

**ALLENVIEW HOMEOWNERS**  
**Board of Directors' Meeting**  
 Tuesday, March 23, 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										
Jacob Fogarty	2022	X										
Bryan Simmons	2022	X										
John Burleson	2023	X										
Lewis Reagan	2023	X										
Marie Yagel	2023	X										
Alexandria Bowling	2024	X										
Lita Godoy	2024	X										
Emily Hansen	2024	X										

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

Also in attendance: Joann Davis, administrative manager

1. **Call to order:** Meeting called to order by B. Simmons at 6:31 PM.
  - a. The newest board members were welcomed and everyone introduced themselves.
  
2. **Homeowner concerns:**
  - a. Cara Kinsey, 2302 Foxfire Circle  
 Mrs. Kinsey is interested in learning more about how the Board operates and hopes to become more involved in the future, when her children are older.
  
3. **Officer Elections**
  - a. M. Yagel motions to elect B. Simmons as President, J. Fogarty seconds, motion passes with all in favor.
  - b. B. Simmons motions to elect M. Yagel as Vice President, L. Reagan seconds, motion passes with all in favor.
  - c. B. Simmons motions to elect L. Reagan as secretary, M. Yagel seconds, motion passes with all in favor. L. Reagan motions for J. Davis to take meeting minutes, J. Burleson seconds, motion passes with all in favor.
  - d. M. Yagel motions to elect J. Burleson as treasurer, B. Simmons seconds, motion passes with all in favor.
  
4. **Committee Chair Appointments**
  - a. M. Yagel motions to appoint L. Godoy as the Architectural Control Committee Chair, J. Fogarty seconds, motion passes with all in favor.
  - b. B. Simmons motions to appoint E. Hansen as the Recreation Committee Chair, M. Yagel seconds, motion passes with all in favor.
  - c. B. Simmons motions to appoint L. Reagan as the Nominating Committee Chair, M. Yagel seconds, motion passes with all in favor.
  - d. B. Simmons motions to appoint M. Yagel as the Audit Committee Chair, J. Fogarty seconds, motion passes with all in favor.
  - e. B. Simmons motions to appoint J. Burleson as the Budget Committee Chair, J. Fogarty seconds, motion passes with all in favor.
  - f. M. Yagel motions to appoint B. Simmons as the Maintenance Committee Chair, J. Fogarty seconds, motion passes with all in favor.
  - g. B. Simmons motions to appoint M. Yagel as the Publicity Committee Chair, J. Fogarty seconds, motion passes with all in favor.

**5. Approval of minutes from the November 2020 meeting:** Motion to approve the minutes by M. Yagel, J. Fogarty seconds, motion passes with all in favor.

## **6. Pool**

- a. J. Burlison recommends M. Kelly be hired as pool manager for the 2021 season, M. Yagel seconds, motion passes with all in favor.
- b. After reviewing the budget for this year, the hours for the pool may be adjusted. There was discussion regarding the budget and being able to control the expenses for the pool. J. Burlison stated when we know more regarding COVID, we will be able to plan for what will be necessary. M. Yagel asked that if the pool hours are adjusted to at least consider opening earlier on weekends.
- c. The handyman has been tasked with completing the following items by April 30, 2021 to prepare for the 2021 season:
  - i. A second picnic table was donated by a homeowner who moved. The handyman needs to sand, repair, stain, and seal the tables.
  - ii. The handyman will install a concrete step in the baby pool and install anti-skid strips on steps of both pools.
  - iii. The handyman needs to prepare the plumbing for Aqua Specialists.

## **7. President's Report**

- a. B. Simmons gave an update regarding the vote on the revised governing documents.
  - i. So far, 31 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 voted. Please use that to start encouraging homeowners to get their vote in. L. Godoy asked if a list of talking points could be provided to board members who want to speak with homeowners about voting. J. Davis will work on creating a document.
- b. The attorney continues to work on collecting outstanding dues. The paralegal is working with some homeowners to set up payment plans. J. Davis worked with the accountant to look at recent balances and send out notifications to homeowners about balances owed.

## **8. Treasurer's Report – J. Burlison**

- a. The financials were reviewed. The checking account is where we were a year ago. We will be spending more money this year than we bring in due to maintenance issues that need to be addressed. We are two months into the current fiscal year. Looking at the accrual basis for the first two months we were operating at a deficit of \$21,000 as opposed to last year at \$16,000; a lot of that is due to snow removal.

## **9. Committee Reports**

- a. Architectural Control – J. Davis on behalf of ACC
  - i. The following people would like to serve on the ACC: Susan Herman, Lori Caffarella, Bernadette Thompson, and Emily Hansen. M. Yagel motions to approve the committee members, B. Simmons seconds, motion passes with all in favor.
  - ii. ACC requests
    - 1) The following requests were previously approved:
      - a. 452 Allenvue was approved for a shrub replacement.
      - b. 742 Allenvue was approved for a window, sliding door, front entry door, and storm door replacement.
      - c. 2114 Beacon was approved to remove two pine trees and replace them with dogwood trees.
      - d. 314 Wister Circle was approved to replace four front porch support columns and add white vinyl railing.

- e. 2102 Beacon was approved to install 4' black aluminum fence in the rear yard.
  - f. 617 Allenview was approved for a storm door and window replacement.
  - g. 808 Allenview was approved to change the front door and shutters to green (to be done by the HOA painter).
  - h. 824 Allenview was approved to change the front door and shutters to black (to be done by the HOA painter).
  - i. 311 Elgin was approved for a radon system to be installed at the back of the home.
  - j. 808 Allenview was approved for an emergency request for an exact replacement of their storm door.
- 2) The following requests were reviewed by the ACC and brought to the Board for a vote:
- a. 740 Allenview submitted a request to paint their deck a taupe brown. ACC recommends approval. M. Yagel motions to approve, J. Fogarty seconds, motion passes with all in favor.
  - b. 2304 Foxfire Circle submitted a request for an exact window replacement. ACC recommends approval. J. Burleson motions to approve, J. Fogarty seconds, motion passes with all in favor.
  - c. 2104 Beacon Circle submitted two requests. The first is for a replacement of sunroom casement windows and house windows. ACC recommends approval. M. Yagel motions to accept, J. Fogarty seconds, motion passes with all in favor. The second request is for a shrub removal. They would like to remove the 6 shrubs surrounding the sun porch to the rear of the property and mulch the area until they decide what to plan. They would also like to replace the Rhododendron and Azalea on the left side of the house with newer shrubbery, most likely with the same plants. The ACC recommends approval of replacing with like shrubs, but giving a deadline. A new request would need to be submitted for planting something different. M. Yagel motions to approve the shrub removal with an exact replacement and the work is to be completed by September 30, 2021 or else an additional request should be submitted if a different shrub is to be planted, J. Fogarty seconds, motion passes with all in favor.
  - d. 2109/2111 Beacon Circle submitted a request to remove overgrown yew at the front of the duplex and replace with Holly. ACC recommends approval. J. Fogarty motions to approve, M. Yagel seconds, motion passes with all in favor.
  - e. 630 Allenview submitted a request to change their shutter color to black and have their own contractor do the work. ACC recommends approval. J. Fogarty motions to approve, M. Yagel seconds, motion passes with all in favor.
  - f. 808 Allenview submitted a revised request. They were previously approved to change their door and shutters from red to green, but would like to change from red to the blue found on 816 Allenview. ACC recommends approval. M. Yagel motions to approve, L. Reagan seconds, motion passes with all in favor.
  - g. 2301 Foxfire Circle submitted a request for a waterfall pond that will be in the back yard and not visible from the street or any neighbor. ACC recommends approval. J. Fogarty motions to approve, M. Yagel seconds, motion passes with J. Burleson abstaining.
  - h. 810 Allenview submitted a request for an exact door replacement and to change the door and shutters to the blue found on 816 Allenview. 810 is neighbors with 808, who also submitted a request to change their paint color to blue. J. Fogarty motions to approve, A. Bowling seconds, motion passes with all in favor.

- iii. ACC concerns
  - 1) A letter went out to the 800 evens regarding food waste left in the common area. This has happened before. The Board is asking residents to report anyone they see dumping food waste. The handyman cleaned up the area.
  - 2) A homeowner of a rental was contacted after the tenant left cardboard out, which was blowing around. The tenant also had their trash and recycling containers out past pick up day. The homeowner did communicate with the tenant about expectations. The tenant did break down the cardboard, but it wasn't taken so Republic was contacted and they were to return to pick it up.
  - 3) Residents were contacted about any holiday decorations that were still up at the beginning of March. Seasonal decorations should not remain out several months past the season of the holiday as it is considered a nuisance under the current Covenants and Restrictions.
  - 4) Republic Services was contacted about several bulk waste items that were found in the neighborhood – tires, mattress, etc. They responded by having it removed.
- b. Recreation
  - i. J. Fogarty motions to approve M. Yagel and A. Bowling as committee members, B. Simmons seconds, motion passes with all in favor.
  - ii. There were some emails inquiring about a yard sale. The recreation committee will see if Winding Hills is having a yard sale this year and if so, try to coincide with their date.
- c. Nominating
  - i. M. Yagel motions to approve A. Bowling as a committee member, J. Fogarty seconds, motion passes with all in favor.
- d. Audit
  - i. M. Yagel motions to approve J. Burleson as a committee member, B. Simmons seconds, motion passes with all in favor.
- e. Budget
  - i. J. Burleson motions to approve B. Simmons and M. Yagel as committee members, J. Fogarty seconds, motion passes with all in favor.
- f. Maintenance
  - i. B. Simmons motions to approve J. Burleson and J. Fogarty as committee members, M. Yagel seconds, motion passes with all in favor.
  - ii. There was discussion on the snow removal in the townhome area, looking at the cost paid versus the service received.
    - 1) Allenview is consistent with other area communities in using 3” as the amount for when removal will occur.
    - 2) A homeowner emailed to ask about the orange cones that were placed in empty visitor/overflow parking areas. They were placed in anticipation of a large storm and the possibility space would be needed to place removed snow. The homeowner was concerned in a snow emergency, vehicles that are on Allenview Drive will need to be moved and have no place to go.
    - 3) A homeowner emailed to say they were not pleased with the snow removal service. The person mentioned the plowing of only one lane during a storm and not returning, as well as cars being plowed in and walkways not being shoveled.
    - 4) A homeowner emailed to say that the new curbing in the 700s was damaged during snow removal.
    - 5) The handyman was utilized to help with clearing snow during the last storm.
    - 6) J. Burleson and B. Simmons plan to meet with Four Season to review the complaints received and the concerns regarding the snow removal. That would include the cars in the townhome sections being plowed in. A 3-year contract was signed for lawn service with Four Season because overall everyone was pleased with the service. However, a

contract for snow removal was signed only through this year. J. Burleson would like to discuss with Four Season what their approach would be next year to see if it would be recommended to continue with them and determine how to move forward. J. Fogarty expressed concern for the elderly residents who move into Allenview knowing snow removal will be taken care of.

- iii. Townhome painting
  - 1) Fenton Lemmon and James Costello are two painting contractors that will be used in order to get caught up with the townhome painting. The goal is to get through two years' worth of townhomes to be painted.
- iv. Tree care
  - 1) A homeowner asked about the status of the tree replacement project. They had responded to the survey that went out and were curious what the next step would be. Another homeowner inquired about the ribbon on her tree, which is dead, asking if the tree will be removed.
  - 2) Diller's recently did some tree trimming and will return in the fall to do some more work. The preference is to do late fall for tree trimming as that is better for the trees.
  - 3) J. Burleson said we need to implement the policy of removing and replanting, with the best interest being to do every other tree to allow for both grass to grow and to maintain trees.
  - 4) A. Bowling has friends in land management and said they may be able to help determine what work is needed.
- v. Concrete work
  - 1) No work was done last year due to budget constraints. B. Simmons will be doing a walk around with Jesse Albright to see what his recommendations are.
- vi. HOA maintained light posts in townhome area
  - 1) There are a number of posts that are rusted at the bottom. The handyman will be looking at the posts to see which ones need to be replaced.
- g. Publicity
  - i. M. Yagel motions to approve A. Bowling and L. Godoy as committee members, B. Simmons seconds, motion passes with all in favor.
    - 1) The committee will be working on a newsletter for the spring, which will include pool information if that is available.

#### **10. Manager's Report – J. Davis**

- a. Resale certificates were done for 550, 617, and 654 Allenview Drive.
- b. A homeowner asked if a patio table with a gel burner was allowed. In June 2014, a motion was passed approving patio tables fueled by 15-gallon or less propane tanks (not wood burning) outside of the home. J. Fogarty motions to approve patio tables with a gel burner, A. Bowling seconds, motion passes with all in favor.
- c. A letter went out to the 948-960 building about parking because some residents with multiple vehicles were using more than their allotted two spots.
- d. J. Davis will research a communication option that is of no cost to the HOA to communicate information to residents and bring information to the April board meeting.
- e. J. Davis has communicated with two insurance agents to obtain quotes on insurance coverages and hopes to have those for the April meeting for the Board to review.

**11. Meeting Adjourned:** L. Reagan motions to adjourn the meeting and enter into executive session, M. Yagel seconds, motion passes with all in favor. Meeting adjourned at 8:28 PM on March 23, 2021.

**Next Meeting:** April 27, 2021 at 6:30 PM, Daybreak Church Student Ministry Building Café