to come back out and fix it.
- 8) It was reported 900 Allenvue still was not cleaning up after their dogs. The homeowner was contacted via email, spoke with the tenant(s) again, and the issue seems to be resolved.

- 9) An email was received from 810 Allenvue asking about planting flowers at the front of the home. L. Echard sent an email response to explain flowers in the front bed and around the lamppost were okay. It was also explained that flowers can be changed in the front bed, but shrub removal/replacements need an ACC request form. The homeowner is fairly new, so there was a reminder given that the homeowner is responsible for weeding, landscaping, and trimming. Additional information was given about edging and plants within the rear fenced-in patio.
- b. Recreation
  - i. R. Grohman will look into finding a chairperson.
- c. Nominating – G. Bowden
  - i. An application was received from Jill McCabe for the vacant seat on the Board; she was approved.
- d. Budget – J. Burleson
  - i. Snow removal is significantly under budget. That may help to fund some repairs or replacements at the playground so it is something for the Board to be aware of moving forward.
- e. Maintenance – R. Grohman, B. Simmons
  - i. An email was received from 811 Allenvue regarding potholes by the entrance. A cold patch was used as a temporary fix.
  - ii. A phone call from 458 Allenvue requesting an update on the status of the sidewalk repair. There was concern expressed about an elderly relative possibly getting hurt. R. Grohman will reach out to Cumberland Masonry and Shope's.
  - iii. 454 emailed again to request a date for when the common area behind their townhome would be returned to grass. The homeowners removed plantings as requested, but the area is becoming muddy. The homeowners offered to sod the area and submit receipts for reimbursement. Shope's is planning to seed in Allenvue this week.
  - iv. 656 emailed to say the landscapers hit the light post in front of the townhome and dented it while mowing. E. Davis will replace the post and create an invoice with pictures so that Shope's can be billed for the damage.
  - v. An email was received there was a bolt missing on the playground slide. E. Davis fixed it.
  - vi. There was discussion on the contract details for Shope's and their responsibility for damage during snow removal. There was discussion about using stakes to mark areas so they are not damaged. R. Grohman suggested a contract with dates for stakes be put in and removed, as well as a date for damaged items to be taken care of.
- f. Publicity – M. Kelly
  - i. The Allen Views were printed and mailed by Konhaus. The next edition will go out in June. Please let M. Kelly know if there is anything you want included.
  - ii. A homeowner emailed to request something be placed in the next newsletter asking children to stay out of the trees and plants in the common areas.

## **9. Manager's Report – J. Davis**

- a. Resale certificates were prepared for 327, 505, and 522 Allenvue.
- b. The light post was damaged at 468 Allenvue when items were thrown from the second floor onto the ground, hitting the post. The light was fixed and the homeowner was billed. Payment has still not been received. J. Davis will send a second letter to the homeowner.
- c. 334 Allenvue emailed about excavation by Suez of the public walkway between their home and 332 Wister Circle. The area needs to be reseeded. Suez was contacted and said normally reseeding is not done until the warmer weather arrives. The Customer Service representative was going to forward the request to the area Supervisor. R. Grohman reported this is done.
- d. An estimate was received for a roof replacement on the 946-960 Allenvue building. J. Davis will send letters to the homeowners with notice that replacement will soon need to be done.

## **10. Other Business**

- a. There are no updates for 330 Wister Circle.
- b. L. Echard and J. McCabe attended a meeting with the attorney to begin the process of rewriting the C&Rs. R. Grohman discussed the sets of C&Rs with the Board, explaining that there is a set to go with each plot plan. R. Grohman will work on downloading his plot plans to send PDF copies to the Board of Directors for a better understanding of the layout and common property. R. Grohman suggested looking at the by-laws as well as the C&Rs in order to change some of the processes. He offered to meet with L. Echard and J. McCabe as they work through this.
- c. At the annual meeting, it was suggested an engineering study be done to assess future needs. R. Grohman will contact Yingst to get a bid. J. Houseal stated homeowners might be willing to raise dues temporarily to get projects done and then perhaps the dues could be lowered once the projects were completed. R. Grohman stated most HOAs have allotted areas for dues. For example, a portion of the dues might go to a fund for roof replacement, some might go for siding replacement, etc.

**11. Meeting Adjourned:** J. Burleson motions to adjourn, J. McCabe seconds, motion passes. Meeting adjourned at 7:59 PM on April 25, 2017.

**Next Meeting:** May 23, 2017 at 6:30 PM in Messiah Village Board Room

Submitted by: J. Davis