

**ALLENVIEW HOMEOWNERS**  
**Board of Directors' Meeting**  
 Tuesday, October 26, 2021 at 6:30 PM  
 Daybreak Church

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

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

Also in attendance: Deb Wallet, homeowner and Joann Davis, administrative manager

1. **Call to order:** Meeting called to order by B. Simmons at 6:31 PM.
2. **Homeowner concerns:**  
Deb Wallet, 450 Allenview Drive  
 Ms. Wallet is in attendance to see if the Board is going to discuss her request for contact information of homeowners that have rentals. B. Simmons stated the attorney is looking into whether the HOA is legally obligated to provide that information as the HOA typically does not share contact information. Ms. Wallet also requested financial information specific to the revised governing documents. J. Burleson will meet with Ms. Wallet to review that information.
3. **Approval of minutes from the August 2021 meeting:** Motion to approve the minutes by J. Burleson, L. Godoy seconds, motion passes with all in favor.
4. **Pool – M. Kelly**
  - a. There were 285 guests at the pool this summer, generating \$855.00.
5. **President's Report – B. Simmons**
  - a. The Board accepts L. Reagan's resignation due to personal matters.
  - b. J. Burleson nominates E. Hansen as chair of the nominating committee, J. Fogarty seconds, motion passes with all in favor.
  - c. M. Yagel nominates J. Fogarty as secretary, J. Burleson seconds, motion passes with all in favor.
  - d. A homeowner sent a letter of concern via email, which was shared with the Board and homeowner in attendance.
  - e. There was discussion regarding the scheduling of the annual meeting. It was determined to hold it in February 2022. J. Davis will check with Daybreak Church to see if there will be a large space available.
6. **Treasurer's Report – J. Burleson**
  - a. The financials were reviewed. Overall, everything continues to look good. There will be items that impact the budget, such as the tree trimming to be done the end of November/beginning of December.

## 7. Committee Reports

### a. Architectural Control – L. Godoy

#### i. Emergency request

- 1) 734 Allenview submitted an emergency request to replace window trim where it was causing water to enter the home, paint it the same color, and touch up paint on the shutters. The request was approved by the ACC and the Board.

#### ii. ACC requests approved

- 1) 826 Allenview submitted a request to paint the shutters Benjamin Moore Wrought Iron (a dark grey color). The homeowner would be completing the work. The request was approved by the ACC and the Board.
- 2) 303 Allenview submitted a request to remove three pine trees from the backyard. One tree has begun to uproot and is leaning against the other two trees. It was recommended to the homeowner that all three are removed. The request was approved by the ACC and the Board.
- 3) 700 Allenview submitted a request to replace a shrub that had fallen over with winterberry shrubs, which are native to Pennsylvania. The request was approved by the ACC and the Board.
- 4) 2114 Foxfire Drive submitted a request to replace their three outdoor light fixtures that are similar, but in black. The request was approved by the ACC and the Board.

#### iii. ACC requests denied

- 1) 702 Allenview submitted a request to plant arborvitae between their home and 704 Allenview. The ACC and the Board denied the request as it is not in harmony with other townhomes.

#### iv. ACC requests needing approval

- 1) 746 Allenview submitted a request to remove and replace the aluminum siding with Ply Gem Mastic vinyl 4" siding in Pebblestone Clay and remove and replace the shutters with Ply Gem, raised panel shutters in dark navy. ACC recommends approval. J. Fogarty motions to approve the request, M. Yagel seconds, motion passes with all in favor.
- 2) 746 Allenview submitted a change to a previously approved request. The homeowners would like to seek additional approval for the garden to wrap around a tree and to add stone pavers. ACC recommends approval. M. Yagel motions to approve the request, J. Fogarty seconds, motion passes with all in favor.
- 3) 960 Allenview submitted a request to replace the front door and storm door. The replacement door will be metal and the same form/function as the current door. The storm door will be a full glass front; the existing door is half glass. ACC recommends approval. J. Fogarty motions to approve the request, M. Yagel seconds, motion passes with all in favor.

#### v. Other

- 1) 2300 Foxfire Circle did remove the stump from a tree that was taken down.
- 2) 627 Allenview has been assessed a \$100 fine for not complying with a request to remove items stored on the front porch and remove the weeds from around the home. The fine policy continues to be followed, allowing for additional time to become compliant or a \$250 fine will be assessed.
- 3) 704 Allenview was assessed a \$100 fine for not complying with a request to remove items stored at the front of the property. The homeowner did comply after being fined and all items were removed.
- 4) The ACC has been canvassing the neighborhood. Letters have been sent out for storage violations, weeds, and shrubs that are clearly overgrown and need trimming. Many homeowners have responded back. Several have completed the work. Extensions were granted when asked due to particular circumstances. The hope is to do canvassing every two months. The committee is currently in various stages of doing their sections.

- 5) There was discussion regarding trash cans on the main road. Some ACC members feel for the townhomes, no cans should be placed along Allenvue Drive; all cans should be placed in front of homes. The problem is that many cans are left out several days past pickup along the main drive and they are not numbered. The new governing documents will require numbers to be on trash cans and help to enforce this problem. The Board is in agreement they do not feel there is a problem with the cans being placed along the main drive, but the fact that the cans are not put away promptly.
- b. Recreation – E. Hansen
    - i. The Fall Festival was held on 10/3/21 from 3-6 PM. B. Simmons thanked Emily for her hard work in pulling the Fall Festival together. There was a lot of positive feedback. E. Hansen said there was a large turnout, which was encouraging.
    - ii. A banner, ordered from FastSigns, was hung on the pool fence. The banner has a vinyl patch so it will be reusable and the date can be changed.
    - iii. There was a notice on the FB page as well as the website about the road in front of the pool being closed off.
    - iv. There were three food trucks, a bounce house, and many activities. UAFD and UAPD were unable to attend, but they will be asked again next year.
    - v. The committee partnered with the MMS Marketplace to donate food and toiletries. A list of donation ideas was placed on FB. MMS was very appreciative of the donations received.
  - c. Nominating – no report
  - d. Audit – no report
  - e. Budget – J. Burleson
    - i. There will be a 2022 draft presented at the November meeting for review. It will be a preliminary budget for feedback from the Board.
  - f. Maintenance – B. Simmons
    - i. Anthony Raimo has resigned as the handyman. B. Simmons did interview a new candidate. The candidate is also going to meet with J. Burleson. He is an electrician and lives very close to the community. Part of the responsibilities he would have during the winter would helping with snow removal.
    - ii. There is a large tree near 848 which has been brought to the Board's attention previously as one in need of trimming. Another resident emailed about it as well. This is on the list of trees to be done. It's hard to get tree guys out for an estimate.
    - iii. There is an area in need to hog brushing, which in the past was a service the HOA paid Shopes to handle separately outside of the regular contract. Four Season was contacted to take care of the area after several residents reached out with concerns. The area actually belongs to McNaughton. J. Burleson is working with McNaughton to have it taken care of.
    - iv. A resident asked about having "visitor" marked in parking spaces in their section to eliminate parking problems that have been occurring. The maintenance committee is going to look at parking spaces and budget for painting spots in 2022. Each area is intended to have a blend of blank spots and marked visitor spots. Some areas have more availability to park on Allenvue Drive than other sections. This is a project the maintenance committee was looking at prior to Covid. The idea is the blank spots are overflow parking to allow visitor parking to be open. The committee will reassess the areas in the spring to coincide with the line painting.
    - v. The painter is having difficulty getting paint to finish up the townhomes. He will continue until he no longer can when it becomes too cold, then he will start again in the spring.
    - vi. Concrete work will need to be done next year, so that will be looked at for the budget. M. Yagel requested that single family homes who are in need of doing their own concrete work are notified at the same time so they can work with the contractor the HOA uses. The ACC will help identify the homes that are in need of replacing their concrete. J. Burleson suggested putting a notice in the next newsletter to make single family homeowners aware.

- vii. J. Burtleson and B. Simmons will have a conversation with Four Season prior to snow season. They were not happy with the third party Four Season contracted with last year and want to make sure concerns were addressed and everyone is on the same page when the first snow fall occurs.
- g. Publicity – M. Yagel
  - i. The fall newsletter was posted on the website, Facebook, and Konhaus printed and mailed a paper copy to all residents and homeowners. Please start thinking about what you would like to include in the winter edition.

**8. Manager's Report – J. Davis**

- a. Resale certificates were done for 530, 652, and 840 Allenview.
- b. A letter was sent to all residents in the 946-960 building to inform them one resident had their HVAC unit serviced and a large snake was found inside. The technician noted that any surrounding weeds and debris could contribute to attracting snakes. While the Board does not regulate what is inside enclosed fences, all residents are highly encouraged to maintain the exterior of their property, including keeping enclosed areas cleaned up so as not to attract wildlife.
- c. The insurance agent shopped around for Directors and Officers liability coverage. The current coverage with USLI through Apogee is the best priced policy available. In order to have all policies with one agency, Knoll Insurance Agency, a broker of record letter was completed. The premium remains the same and coverages were not changed.
- d. A resident emailed with concerns about another resident who is felt to be threatening others. The Board was made aware of the concern, but it is considered a police matter. The resident did report their concerns to the police.
- e. A homeowner emailed with a complaint about the amount of litter throughout Allenview. The homeowner did note that the landscapers were thought to smoke and throw cigarette butts in the grass. J. Burtleson addressed that with the landscaping company and they were going to talk with the workers.
- f. A homeowner reached out to ask if there has ever been discussion of making the seventeen acres of open space owned by the HOA, most of it sitting under power lines, available for garden plots. After much discussion, the Board determined there are too many logistical concerns, including how it would be monitored, cleaned up when needed, and protected from nearby wildlife.
- g. A homeowner expressed concerns about speeding through the neighborhood and would like the Board to consider installing speed humps. After discussion, the Board determined that would not be a viable solution.

- 9. Meeting Adjourned:** J. Burtleson motions to adjourn the meeting and enter into executive session to discuss legal matters, J. Fogarty seconds, motion passes with all in favor. Meeting adjourned at 7:40 PM on October 26, 2021.

**Next Meeting:** November 23, 2021 at 6:30 PM, Daybreak Church