

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

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

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

Also in attendance: Joann Davis, Manager, Gina DiStefano, Pool Manager, Gina Joy, Kate Wasson, Pradeep Dass

1. Call to order: Meeting called to order by J. Burleson at 6:28 PM. J. Burleson acknowledged the resignations of L. Echard and B. Stump due to relocating. He gave thanks and appreciation for the work they did for Allenview.

2. Homeowner concerns:

a. Pradeep Dass, 930 Allenview Drive

Mr. Dass purchased his home last year and was told by the previous homeowner the HOA would take care of the roof. When he experienced leaks in the ceiling, he called the HOA. The HOA contacted Encore Roofing to have the roof repaired.

R. Grohman stated when the house was purchased, that included the roof. The HOA takes care of roof repairs to townhouse roofs as a courtesy because they are shared, but the homeowners have to pay for interior repairs. Anything that happens from the roof is the homeowner's responsibility.

B. Simmons asked if Mr. Dass had a home inspection. Mr. Dass confirmed the inspection was done, including the roof.

R. Grohman stated that unfortunately, the way to find out about a roof leak is when it comes through the ceiling. Mr. Dass explained the damage that was done was caused from the roof needing to be repaired. He asked for clarification about the responsibility of the homeowner when there is a leak. B. Simmons explained the roof will be repaired, but anything else will be the homeowner's responsibility. The person who did the roof is the one who made the mistake.

G. DiStefano, as a homeowner and former Board member, provided clarification on the difference between what is owned with a condominium and a townhouse. It was suggested he go to the previous homeowner, previous roofer, and/or the previous home inspector.

Mr. Dass asked the Board how to proceed. R. Grohman explained there has been past experience with leaks that may have been from a shared area, so that is why the HOA would pay for a repair. The previous homeowner incorrectly told Mr. Dass the HOA takes care of the roof.

Mr. Dass would like to see someone from the Board greet new homeowners and be available to answer questions. G. DiStefano explained that the real estate agent should have explained the C&Rs and the process.

R. Grohman explained the replacement process for the roof of a townhouse building.

Mr. Dass left the meeting; the Board thanked him for attending.

Gina DiStefano, 700 Allenview

Ms. DiStefano asked where the Board stands on using a property management company as that has been a topic of conversation in the neighborhood. J. Burleson stated it was mentioned at the annual meeting and briefly mentioned at a monthly meeting, but nothing more. R. Grohman confirmed that was correct. Ms. DiStefano stated as an appraiser, she finds the Allenview dues low in comparison to other HOAs, which is good for property value. Her fear is that it would increase with a property management company. After being on the Board for 15 years, Ms. DiStefano cares about the neighborhood and feels that if it goes corporate, there will not be the same amount of care.

Ms. DiStefano addressed the issue of the Board not using social media to its fullest potential. She feels that it is a good way to recruit volunteers and employees. Ms. DiStefano does not feel the newsletter is read by the majority of the people.

Ms. DiStefano asked about electronic payments for dues. J. Burleson stated he will revisit that with the accountant.

3. Pool Report – G. DiStefano

- a. There have not been as many pool parties this season.
- b. The umbrellas continue to break as the wind catches them.
- c. G. DiStefano expressed concern about finding an assistant pool manager since the open position has not been advertised. Using a company might be costlier and the response might not be as quick when there is a problem.
- d. One lifeguard left for personal reasons and three are leaving mid-August for college. There probably will not be enough guards to cover full days. The schedule will be staggered, but that is not ideal. J. McCabe suggested shortening the hours, which G. DiStefano will consider.
- e. There was an instance of fecal contamination this pool season, which resulted in the pool being shut down. The parent was sent a written letter last season after an incident. J. Burleson stated there needs to be written documentation of the incidents. This is a concern G. DiStefano feels the Board needs to revisit. J. Burleson stated if a letter is to go out from the Board, information and documentation is needed. M. Kelly asked for a copy of any documentation G. DiStefano has. G. DiStefano's main concern is that it could be happening more frequently and it is not something always made aware to the pool staff.

G. DiStefano left the meeting after her report.

4. Executive session – J. Burleson motions to go into executive session at 7:07 PM to conduct pool manager interviews followed by a discussion of legal matters, R. Grohman seconds, motion passes.

M. Kelly motions to resume the meeting at 8:20 PM, Jill McCabe seconds, motion passes.

5. Elections and Appointments

- a. Election of President and Vice President – J. Burleson motions R. Grohman for President and B. Simmons for Vice President, G. Bowden seconds, motion passes.
- b. Appointment of Maintenance Chair – M. Kelly motions J. Houseal, B. Simmons seconds, motion passes.
- c. Appointment of ACC Chair – M. Kelly motions J. McCabe, R. Grohman seconds, motion passes.
- d. Appointment of attorney point-of-contact – M. Kelly motions J. Burleson, R. Grohman seconds, motion passes.

M. Kelly left the meeting at 8:28 PM.

6. **Approval of minutes from the June meeting:** Motion to approve the minutes by J. Burleson, G. Bowden seconds, motion passes.

7. **President's Report** – none

8. **Treasurer's Report** – J. Burleson

- a. Updated financial statements were reviewed.
- b. J. Burleson will not have a comparison report until the next meeting. Right now, everything looks good financially speaking.
- c. J. Burleson would like to initiate a conversation with the attorney regarding the process for collecting dues. R. Grohman would like to explore the communication about outstanding dues with homeowners. That will be on the agenda for next month's meeting.

9. Committee Reports

- a. Architectural Control – J. McCabe
 - i. ACC Requests
 - 1) 924 Allenvue submitted a request for a deck and soffit/fasica replacement. The homeowners requested an expedited approval due to safety concerns. The request is for an identical replacement, but with updates needed to meet current codes. J. Burleson motions to approve, G. Bowden seconds, motion passes.
 - ii. Other Items
 - 1) Second letters were sent to 754 and 758 regarding weeding to be done. They were given 30 days from June 29, 2017 or a fine of \$100 would be imposed. R. Grohman recommends tabling this item until next month.
 - 2) Two emails were received regarding trash cans and other items in common area behind 900s. A letter will be send to the homeowners in buildings 946-960 and 916-930 requesting the items be removed within 15 days of the date of the letter or the HOA will have the items removed.
 - 3) An email was received from 454 Allenvue Drive as a follow-up to the request by the Board to remove rear plantings, which the homeowners were told were on common property. The homeowners are not pleased with the appearance of the area after the HOA had it seeded. The homeowners offered several suggestions to the Board. R. Grohman stated a letter should be sent explaining that a new Board of Directors is in place and an ACC request form should be completed for them to consider.
- b. Recreation – none
- c. Nominating – G. Bowden
 - i. Two resignations were received. R. Grohman will put something on the FB page. Something will also be added to the newsletter. The resignation of L. Echard leaves a vacancy with term ending 2018. The resignation of B. Stump leaves a vacancy with term ending 2019.
- d. Budget – none

- e. Maintenance – R. Grohman
 - i. An email was received about the condition of the island at the entrance. R. Grohman did spray weed killer, but stated the islands need to be redone. R. Grohman did contact Shopes about the islands in addition to other concerns and is waiting to hear back.
 - ii. Emails were received regarding weeds in the common areas. This is something R. Grohman contacted Shopes about.
 - iii. An email was received from requesting the grass be cut shorter near a wooded area because of concerns with ticks. R. Grohamn will talk with Shopes.
 - iv. The sign for 600-656 Allenview fell. The post was replaced and painted.
- f. Publicity – M. Kelly
 - i. A draft of the Allen Views was sent out for review. It will be sent to Konhaus for printing and mailing.

10. Manager's Report – J. Davis

- a. Resale certificates were prepared for 2106 Beacon Circle, 622 Allenview Drive, and 714 Allenview Drive.
- b. The hearing schedule for July 5, 2017 was rescheduled for July 26, 2017 and then rescheduled again for August 30, 2017.
- c. The attorney continues to work on collecting outstanding dues and has filed civil complaints.
- d. 554 Allenview emailed about mowing not being done at the home. The landscaper said it was due to the dog waste in the yard, which the homeowner said would be cleaned up. There was a question about a dog being allowed on a tie-out. The homeowner was told someone must be present with the dog so it is not left out to bark and the dog must not go beyond the homeowner's yard.
- e. Encore Roofing repaired the roof at 930 Allenview Drive in the amount of \$175.00. A letter was sent to the homeowners in that building to make them aware of the repair and the roof replacement process so they can prepare for that in the future.
- f. An email was received from P. Gridley, webmaster for the HOA website, regarding free software for billing renters, but thought it might be of use to the HOA. J. Burleson will talk with the accountant about the program.
- g. An email was received about stray cats. The HOA cannot do anything about the stray cats, but the homeowner can contact the Township and look into TNR programs.
- h. An email was received from a new homeowner asking if the HOA permitted car washing. A response was sent letting the homeowner know that while the HOA does not have any rules about car washing, there are new township regulations and a link was sent directing the homeowner to the information provided by the township.
- i. The HOA requested a donation from Giant for the homeowner who had a vehicle fire in the garage. Giant donated a \$50 gift card. Special thanks to Katie Broeg for coordinating the donation.
- j. An email and videos were received regarding concerns with the dog at 780 Allenview. The Board reviewed the videos and noted that the use of the cable is in violation of the previously set agreement. A letter will be sent to 780 Allenview giving 15 days to remove the cable and use a handheld leash or the fine process will begin.

11. Meeting Adjourned: J. Burleson motions to adjourn the meeting, G. Bowden seconds, motion passes. Meeting adjourned at 9:14 PM on July 25, 2017.

Next Meeting: August 22, 2017 at 6:30 PM in Messiah Village Board Room

Submitted by: J. Davis