

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, May 23, 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	A								
Meg Kelly	2018	X	X	X								
Jill McCabe	2018	V	X	X								
Robert Grohman	2019	X	X	A								
Bryan Simmons	2019	X	A	X								
Brad Stump	2019	X	A	X								
Gregory Bowden	2020	X	A	X								
John Burleson	2020	X	X	X								
Josh Houseal	2020	X	X	X								

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

Also in attendance: Joann Davis, Manager

1. **Call to order:** Meeting called to order by B. Stump at 6:30 PM.
2. **Homeowner concerns:** none
3. **Pool Report – G. DiStefano**
 - a. G. DiStefano submitted a report to the Board.
 - i. The pool will open Memorial Day weekend and the following weekend, then open for the summer on Tuesday, June 6th at 3:00 PM.
 - ii. There are 7 guards currently hired, but there are typically 12-14. G. DiStefano has advertised/contacted the high school, recreation department, swim coach, Messiah College, and the Nextdoor App. She has a few leads and will hire more guards as they come in.
 - iii. The bathrooms and guard shack have been cleaned, disinfected, and checked to make sure everything is in working order. The only problem found was a lead at the hose bib/water fountain. A plumber will be out this week to fix it.
 - iv. G. DiStefano is trying to get in contact with the soda machine vendor in order to get that out of the storage shed of the pool house.
 - v. 85 homes have requested pool cards so far and cards will be at the pool on Saturday for them to pick up.
4. **Approval of minutes from the April meeting:** Motion to approve the minutes by M. Kelly, J. McCabe seconds, motion passes.
5. **President's Report – B. Stump**
 - a. A homeowner filed an intent to defend.
 - b. The attorney continues to collect outstanding dues.
6. **Treasurer's Report – J. Burleson**
 - a. Updated financial statements were reviewed.
 - b. Once the new accounting firm has done books for one year, J. Burleson would like to have YTD comparisons to present to the Board.
 - c. Looking to the future, it would be good to get statements out to homeowners.

7. Committee Reports

a. Architectural Control – J. McCabe

i. ACC requests

- 1) There was a request from 938 Allenview to replace flat wooden siding pieces with horizontal vinyl siding at the front of the townhouse. ACC recommends approval, J. Burlison seconds, motion passes.
- 2) There was a request from 2100 Beacon Circle to remove diseased tree at rear of property and replace with a new one. ACC recommends approval, M. Kelly seconds, motion passes.
- 3) There was a request from 542 Allenview to remove a diseased shrub at the front of the house. ACC recommends approval of shrub removal, B. Simmons seconds, motion passes. ACC is open to the idea of filling in the area with concrete or pavers, as suggested by the homeowner. The homeowner will submit another ACC request for that in the fall.

ii. Expedited ACC requests

- 1) The ACC approved a garage door replacement at 532 Allenview with a style approved by ACC and already installed on several neighbor's garages.
- 2) The ACC approved a request from 832 Allenview to replace windows in the bedroom at the rear of the townhouse and replace the sliding patio door.

iii. Other items

- 1) The homeowner at 600 Allenview received letters for exterior maintenance. The homeowner believes she has complied with the request to clean up the property. After reviewing a new set of pictures, the ACC agreed she has not done the required work and voted to impose the pending fine with another letter, which moves forward to the next stage in the fine process. After viewing the pictures and discussion by the Board, J. Houseal motions to send a letter giving a 30-day extension to comply with the previous request and outlining specifically what needs to be done, noting it is the last extension that will be given, M. Kelly seconds, motion passes.
- 2) There are exterior maintenance concerns at 754 and 758 Allenview. B. Simmons motions to send a letter giving 30 days to weed, J. Houseal seconds, motion passes.
- 3) 752 Allenview submitted an ACC form upon request for the rear walkway that is currently being installed. A request was also submitted to return the faux-tile patio to its original concrete color. B. Simmons motions to approve the request for the concrete painting to return the patio to its original color, J. Burlison seconds, motion passes. B. Simmons motions to accept the request for the walkway, J. Burlison seconds, motion passes.
- 4) ACC recommends a letter to the homeowner at 802 Allenview requesting that she weed the side of the house, put down tanbark, trim shrubs, and remove weeds growing through the rear patio fence. The side of the unit faces Allenview. B. Simmons seconds, motion passes
- 5) The tenant at 900 Allenview put in a rear garden outside of the screened-in patio. The suggestion is to have the garden run parallel along the edge of the patio, like many borders along the sides of townhouses. There are also leaves in the border at the back and side of the townhouse that needs to be cleaned up. M. Kelly motions to send a letter allowing the garden to remain for the season and then require it be returned to grass, and the homeowner will be asked to clean up the leaves as well, G. Bowden seconds, motion passes.
- 6) The ACC would like to revise the ACC request form. They would like to have a simple one for exact replacements and another form for any changes/additions to the property. The ACC will explore the use of one or two forms. The ACC will bring a draft to the Board for review.

- 7) The ACC requests the ability to give expedited approval to any exact replacement request. J. Burlison motions to accept, J. Houseal seconds, motion passes
 - 8) The ACC would like to be able to send initial letters out to properties needing to address exterior maintenance issues, rather than waiting for a Board meeting. Updates would be provided at the Board meeting. J. Burlison motions to allow the ACC to send out a first reminder letter, J. Houseal seconds, motion passes.
- b. Recreation
 - i. There is not a chairperson at this time. M. Kelly will put something in the next newsletter.
 - ii. Committee members interested in helping are Gina DiStefano, Roni Collier, Lori Caffarella, and Trish Connolly.
 - c. Nominating – none
 - d. Budget – none
 - e. Maintenance – B. Simmons
 - i. 548 Allenview has a walkway in need of replacement. The maintenance committee looked at the walkway and a letter was sent to the homeowners notifying them it would be added to their list of walkways needing to be bid on. The homeowners were asked to trim back the shrubbery impeding on the walkway to allow for concrete work to be done.
 - ii. B. Stump recommended seeking bids from several companies for the concrete work since there is no contract currently in place with anyone.
 - iii. 454 Allenview did have the rear area seeded and they have watered, but there are bare spots. They would like some top soil put down and the area reseeded.
 - iv. B. Simmons would like to look into getting new playground equipment. He also recommended putting up a backboard and net on the smaller pole for a basketball hoop.
 - v. M. Kelly suggested contacting Giant about benches for the park.
 - f. Publicity – M. Kelly
 - i. There will be mention again about the work being done to update the C&Rs.
 - ii. There will be mention of the backboard, hoop, and net once installed with a reminder that children should not hang on it.
 - iii. A note will be put in the newsletter about the need for a recreation committee chair.

8. Manager's Report – J. Davis

- a. No resale certificates were prepared.
- b. Betty Dick reached out to homeowners of 811-819 Allenview about a fence replacement. She has heard from 4 of the 5 homeowners who want to move forward with the replacement. They did receive a bid and will meet to complete an ACC request. A copy of the bid will be given to all homeowners including the one they are still waiting to hear from. The bid notes that the electrical boxes will not be removed/replaced. That will have to be done by a certified electrician. The fence company is willing to offer a discount for more than one building getting done at a time. Betty suggested putting a notice in the newsletter.
- c. There was concern about broken trash cans and lids lying on the ground, collecting water at 920 Allenview, which is a rental. The homeowner will be contacted.
- d. The HOA insurance policy was up on 5/20/17 and was not being renewed, so quotes were obtained. The lowest quote was found by Ryan Miller of Grove Financial & Associates, Inc. The quote was accepted and paid for, so there was no lapse in insurance coverage.
- e. There was an email from a homeowner about the items on common property behind the 700s. A letter was sent out in the past and something had been placed in the newsletter. It is still an ongoing problem. Another reminder will be put in the newsletter.
- f. A homeowner contacted the attorney's office regarding a dues collection. The homeowner does not dispute the amount owed and is willing to pay in full, but would like the collection fee of \$76.50 waived. B. Simmons motions to accept payment in full within 30 days and as long as the homeowners remain current, the fee will be waived, G. Bowden seconds, motion passes.

- g. A homeowner called about 518 Allenvue to say there are plastic bags of dog waste at the rear of the property and there are weeds that need to be taken care of. ACC will look at the property and send a letter if needed.

9. Other Business

- a. There are no updates for 330 Wister Circle.
- b. A change of address was sent to the Department of State regarding the requested physical address change of the HOA from 5001 Carlisle Pike, Mechanicsburg, PA 179055 to 3 N. Baltimore Street, Dillsburg, PA 17019. The legal name of the HOA must be used, which is The Allenvue Home Owners Association.
- c. There was concern expressed about who is signing legal documents. The attorney sent a response to the Board, which was discussed. M. Kelly motions to continue with the current procedure authorizing the manager to sign, the secretary, and the attorney, J. Burleson seconds, motion passes.
- d. R. Grohman obtained a Reserve Fund Study proposal from Yingst Engineers & Associates, Inc. The cost is \$3,180.00. B. Simmons motions to accept the Reserve fund study proposal, M. Kelly seconds, motion passes.

10. Meeting Adjourned: B. Simmons motions to adjourn, J. Houseal seconds, motion passes. Meeting adjourned at 8:17 PM on May 23, 2017.

Next Meeting: June 27, 2017 at 6:30 PM in Messiah Village Board Room

Submitted by: J. Davis