

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, April 27, 2021 at 6:30 PM
 Daybreak Church, Student Ministry Building Café

Board Member	Term	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.
Trish Connolly	2022	A	A									
Jacob Fogarty	2022	X	A									
Bryan Simmons	2022	X	X									
John Burleson	2023	X	X									
Lewis Reagan	2023	X	X									
Marie Yagel	2023	X	X									
Alexandria Bowling	2024	X	X									
Lita Godoy	2024	X	X									
Emily Hansen	2024	X	X									

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

Also in attendance: Joann Davis, administrative manager and Meg Kelly, pool manager

1. **Call to order:** Meeting called to order by B. Simmons at 6:36 PM.
2. **Homeowner concerns:** none
3. **Approval of minutes from the March 2021 meeting:** Motion to approve the minutes by M. Yagel, J. Burleson seconds, motion passes with all in favor.
4. **Pool – M. Kelly**
 - a. M. Kelly would like to see the pool hours set at 10:30 AM to 7:30 PM for the entire season. The Board is in favor of doing this.
 - b. Aqua Specialists was asked to fill the pool the week of May 17th.
 - c. There was discussion about holiday hours. M. Kelly proposed closing the pool at 3 PM on July 4th and Labor Day so that people, including monitors, could spend time with their families. Labor Day is the last day of the pool season. After discussion, the Board agreed the pool should close early on July 4th, but remain open a full day for Labor Day.
 - d. There was discussion about the guest policy. Guests will be allowed this year. M. Kelly said there won't be limits on capacity, but will keep an eye on it. The pool only reached capacity twice last year. If a person puts down that someone is a resident of their household that is accepted as a member of the family and not a guest. Residents that bring a guest must remain with the guest at all times. There was discussion on increasing the guest fee. J. Burleson motions to increase the guest fee from \$1 to \$3 per guest, regardless of age, M. Yagel seconds, motion passes with all in favor.
 - e. Chairs and tables will be out this year with wipes available. A. Bowling recommended asking people to wipe down the table and chairs upon arrival.
 - f. J. Burleson asked what area pools are doing. M. Kelly will look into that and also stay up on CDC recommendations. Masks will be required when on the pool deck and social distancing should be practiced.
 - g. There was discussion about pool parties. Currently, there is not a set maximum number of people set for pool parties. The Board agreed that putting a maximum in place of 50 people is fair.
 - h. M. Kelly discussed some ways that budget funds could be used. She shared information about a cedar gazebo at Costco. After much discussion, M. Yagel motions to table the idea until 2022, L. Reagan seconds, motion passes with all in favor.

M. Kelly left the meeting.

5. President's Report – B. Simmons

- a. A homeowner owing dues entered an intent to defend. A hearing is scheduled for May 17, 2021.
- b. Update on revised governing document vote
 - i. So far, 50 ballots have been received. 193 votes in favor of the revised documents are needed in order for them to be accepted.
 - ii. Board members were given access to a shared Google sheet showing which addresses have returned their ballot.
 - 1) The Board discussed getting out the vote by having a table in the park area and possibly doing it in conjunction with a community event such as the pool opening, rather than going door-to-door. A. Bowling suggested being out during the yard sale as well. The yard sale is May 22nd. The pool opens on May 29th. J. Davis will create a sign-up sheet for board members to take time slots.
 - 2) J. Davis did send an email reminder out to homeowners of rentals for those she has an email address for.

6. Treasurer's Report – J. Burleson

- a. The financials were reviewed. The bank balance remains healthy. Accounts receivable relative to a year ago looks good. Equity also looks good. Operationally, this is a slow period of time. Our dues revenue is about the same as a year ago. The total income is modestly up a little bit due to resale certificates. The net income is \$43,000 vs \$56,000 a year ago, due to snow removal. It was a normal first quarter, except for the snow removal, which is not to be unexpected.

7. Committee Reports

- a. Architectural Control – L. Godoy
 - i. ACC requests
 - 1) 768 Allenview submitted a request for a storm door replacement. The ACC approved this request under the authority given to them to approve identical replacements. While this was not an exact replacement for what the homeowners currently have in place, it is very similar and is identical to a door found on another home in the building. The Board agrees that with a request of something virtually identical and having the same style already found in the building, the ACC can move forward with approval in order to expedite the process.
 - 2) 510 Allenview submitted a request to remove dead shrubs with the intention of replacing them with like-kind shrubs. The ACC recommends approval. L. Godoy motions to approve the removal of the shrubs and a replacement being completed within a given timeframe, M. Yagel seconds, motion passes with all in favor.
 - 3) 524 Allenview submitted a request to change the color of the front door. ACC recommends approval. L. Godoy motions to approve, M. Yagel seconds, motion passes with all in favor.
 - 4) 550 Allenview submitted two requests: paint sidelights and remove a broken storm door. ACC recommends approval of both requests. L. Godoy motions to approve both requests, M. Yagel seconds, motion passes with all in favor.
 - 5) 600 Allenview submitted a request to replace dining room windows. ACC recommends approval. L. Godoy motions to approve, M. Yagel seconds, motion passes with all in favor.
 - 6) 634 Allenview submitted a request to paint the aluminum siding in the front. The ACC recommends approval and discussed creating a color palette of the aluminum siding.
 - a. ACC recommends approval. The committee did discuss creating a palette for the aluminum siding. L. Godoy motions to approve, M. Yagel seconds, motion passes with all in favor.

- 7) 752 Allenview submitted a request for a shrub replacement. ACC recommends approval. E. Hansen motions to approve, M. Yagel seconds, motion passes with all in favor and L. Godoy abstaining due to conflict of interest.
 - 8) 2114 Foxfire Drive submitted two requests: replace white shutters with black ones; paint front door black and remove 12'x24' bed in back yard and replace with grass. ACC recommends approval of both requests. L. Godoy motions to approve, M. Yagel seconds, motion passes with all in favor and E. Hansen abstaining due to conflict of interest. The Board agreed that for single family homes, landscape work that involves returning an area to grass can be approved by the ACC and would not need to go to the Board.
 - 9) 810 Allenview submitted a request for a shrub replacement. This was submitted after the ACC meeting, but the committee reviewed the request and provided feedback which was shared with the Board. The request included three possible shrub choices – a spiral shrub, an arborvitae, and a cypress. After discussion, the Board determined it is the responsibility of the homeowner to maintain the shrub, so if they would like to plant a shrub that requires more maintenance, the expectation is that the homeowner will take care of it properly. L. Godoy motions to approve the homeowner's preferred choice which is the spiral shrub, M. Yagel seconds, motion passes with all in favor.
- b. Recreation – E. Hansen
 - i. The yard sale will be held on May 22nd, rain or shine from 8 AM to 1 PM. Ads have been scheduled for YardSaleSearch.com and PennLive.com. It's also been put on the HOA calendar. Closer to the date, J. Davis will place ads with The Guide and in Craigslist. E. Hansen will post an ad in Facebook Marketplace.
 - c. Nominating – no report
 - d. Audit – no report
 - e. Budget – no report
 - f. Maintenance – B. Simmons
 - i. B. Simmons reached out to James Costello and Fenton Lemmon to task them with a list of homes to be painted in 2021. Having both painters working will help the HOA get caught up on the homes that were not painted the past two years. J. Davis provided both with a list of the homes they will be painting and any notes for them to be aware of.
 - ii. Tree trimming is done until the fall per the recommendation of the arborist. J. Burleson stated there is a large tree in the common area behind the 700 evens. The branches extend over the townhome patio areas and it provides cover. A homeowner reached out about the roots coming up. J. Burleson looked at it twice and both times felt that there is no concern with the roots and it is okay. The homeowner takes their trash and recycling can out that way and it hits the roots, but there is room to go around the tree an alternate way and avoid the roots. It would not be ideal to remove the tree. The Board is in agreement with J. Burleson's conclusion.
 - g. Publicity – M. Yagel
 - i. A draft of the newsletter was presented to the Board for feedback. In reviewing the information regarding the pool parties, J. Burleson motioned to make the pool parties have a flat fee of \$150, M. Yagel seconds, motion passes with all in favor. It was suggested to highlight the availability of the pool to rent. M. Yagel will put that in a separate article.

8. Manager's Report – J. Davis

- a. A resale certificate was done for 708 and 638 Allenview Drive.
- b. A complaint was received regarding dog waste behind the 774-786 building. There was also a concern expressed about a dog being let out off-leash. J. Davis sent a letter to residents in that building and also the homeowners of the rental properties.

- c. J. Davis researched a communication option that is of no cost to the HOA to communicate information to residents quickly.
- i. The recommendation would be to use a Facebook page since it would be of no cost and is a platform familiar to many people. It allows people to interact with it via mobile device and receive notifications if desired. However, it is recommended the following be in place:
 - 1) Comments and direct messaging (DMs) would not be allowed and would be turned off.
 - 2) The page would be used to push communication, not to interact or receive communication.
 - 3) Communication is only related to things that would be an extension of a meeting. It would fall under responsibilities of the Board of Directors/HOA. For example, a broadcast regarding mulch delivery relates to the maintenance of common ground. A broadcast about someone's stolen bicycle does not fall under the responsibility of the Board. Communication on Facebook is a supplemental communication tool. There are still things that must be communicated via letter/email, placed on the website, and/or printed in the newsletter.
 - 4) Nothing is to be posted that would be considered a violation of privacy or defamation. Nothing confidential is to be posted.
 - 5) Homeowners will continue to be directed to call, email, and/or attend a board meeting to share any concerns, address a letter they have received, or seek information not able to be found on the website or Facebook page.
 - 6) Keep the page private. Screen people who want to join the page to make sure they are residents or homeowners of a property in Allenvue. When someone moves out/sells, they will need to be removed from the page's membership.
 - 7) Posting should be short and sweet.
 - 8) The revised bylaws state: *The Publicity Committee shall inform the Members of all activities and functions of the Association and shall, after consulting with the Board of Directors, make such public releases and announcements as are in the best interest of the Association. This committee is in charge of social media the Association uses to provide information and update Members.* The administrative manager would work closely with the Publicity Committee on the release of information, at the discretion of the Board.
 - a. Facebook allows for 5 types of roles: Admin (most authority and control), Editor (can do same as Admin except manage page roles and settings), Moderator (role is to manage people, comments, messages, and ads – N/A), Advertiser (access to ad creation features and insights – N/A), Analyst (same as Advertiser, but can't create ads).
 - b. The recommendation is the administrative manager is the Admin and the Publicity Chair is a Moderator.
 - ii. There was discussion about the pool and community page and whether it should be used by the pool manager for communication. The pool should be channeled through the page the Board of Directors creates and the other page needs to eliminate the use of the word "pool."
 - iii. M. Yagel recommends the pool manager is also an editor of the page.
 - iv. A. Bowling motions to create an official Allenvue HOA page, L. Reagan seconds, motion passes with all in favor.
- d. An insurance proposal was received from Ryan Hale of Knoll Insurance. Kerri Roeder, who is a former Board member and works in the insurance industry, reviewed the proposal and also had a friend who is an agent look at the policy as a third party. Their conclusion is that the carriers are really good. Moving all the policies to the same start date is more organized and eliminates confusion. One recommendation by Ryan was to increase the coverage on the pool house, which Kerri and the agent who reviewed the information also agreed was a good idea. They said that having the property properly insured will ensure that if a loss occurs, the HOA will be compensated without any coinsurance fees

because of being underinsured. J. Burleson motions to accept the proposals and change insurance agents, L. Godoy seconds, motion passes with all in favor.

- e. The annual meeting was postponed until May 18th. However, due to it being Election Day and with Covid, a space is not currently available. After discussion, J. Burleson motions to postpone with a date to be determined, L. Reagan seconds, motion passes with all in favor.

- 9. B. Simmons motions to accept the resignation received from T. Connolly, J. Burleson seconds, motion passes with all in favor.

- 10. **Meeting Adjourned:** A. Bowling motions to adjourn the meeting, M. Yagel seconds, motion passes with all in favor. Meeting adjourned at 8:23 PM on April 27, 2021.

Next Meeting: May 25, 2021 at 6:30 PM, Daybreak Church Student Ministry Building Café