

**ALLENVIEW HOMEOWNERS
Board of Directors' Meeting**

Tuesday, November 28, 2017 at 6:30 PM
Messiah Village, The Martin Conference Room

Board Member	Term	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Meg Kelly	2018	X	X	X	X	X	X	X	X	A		
Jill McCabe	2018	V	X	X	A	X	X	X	X	X		
Bernadette Thompson	2018					V	V	V	X	X		
Gina DiStefano	2019					V	V	V	X	A		
Robert Grohman	2019	X	X	A	X	X	X	A	X	X		
Bryan Simmons	2019	X	A	X	X	X	X	X	X	X		
Gregory Bowden	2020	X	A	X	A	X	X	X	X	X		
John Burleson	2020	X	X	X	X	X	X	X	X	X		
Marie Yagel	2020						V	X	X	X		
Linda Echard	2018	X	X	A	X							
Brad Stump	2019	X	A	X	X							
Josh Houseal	2020	X	X	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 R. Grohman at 6:32 PM.
- 2. Homeowner concerns:** none
- 3. Approval of minutes from the October meeting:** Motion to approve the minutes by J. Burleson, G. Bowden seconds, motion passes.
- 4. President's Report – R. Grohman**
 - a. The hiring committee interviewed three candidates for the handyman position. The committee is recommending Scott Paterson. He is licensed and insured. Mr. Paterson is asking for \$20.00/hour if hired. B. Simmons motions to hire Scott Paterson at a rate of \$20/hour, J. Burleson seconds, motion passes.
 - b. J. McCabe motions to offer M. Kelly the position of Pool Manager for the 2018 pool season, G. Bowden seconds, motion passes. J. Burleson motions to approve a salary of \$4,290 for the Pool Manager position, J. McCabe seconds, motion passes.
 - c. The interview committee will reach out to one of the handyman candidates to see if he would be interested in the Assistant Pool Manager position.
- 5. Treasurer's Report – J. Burleson**
 - a. Updated financial statements were reviewed. From a cash position, the HOA is healthier than last year. The receivables show some delinquencies, but less than last year.
- 6. Committee Reports**
 - a. Architectural Control – J. McCabe
 - i. ACC Requests
 - 1) An expedited request was received from 786 Allenview Drive for the removal of shrubs in order to install a new heating and air conditioning unit. The ACC approved the request and asked that another request be submitted if the homeowner decides to plant in the spring.

- 2) A request for a new deck at 834 Allenview Drive was received and ACC did approve the request.

- 3) A request was received from 526 Allenview Drive for fencing around a new propane tank. ACC did approve the request.

ii. Other Items

- 1) At the ACC meeting, the neighborhood was divided into sections so that each member of the committee would be responsible for an area and then report any concerns to the committee.
- 2) Marie Clark has resigned from the ACC so J. McCabe will ask M. Kelly to include something in the next newsletter to ask for another volunteer. There are currently 6 committee members.
- 3) A letter had been sent to 452 Allenview Drive regarding a fence at the rear of the property to be removed. The homeowner contacted the Board after receiving the second letter, stating the first letter was never received. If so, the homeowner would have reached out at that time. The homeowner disputes the past meeting minutes indicating there are broken boards at the home and overgrown weeds. The homeowner regularly maintains the property. The homeowner does plan to clean the siding in the spring along with other planned maintenance. The fence noted in the letter to the homeowner is not a fence that the present homeowners at 452 Allenview Drive installed. The fence was there when the current homeowners moved in and may have been installed by previous homeowners at 454 Allenview Drive. The homeowner at 452 Allenview Drive has no preference as to whether the fence stays or goes, but will not be responsible for removing the fence, which is attached to a support beam for the sunroom at 454 Allenview Drive. The homeowner at 452 Allenview Drive feels that misinformation has been given to the Board stemming from a complaint regarding parking issues, which resulted in numbers being painted in the parking spots. The Board will send letters to 452 and 454 Allenview Drive requesting written permission from both homeowners to have the HOA handyman remove the nonconforming fence.
- 4) The porch and yard at 627 Allenview Drive has been cleaned up as requested.
- 5) A letter was sent to 514 Allenview Drive. The rear light pole is leaning, but has an overgrown planting that needs to be removed in order for the HOA to fix the pole. The homeowner was given 15 days to clean it up. If it is not done after 15 days, the fine process will be followed with a \$100 fine being imposed and a second letter being sent giving an additional 10 days or a \$250 fine will be assessed. The mailbox is also broken at 514 Allenview. J. Davis will contact S. Paterson to fix the mailbox.

b. Recreation – A. Wickard

- i. A homeowner mailed the Fall Festival flyer to the PO Box with a note requesting flyers not be left on his door, but to use his PO Box or email. The Recreation Committee was made aware for future events.

c. Nominating – G. Bowden

- i. J. McCabe and B. Thompson will be running again. M. Kelly is currently undecided.
- ii. The notice for Board vacancies was sent to Konhaus for printing and mailing after the Thanksgiving holiday. Patrick Gridley posted a copy on the website and noted the date of the annual meeting on the website.

d. Budget – J. Burleson

- i. The budget committee met recently. J. Burleson presented a draft budget to the Board for review. There was discussion of current and future expenses.
- ii. J. Burleson plans to meet with the current landscaping company to talk about the plan moving forward for 2018, but recommends bidding out landscaping for 2019.

- iii. There was discussion about creating a reserve or capital fund for future projects based on the draft reserve fund study received by Yingst. J. Burleson recommends a line item in the budget to show what money would be going into the reserve fund.
- iv. The budget committee will meet again and bring to the December meeting a finalized budget and finalized amount for the reserve fund. An increase of \$3/month for townhomes and \$9/month for single family homes would add \$25,000 to the fund, which would prevent doing a special assessment.
- e. Maintenance – B. Simmons
 - i. J. Burleson will be meeting with Shope's to discuss the plan for 2018. B. Simmons asks if he would also discuss the entrance islands with Shope's and the cost to redo them. After discussion about landscaping and noting the typical complaints of: weed whacking, growth from the wooded area behind the townhomes, weeds in the islands, and leaves that blow and accumulate around the townhomes, M. Yagel offered to create a SurveyMonkey that could be sent to homeowners to get some feedback about the landscape maintenance.
 - ii. The TruGreen renewal service agreement for 2018 was accepted.
 - iii. Estimates for the playground were received and will be given to J. Burleson to add to the budget. B. Simmons met with a representative and received an outline of what changes and replacements would be made.
 - iv. The lamp post at 700 Allenvie was accidentally knocked down by the landscaper with the leaf bag of a riding mower. The landscaper notified the homeowner and will take care of fixing it.
 - v. A painting bid from Mike Hoffman was received for 2018. J. Davis sent a letter to on behalf of the maintenance committee requesting an outline of what is painted on each home as part of the bid. The committee will seek more bids for painting.
 - vi. There was a request from a homeowner for leaves to not be dropped across from his home because they blow back onto his property and around his HVAC system. The landscaper was contacted and was planning to do the next dump of leaves into the woods. Some residents have complained that the leaves are being blown against the back of the units. The landscaper stated if there are leaves at the back of the unit, that is from the wind. The landscaping crew dumps leaves in the woods and along the road for the Township to pick up. They use baggers on mowers and only use leaf blowers in the common beds then pick those up with the mower.
- f. Publicity – none

7. Manager's Report – J. Davis

- a. Resale certificates were completed for 332 Wister Circle, 2104 Beacon Circle, and 522, 728, 730, 834, and 946 Allenvie Drive.
- b. The Township stated that the HOA was indeed responsible for removing the tree pieces at 521 Hertzler Rd. The Board noted the conflicting information the Township gave regarding the tree that was removed and who was responsible for cleaning it up. J. Burleson asked if the trees that are marked in the same area would definitely be taken care of by the Township as the HOA was previously told.
- c. There is a car parked in visitor parking near the 600 evens buildings. The car was towed to the spot in August and has remained there. The stickers are compliant, but there is a flat tire. According to the owner, the finance company was to take possession on the car. The owner has contacted the finance company multiple times. The house is scheduled for Sheriff's sale and the attorney thinks there is a possibility the car will go as part of the sale. If not, the HOA will contact the police to have it towed.
- d. J. Davis is waiting to hear back from Aqua Specialists about the painting of both pools and the cost for them to handle the chemicals.

8. Other Business

- a. J. McCabe met with the attorney regarding the rewriting of the C&Rs and the By-laws. Once it is completed and voted in, it will be three years until they go into effect. There was discussion of the suggested changes. J. McCabe will continue to work on this, but may not be able to have it completed in time for the February annual meeting.
- b. The trash can storage for certain buildings continues to be looked at. S. Paterson, the newly hired handyman, said that would be something he can help to build once it was determined what needs to be done and where it would be located.
- c. B. Simmons suggested the idea of switching the pools to salt water so that there were no chemicals to be concerned with.

9. Meeting Adjourned: R. Grohman motions to adjourn the meeting, B. Simmons seconds, motion passes.

Meeting adjourned at 9:14 PM on November 28, 2017.

Next Meeting: December 19, 2017 at 6:30 PM in the Martin Conference Room at Messiah Village

Submitted by: J. Davis