

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, March 28, 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										
Meg Kelly	2018	X										
VACANT	2018	V										
Robert Grohman	2019	X										
Bryan Simmons	2019	X										
Brad Stump	2019	X										
Gregory Bowden	2020	X										
John Burleson	2020	X										
Josh Houseal	2020	X										

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

Also in attendance: Joann Davis, Manager; Attorney Duane Stone; Attorney Brad Sprout

1. Call to order: Meeting called to order by B. Stump at 6:40 PM.

2. Homeowner concerns

Elizabeth Leslie, 760 Allenvue Drive

Ms. Leslie would like an update on the area near her end-unit townhome where water was laying. A tree was removed with the hopes of getting some light in the area for grass to grow. Her downspout has been diverted. Shope's is cutting the grass down and Ms. Leslie would like to know what the plan is to get more grass in the area. Ms. Leslie would like to keep the mowers out of the area for a while so that grass can grow and straw can be put down. J. Houseal asked if the area could be roped off to keep the mowers out. She will talk with a neighbor about diverting their downspout as well. Ms. Leslie is not experiencing any issues in the house with water at this time. The downspouts need to be diverted to keep excess water from going in. This has been an ongoing issue for the past eight years and she would like to continue to move forward with things. Ms. Leslie is happy to meet with anyone to discuss the situation.

3. Executive session – L. Echard motions to go into executive session to discuss legal matters, B. Simmons seconds, motion passes. Meeting in executive session at 7:00 PM. Meeting resumed at 8:00 PM.

4. Officer Elections

- a. President – M. Kelly nominates B. Stump, B. Simmons seconds, motion passes.
- b. Vice President – M. Kelly nominates L. Echard, B. Simmons seconds, motion passes.
- c. Secretary – M. Kelly nominates J. Davis, L. Echard seconds, motion passes
- d. Treasurer – B. Simmons nominates J. Burleson, L. Echard seconds, motion passes.

5. Committee Appointments

- a. Architectural Control Committee - L. Echard motions to appoint the following people to the ACC: Linda Echard, Marie Clark, Jill McCabe, Amy Steiner, Jennifer Burke, and Patrick Crowell. G. Bowden seconds the motion, motion passes. M. Kelly nominates L. Echard as Chair of ACC, R. Grohman seconds, motion passes.
- b. Recreation Committee – The Board agrees to wait until the next meeting to appoint a Recreation Committee chair. J. Davis will reach out to a homeowner who expressed interest in joining that committee and will also reach out to past members of the committee.

- c. Nominating Committee – L. Echard motions to appoint G. Bowden to Chair the Nominating committee, R. Grohman seconds, motion passes.
- d. Audit Committee – L. Echard motions to appoint J. Burlison to Chair the Audit Committee, R. Grohman seconds, motion passes.
- e. Budget Committee - M. Kelly motions to appoint J. Burlison to Chair the Budget Committee, L. Echard seconds, motion passes. J. Burlison motions to appoint B. Stump and B. Simmons to the committee, M. Kelly seconds, motion passes.
- f. Maintenance Committee – M. Kelly motions to appoint B. Simmons and R. Grohman to Co-chair the Maintenance Committee, G. Bowden seconds, motion passes. L. Echard motions to appoint B. Stump as a committee member, M. Kelly seconds, motion passes.
- g. Publicity Committee – L. Echard motions to appoint M. Kelly as the Publicity Chair, B. Simmons seconds, motion passes.

6. Approval of minutes from the January meeting: Motion to approve the minutes by M. Kelly, L. Echard seconds, motion passes.

7. President’s Report

- a. B. Simmons motions to nominate B. Stump as the point-of-contact for the attorney, J. Burlison seconds, motion passes with R. Grohman abstaining.

8. Treasurer’s Report - none

9. Committee Reports

- a. Architectural Control
 - i. Expedited ACC Requests
 - 1) A request for replacement windows and front shutters at 314 Wister circle was approved.
 - 2) A request for replacement windows and a patio sliding door at 613 Allenview was approved.
 - 3) A request for a replacement storm door at 802 Allenview was approved.
 - ii. ACC Requests
 - 1) A request was submitted for double-panel white shutters at 319 Elgin. M. Kelly motions to approve the request, B. Simmons seconds, motion passes. J. Burlison asked for clarification on what was expected regarding the completeness of an application. L. Echard stated the application is expected to be fully completed and she reaches out to homeowners if there is information missing.
 - 2) A request was submitted for a paved stone patio addition at 532 Allenview. Two drawings were submitted. One drawing shows a squared-off patio within property lines. The other drawing shows a curved patio that goes onto common property. The homeowner would like to plant along the patio, which would be on common property. R. Grohman stated that there are certain things that should be allowed because it makes the environment look nicer when the homeowner is maintaining an area that might otherwise not be maintained. It is a battle to remain consistent and important to have a neighborhood that will draw people. If someone does something, the Board can require it be returned to original condition when the house sells. B. Stump agrees with this idea. L. Echard agrees that there are many improvements, but the issue is that not everyone interprets allowances the same way. Once a precedent is set, it is a constant struggle. Regarding the request submitted, the change in the patio will not affect the mowing; the area is current tanbarked. The homeowner will landscape around it,

continuing a border that already exists. L. Echard motions to approve the squared off patio, R. Grohman seconds, motion passes.

- 3) A request was submitted for trees to be removed and replaced at 550 Allenview. L. Echard motions to approve, B. Simmons seconds, motion passes.
- 4) A request was submitted for a fence repair at 632 Allenview. L. Echard motions to approve, R. Grohman seconds, motion passes.
- 5) A request was submitted for a deck repair at 942 Allenview. L. Echard motions to approve the screen and deck repair, G. Bowden seconds, motion passes.
- 6) A request was submitted for a door color change at 942 Allenview to be the same shade of red as the neighbor's shutters. L. Echard motions to approve, M. Kelly seconds, motion passes.
- 7) A request was submitted by 960 Allenview to replace the roof. Repairs had been done on the roof and some shingles were lost in a storm. Records indicate the building had the roof replaced in 2000. The Board received a quote from Encore Roofing LLC for \$180 to replace missing shingles, seal any loose shingles and exposed nails, inspect and make sure vent pipe collars are sealed properly along with the ridge vent. L. Echard motions to have the Association repair the roof at 960 Allenview, J. Burleson seconds, motion passes. L. Echard motions to have an evaluation of the building roofs done and letters sent to homeowners to start the roof replacement process, G. Bowden seconds, motion passes.

b. Recreation

- i. The yard sale will be held on 5/20 to coincide with Winding Hill's yard sale. The rain date will be 5/27. Ads will be placed in The Guide, Craigslist, PennLive.com, and YardSaleSearch.com.

c. Nominating - none

d. Audit - none

- e. Budget – M. Kelly motions to allow the manager and attorney access to view financial information, R. Grohman seconds, motion passes.

f. Maintenance

- i. 532 and 552 Allenview reported damaged shrubs at the end of their driveways. L. Echard stated that another homeowner's shrub was hit and is willing to have it removed. L. Echard proposed that when a shrub is damaged, the homeowner is given a choice to replace or remove and plant with flowers or grass, R. Grohman seconds, motion passes.
- ii. Good's submitted a proposal for treating four Hemlock trees that are not in good condition. After discussion by the Board, it was decided to decline the proposal and consider removing the trees. Good's did recommend treating an ash tree with a 2-year treatment near 516 Allenview. L. Echard will accept that proposal.
- iii. An email was received from 454 Allenview requesting advance notice of when plantings would be replaced with grass. B. Stump will get in touch with Shope's.
- iv. B. Stump will call Shope's to get a date for the tan bark delivery, which M. Kelly will note in the newsletter.
- v. An email was received from a homeowner asking about damaged curbs from the snow removal and repainting of the light poles. The homeowner asked if the results could be published in the newsletter. Shope's will be contacted about the curbs. R. Grohman will contact the painter about the light posts. M. Kelly will put a statement in the newsletter.
- vi. L. Echard asked B. Stump to add the grass area near 509 Allenview to the list for Shope's of areas needing to be reseeded.
- vii. B. Stump accepted the TruGreen Renewal, which is the same program as 2016 with a 3% increase. The total is \$4,669.62.
- viii. 942 Allenview emailed about mud in front of the home and needing grass. L. Echard will contact the homeowner about the challenge of growing grass in that area due to the shade from the large tree and the roots. B. Stump will talk to Shope's about the area needing to be seeded.

- ix. An email was received from 458 Allenvue regarding sidewalk damage from the snow plow. B. Stump will reach out to Shope's and Cumberland Masonry.
- g. Publicity
 - i. A draft of the Allen Views was submitted for review. Board members gave revisions to M. Kelly. She will revise and submit another draft for review before printing and mailing.

10. Manager's Report – J. Davis

- a. Resale certificates were prepared for 558 and 605 Allenvue Drive.
- b. An email was received from a homeowner regarding cigarette butts thrown in the front yard and parking area of 734 and 746 Allenvue. The homeowner requested a reminder go out in the next newsletter about extinguishing cigarettes appropriately. M. Kelly does have information in the newsletter. The Board will ask the homeowner to see if there is any improvement after the newsletter goes out and if not, to contact the Board again.
- c. PPL was contacted about the boxes brought up at the annual meeting that are in poor condition. A foreman was to come out and inspect them, but nothing happened. A second contact was made to PPL and customer service said they would reach out to the foreman. A third contact was made and J. Davis is waiting for a response.
- d. L. Echard contacted Verizon to have the post behind her house fixed. Individual homeowners will need to call to have theirs repaired or replaced; Verizon will not do the entire neighborhood.
- e. An email was received from a homeowner about the aging playground equipment and pieces that continue to break. There was discussion about replacing pieces. B. Simmons suggested looking at what remains in the snow budget to use for the playground. L. Echard stated to replace as they can, not to do the entire playground at once. M. Kelly suggested looking into a new ground covering as well, rather than the tan bark. B. Simmons suggested looking at getting a backboard and hoop for the small basketball pole. R. Grohman suggested budgeting for a new bench and two new park trash cans. B. Simmons and R. Grohman will work on assessing the needs of the playground.
- f. A letter went to the resident and the homeowner of 900 Allenvue regarding dog waste behind the home on common property. The homeowner addressed the issue with the tenant.
- g. A cancellation, non-renewal notice was received for Millers Mutual package and umbrella policies. Gunn-Mowery is working to place coverage elsewhere for the HOA. The HOA is currently covered by the insurance and there is no lapse.

11. Other Business

- a. There are no updates on 330 Wister Circle.

12. Meeting Adjourned: L. Echard motions to adjourn, G. Bowden seconds, motion passes. Meeting adjourned at 9:32 PM on March 28, 2017

Next Meeting: April 25, 2017 at 6:30 PM in Messiah Village Board Room

Submitted by: J. Davis