

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, September 26, 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	V	V				
Meg Kelly	2018	X	X	X	X	X	X	X				
Jill McCabe	2018	V	X	X	A	X	X	X				
VACANT	2019					V	V	V				
Robert Grohman	2019	X	X	A	X	X	X	A				
Bryan Simmons	2019	X	A	X	X	X	X	X				
Gregory Bowden	2020	X	A	X	A	X	X	X				
John Burleson	2020	X	X	X	X	X	X	X				
Marie Yagel	2020						V	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, Gina DiStefano, Pool Manager, Anna Mae Wickard, Recreational Committee Chair, Mary and Robert Koslow, Lori Glumac, Bernadette Thompson

1. Call to order: Meeting called to order by B. Simmons at 6:29 PM.

2. Homeowner concerns:

a. Mary and Robert Koslow, 510 Allenvue

Mrs. Koslow expressed concern about the leaf pickup. She feels it is done too early and with it only being done once time, the townhome owners end up having to bag their leaves several times. The landscaping company has also blown the leaves from common property so that they are up against the house.

B Simmons said the Board will get in touch with the landscaping company about doing it more than one time. J. Burleson said they should get specific dates to the homeowners. The Board will check to see when the Township is doing pickup in order to coordinate with the landscapers. Have concern about leaf pickup. It's done too early and homeowners end up bagging several times.

b. Lori Glumac, 815 Allenvue

Ms. Glumac's building was given approval to replace their rear fence. There is a tree outside of the back of Ms. Glumac's fence that needs to be removed for the fence replacement. The HOA determined the homeowner was responsible for the removal of the tree. Ms. Glumac stated she did not plant the tree and since it is outside of the fence, she feels it is the responsibility of the HOA to have it removed.

After viewing a picture of the tree that Ms. Glumac provided and having discussion, the Board agreed it is on common property and the HOA needs to pay for it to be removed. J. Davis will contact Betty Dick, who is coordinating the fence replacement for that building. The understanding is Betty is using Shope's to remove trees from her property and Shope's could remove the one outside of 815 for a low cost.

Ms. Glumac asked if once the fence is replaced, how can homeowners get new trees in the back on the common property area. One concern expressed by the Board is the maintaining of newly planted trees.

The Board stated that Ms. Glumac could submit an ACC request with what type of tree she would like to plant there and maintain and the request would be considered.

Mr. and Mrs. Koslow and Ms. Glumac left the meeting.

3. Recreation Committee – A. Wickard

- a. The Fall Festival has been scheduled for Saturday, October 14th. The rain date is the 15th. It runs from 1-5 PM.
- b. There will be a variety of activities offered. The police and fire departments will be there.
- c. Many volunteers are needed. J. Burleson and B. Simmons volunteered to help grill the food. The HOA will provide hot dogs, hamburgers, rolls, condiments, and soda. The homeowners will bring sides.
- d. Tables and canopies are needed. M. Yagel offered to lend a table.
- e. It was agreed that signs will be placed at the entrances.

A. Wickard left the meeting.

4. Pool Report – G. DiStefano

- a. There is a back-flow preventer valve that will need to be stored in a temperature controlled area beginning October 15th. It is a \$500 part that can be damaged if frozen. J. Burleson will take the valve and store it.
- b. G. DiStefano has taken the defibrillator home because it needs to be in a temperature controlled area and will be given to the new manager once hired.
- c. The pool is now covered. Aqua Specialists was contacted because the baby pool cover is crooked and several anchors on the large pool cover were left unused or pulled too tight. Aqua Specialists sent someone out to fix the covers.
- d. The soda machine guy was contacted to pick up his machine, but there has been no response. J. Burleson suggested a certified letter to the company to remove.
- e. The bathrooms will remain functional until after the Fall Festival on October 14th and then be winterized.
- f. The following things need to be done at the pool before the 2018 opening:
 - i. Caulk the expansion joints – This was last done in 2012 through Houck & Company, Inc. at a cost of \$3,985.
 - ii. Paint the pools – This was previously done by Aqua Specialists. The large pool was painted in 2013 for \$1,700.
- g. Aqua Specialists and ALS Environmental have been contacted and asked to use the HOA phone and email for contact until replacements are hired for the Pool Manager and Assistant Pool Manager. E. Davis will purchase antifreeze from Ritters for the winterizing of the pool. At that time, he will request a list of names of those on the account approved to make purchases so that can be updated.
- h. G. DiStefano asked what the status is for the pool manager and assistant pool manager position as well as the handyman position. G. DiStefano expressed a lot of concern for not having the handyman position filled.

5. Prospective Board Member Introductions – B. Simmons

- a. G. DiStefano expressed interest in coming back to serve on the Board of Directors. She has some concerns about how things are going and feels the climate is not what it should be. G. DiStefano has already served for 15 years and wants to make sure things are maintained at the level she things it could be at. She was asked if she had a preference of which term she might fill and G. DiStefano does not. *G. DiStefano left the meeting.*
- b. B. Thompson explained that she had lived in Allenvue over 20 years ago when she had small children and has returned to the neighborhood. She is now retired and would like to contribute to the neighborhood. B. Thompson does not have a preference to which term she might fill. B. Simmons

explained that it is an active board and explained where some of the needs are. B. Thompson stated she is willing to do just about anything where needed. She realizes there are many different things to be done. *B. Thompson left the meeting.*

6. **Approval of minutes from the August meeting:** Motion to approve the minutes by J. Burleson, M. Kelly seconds, motion passes.
7. **President's Report** – B. Simmons on behalf of R. Grohman
 - a. Kate Wasson has expressed to the Board she is no longer interested in the Pool Manager position. M. Kelly would like to be considered for the position. This is not an immediate need and will be put on hold for now.
 - b. A judgment was made in favor of the HOA at the August 30, 2017 hearing. Many thanks to L. Echard for attending on behalf of the HOA.
 - c. 780 Allenvue did resolve the issue with the cable being used for their dog.
8. **Treasurer's Report** – J. Burleson
 - a. Updated financial statements were reviewed.
 - b. The Directors and Officers liability insurance has been renewed.
9. **Committee Reports**
 - a. Architectural Control – J. McCabe
 - i. ACC Requests
 - 1) 329 Allenvue submitted a request for replacement windows, which the ACC approved.
 - 2) 904 Allenvue submitted a request for a screen door, which the ACC does not recommend approval of because it does not meet the standard. However, there are other doors in the row that do not meet the standard and may have not received approval. There was discussion about putting something in the rewrite of the C&Rs that addresses noncompliant items. The Board is in agreement to approve the request for the nonstandard door since there are others in that particular building.
 - 3) 730 Allenvue submitted a request for a deck with lattice board, which ACC does not recommend approval of. There was also discussion on having a deck policy on the website with the other policies. The Board agrees with the ACC and does not give approval to the deck. J. Davis will reach out to the Township regarding the status on their end since the deck had originally been started without the proper permits and was not being built to current code. The house is also up for sale, so the realtor will be made aware that the deck is not approved.
 - 4) 802 Allenvue requested a change in bedding plants for a previously approved request, which the ACC approved.
 - 5) 2111 Beacon Circle submitted a request for replacement windows and a replacement of posts on the sun room. The request mentions a door replacement, but no information was given. J. McCabe will ask for more information about the door.
 - 6) There was discussion on how to handle requests when neighbors have not signed off on the form. It was decided not to prolong the process because of that.
 - 7) An ACC form was not completed, but an email was sent asking permission to have a portable basketball hoop in a townhouse driveway. The ACC does not recommend approval. The Board upholds that decision. That precedence cannot be set. There are no basketball hoops allowed in townhomes. In the single family homes, the basketball hoops are only allowed in the driveway.
 - 8) A request was submitted after the ACC meeting from 916 Allenvue for a change in shutter color. The shutters are currently green and the homeowner would like the same

blue found on 452 Allenvue. The Board gives approval for it to be changed. J. Davis will notify the painter.

ii. Other Items

- 1) A letter went to 902 Allenvue for the items stored at the rear of the property. Some items were removed, but there are new items. ACC will document the changes and another letter will go out.
- 2) A letter went to 546 Allenvue for items stored on the front porch and for the overgrown shrubbery. The homeowner is having a problem with ivy growing in the shrubbery, which she believes was caused by the tanbark, and has been unable to permanently remove the ivy. The homeowner is open to suggestions about the ivy and some information had been mailed. The Board will send another letter to trim the shrubbery back and perhaps consult with a landscaper about the ivy.
- 3) A letter went to 646 Allenvue for the overgrown shrubbery. The homeowner was having it taken care of.
- 4) A letter went to 809 Allenvue for items stored at the side of the home. The owner complied and has the items stored properly.
- 5) A letter went to 819 Allenvue for a tire stored on common property outside of the fence. The tire has been removed.
- 6) An email was received about the plantings by the front fence at 782 Allenvue. The ACC discussed common space plantings and feels a decision needs to be made by the Board to develop a landscape policy outlining what areas will be cared for by the landscape company and what variations can be made.
- 7) An email complaint was received about a fence, weeds, moldy siding, and broken boards at 452 Allenvue. The ACC feels the fence should be removed and a request submitted if a privacy fence is desired. ACC also feels mold should be cleaned and the patio boards repaired. J. McCabe suggests a letter goes to 452 to remove the fence. The Board is in agreement that the other items will not be addressed at this time.
- 8) There was discussion about board members taking a tour of the neighborhood after viewing pictures of a variety of problems throughout the townhomes in particular. The Board gives ACC the authority to send the initial letter. If there is a fine to go out, that would go to the Board first.

b. Nominating – G. Bowden

- i. G. Bowden spoke with Brian Cavada about serving on the Board of Directors. Mr. Cavada determined it was not the right fit for him at this time. G. Bowden met with Bernadette Thompson, who had submitted a Prospective Board Member Information Sheet. G. Bowden spoke to another homeowner who doesn't think she has time for the Board. The board suggested she may want to get involved as a committee member.
- ii. Gina DiStefano and Lori Caffarella also submitted information sheets. J. McCabe did speak to Lori, who is also on ACC and helps with the fall festival. One issue might be that Lori travels quite a bit. Lori is interested.
- iii. Please let G. Bowden know if you will run again if your term is up in 2018. If your term is not up, please confirm that you will continue with your term.
- iv. J. Burleson said it might benefit newer people to be part of a committee first to have an understanding of what's going on before coming onto the Board.

c. Budget – J. Burleson

- i. The intention is to bring a draft of the budget to the Board by November. B. Simmons will work with J. Burleson on drafting the budget. Some information will be brought to the October meeting and some input will be needed by the Board.

d. Maintenance – B. Simmons

- i. R. Grohman is working to get the front walks for 546-548 priced and replaced.

- ii. An email was received about a tree near the side of the house at 646 Allenview, which appears to be dead. The Board will have Lenks take a look at it.
 - iii. An email was received about a tree in the common area behind 628 Allenview, which is split and has moss growing on it. It is believed to be dead. The Board will have Lenks take a look at it.
 - iv. An email was received about the tree line behind the 600 evens, which a homeowner feels needs to be cut back a few feet. Check with R. Grohman about contacting someone, possibly Shope's.
 - v. 904 Allenview called about getting a hole left from a stump removal at the rear of her property filled with soil. The Board is looking into this.
 - vi. A homeowner reported a broken ball cap on the white fence outside her home. The handyman noted all white fences in need of repair. J. Davis emailed the list to Vern Shearer, who does the repairs. Vern will come out to see exactly what parts are needed, order them, and then do the repairs.
 - vii. Parking lot line and number painting was done in several areas. One homeowner reached out because the original map received for number painting did not match what was done. The maintenance committee made changes to the original map in order to be fair. An updated map should have been sent out. An explanation and apology will be sent to the homeowner.
 - viii. There has been an issue with parking in front of the 450-458 building. Numbers will be painted for the 450-470 homes, giving each resident one marked spot in front of their home. The cost will be \$150.
 - ix. E. Davis suggests the handyman in the next year paints the mailbox posts for the townhomes. All items E. Davis had for the handyman job, such as mailbox parts, lights, etc. have been stored in the "shed" at the end of the pool building where the grill is kept.
 - x. There is a proposal from Cumberland Masonry for the repaving of the 801-819 lot at a cost of \$17,680. J. Burleson will check that is in the budget for this year.
 - xi. The appointment of a Maintenance Committee Chair is on hold until the remainder of the Board positions are filled.
- e. Publicity – M. Kelly
- i. A draft of the Allen Views was shared for review.

10. Manager's Report – J. Davis

- a. A tree fell on common property along Hertzler. Comcast cut the tree, which the HOA was unaware of, and placed the pieces on a homeowner's property across the street. The homeowner contacted the HOA about having the pieces removed. Comcast was contacted and said they would remove the tree on 9/28/17. J. Davis will contact the Township about the marked trees along Hertzler.
- b. A complaint was received about children on skateboards and bikes near 700 evens. Something will go in the newsletter.
- c. A complaint was received about trash and recycling containers not being stored properly in the 601-613 building, as well as trash being put at the side of the building, at a particular home. A letter was sent to the homeowner, but the homeowner spoke with the tenant and it is believed to be a different resident. A reminder letter will be sent to all residents in the building about proper storage of trash and recycling containers.
- d. All deposits except one has been received for the fence replacement at 811-819 Allenview. A certified letter was sent to 817, but no response has been received. The Board will send a second letter giving the homeowner a period of 10 days to pay the deposit so the fence can be replaced or a lien will be placed on the home.
- e. The dates for 2018 meetings has been sent to Messiah Village to reserve. Typically, a donation of \$300 is made. J. Burleson suggests an increase to \$350, which the Board agrees to.
- f. For the next Board meeting, the main entrance will be open again as will the front parking lot.

11. Other Business

- a. M. Yagel is willing to work with J. McCabe on the rewriting of the C&Rs. There are several items they will consult the attorney about. They would like to have a draft to the Board by December. The goal is to have a formal presentation at the annual meeting.
- b. R. Grohman and B. Simmons will be looking at trash can storage for certain buildings, with a priority for the 916-942 buildings.

12. Meeting Adjourned: B. Simmons motions to adjourn the meeting and go into executive session, M. Kelly seconds, motion passes. Meeting adjourned at 9:25 PM on September 26, 2017.

Next Meeting: October 24, 2017 at 6:30 PM in Messiah Village Board Room

Submitted by: J. Davis