

ALLENVIEW HOMEOWNERS' ASSOCIATION (AHOA)
ANNUAL MEETING
February 20, 2018

ATTENDING:

In person (32): Rob Grohman, John Burleson, Gina DiStefano, Meg Kelly, Jill McCabe, Bryan/Kim Simmons, Marie Yagel, Charles Honeywell, Gerald Fritz, Bob Bagin, Roni Collier, Lori Caffarella, Patti Reidenbach, Duane/Susan Herman, Anastasia Polillo, Vanessa Heath, Anna Mae Wickard, John Rieman, Don Steiner, Tom/Kim Schell, Clyde Ross, Debra Wallet, Shirley Brandt, Ryan Keith, Marie Clark, Susan Lutz, Beth Leslie, Lisa Carelli, Joan Stokes, Brian Cavada, Trish Connolly, Bobby Nace

By proxy (59): Joseph Poboy, Barbara Olsen, Debra Nock, Frank Coffey, Joni Warner, Bernadette Thompson, Elizabeth Harner, Rose Marsicano, Betty Dick (3), Jacqueline Greider, Cindy Engard, Holly Gossage, Heidi Knaub, Thomas Thompson, Linda Minnich, Lauren Stump, Nicole Bedard, Brett Lechthaler, Rene Wood, Tue Stump, Jonathan Forry, Patricia Sabo, Gregory Bowden, Mark Kresge, Joshua Gulley, Jessica Jones, Mary Ann Vespignani, Brianne Stevens, Diana Pegg, O. Dale Wolgemuth (2), Brenda/John Chronister, Jeffrey Ream, Jennifer Burke, Monica Burgett, Samuel Woodworth, Jennifer Dose, Louise Lauffer, Gayle Fugate, Marleen Karns, Jason Rehm, Thomas Kempf, Patricia Lein, Teri Leforge, Brad Williams, Peggy Wasson, Chris/Deborah Chehovin, Jack Shatzer, Vicki Strawn, Lyn Dorsey, Pam Thomas, Norma Mortiz, Deborah Graham, Miriam Smith, Lynelle Von Jaarsveldt, Margaret Smith, Brenda Salyer

Quorum of 88 reached with 91 voting members

CALL TO ORDER: Meeting called to order by R. Grohman at 7:08 PM, in the Community Room at Messiah Village. R. Grohman introduced Board members.

OPENING COMMENTS:

G. DiStefano gave the results of the 2018 Board Election on behalf of Nominating Chairperson, Gregory Bowden: There were three open spots and four nominations. The three nominees with the highest votes will fill the available 3-year term positions. R. Grohman, B. Simmons, G. DiStefano, M. Yagel, and G. Bowden counted ballots on 2/17/18 at 11 AM at an off-site location.

3-year term: Jill McCabe (71 votes), Meg Kelly (60 votes), Bernadette Thompson (54 votes)
Patricia Reidenbach (42votes)
82 ballots were received.

A draft of the minutes from the February 21, 2017 annual meeting was provided for homeowners to review.
Motion to approve the 2017 minutes by M. Kelly, seconded by G. DiStefano.
Motion is carried with all in favor. The 2017 annual meeting minutes are approved.

2017 COMMITTEE REPORTS & ACCOMPLISHMENTS:

G. DiStefano, Former Pool Manager:

There were 175 pool card requests. There was a shortage of lifeguards, but it managed to work for the season. Lifeguards need to be at least 15 years old. The Mechanicsburg Recreation Department offers certification classes. Meg Kelly will be the pool manager for the 2018 season. The Allen Views will have the pool information to obtain a pool card.

A. Wickard, Recreation Committee:

There was a great turnout for the 2017 Fall Festival. Melissa Poboy, Gina DiStefano, Bernadette Thompson, Meg Kelly, Tracy Wieseman, and Trish Connolloy were recognized for the help they gave. There will be a yard sale to coincide with the one at Winding Hills. The 2018 Fall Festival will be September 22, 2018.

M. Kelly, Publicity Committee:

If you have something for the Allen Views newsletter, please contact the Board via phone or email. M. Kelly includes events, reminders, pool information, and important community phone numbers (Township, Police, Dog Warden).

Jill McCabe, Architectural Control Committee (ACC):

The members of the committee were recognized: Lori Caffarella, Joan Stokes, Jennifer Burke, Patrick Crowell, Amy Steiner, and Marie Clark. Marie did resign, so the committee is looking for people to join. The committee meets each month, one week before the board meeting. The committee reviews requests received, comes up with a consensus opinion, and that is presented to the Board for a final decision. In 2017, the ACC met 10 times and reviewed 36 requests. 33 of the requests were approved and 3 were denied.

B. Simmons, Maintenance Committee:

Last year, lots were resurfaced and that will continue along with line painting and painting of townhomes. Please let us know of any issues. The previous handyman, Eric Davis, resigned. The Board hired Scott Paterson as the new handyman. B. Simmons has been working with S. Paterson to communicate about work to be done. Some of the jobs will need to wait for steady, warm weather. B. Simmons has walked the community to create a list of needs. One issue is the curbing, which will be expensive. Bids will be obtained and it may need to be done one section at a time. The blue slide at the playground will be replaced as will the surface under the equipment. The main unit at the playground is structurally sound and in good shape so that will remain. The committee will be looking to replace the park benches and the trash receptacles in the park. The entry islands will also be redone. J. Burleson is a committee member and has taken on working with Shope's Landscape. J. Burleson has spent time with Shope's to address the issues and concerns homeowners have had. B. Simmons apologized for the issues encountered with the one ice storm that hit. It was expected that temperatures would warm enough to melt the ice, but that did not happen. The Board members are spread throughout the community and now have a communication system in place to address any needs to be taken care of.

M. Clark asked who handles the tree removal. B. Simmons said there are several contractors used, depending on the need. M. Clark said there is a dead tree behind the pool house. R. Grohman stated it is on the list of trees to be taken care of. B. Simmons stated Good's Tree Care did come out and look at all the trees and there are proposals the Board will be reviewing at the March meeting.

R. Collier asked if there are any issues with roads, should that go to J. Davis? B. Simmons confirmed yes and then she is able to pass the message on accordingly.

J. Burleson stated there is currently good communication in place with Shope's. For any snow removal service, there has to be an accumulation of 3" or more. However, with issues like ice storms there is communication. The committee tries to do their best for the community with sensitivity to being able to navigate the roads while being conscious of the budget. The one storm where it was not cleared well was an error made by many people.

In response to a question about how often contracts are looked at and bids obtained, B. Simmons said when a contract is up, bids are taken. Contracts are typically multi-year. Shope's contract is up at the end of this year. G. DiStefano stated that normally the board does not get a response back when seeking bids. B. Simmons said Shope's is considerable cheaper than other companies for what they do. J. Rieman stated the issue with Shope's has been revisited many times and contractors do not want to deal with Allenvue because of the layout. B. Simmons said we are a priority community for Shope's as far as snow removal. Shope's will wait until the snowfall is done before clearing. M. Yagel stated most companies will wait until the snow stops before coming out. Shope's is aware the Board will be looking for bids. Larger companies will be contacted since such a large crew is needed to service the community.

J. Burleson said one complication is the snow removal because of the design of the community. Shope's will not do the snow removal if they do not get the contract for the lawn maintenance as well. Shope's was the only company willing to do the snow. Many companies are willing to do the lawn.

S. Souder asked about adding a trash can at the end of the park where there isn't one because people are not cleaning up after their dogs. B. Simmons said he will look at repositioning the trash cans since they are getting replaced. A homeowner asked about using a wheeled trash can. B. Simmons said there is a wheeled can that the bags from the park trash cans are put into and then wheeled to the curb for the trash company.

G. Fritz mentioned the neglected shrubbery beds at some homes in his building. He knows letters can be written to the homeowners. B. Simmons said he will take a look at the area. J. McCabe said ACC does go around the neighborhood to follow-up on any complaints received. As spring approaches, there is a lot of clean-up to be done. Please encourage people to start cleaning up.

G. DiStefano noted the large amount of cinders. G. DiStefano said that if you see someone not cleaning up after their dog, document it and report it to the police. Some homeowners said the police will not do anything. G. DiStefano said it is a violation of a township ordinance; there is nothing the HOA can do.

When asked about the township ordinance requiring sidewalks to be cleared within 24 hours after snow, if it is not 3" does the ordinance still apply? B. Simmons noted the single-family homeowners still have to clean their sidewalks. There should be no further issues with the sidewalks in the townhome area not being cleared. B. Simmons noted it is thousands of dollars each time an area is salted. A homeowner pointed out that a lawsuit could be expensive if someone were to fall. G. DiStefano said to make sure you clear between your cars because that is not something Shope's will do. The homeowners do have a certain amount of responsibility with the clean-up process.

J. Burleson, Budget Committee:

The last few years the budget amount has been this same. This year, the increase is exclusively for the reserve funds. The pool budget has been reduced based on how well run it has been for a number of years. The administration costs that went over budget was due to the cost of the study done by Yingst. The budgeted amount this year will be on target. The administrative costs include mailings and the websites. The management fee is for the expense of a manager which comes out of both the general and townhouse funds.

The study done by Yingst was in response to a request at last year's annual meeting. It shows that we are underfunding from a long-term standpoint on how to address the issues. A good job has been done over the years with the budget, but now we need to start planning for the future. We can address some of the needs and we are not doing the amount that was recommended.

The tree care plan is something we had gotten away from and we will be working to spend the amount that is budgeted. Tree care includes the removal of trees, trimming of trees, and spraying. P. Reidenbach asked about tree replacement because one was removed in front of her home several years ago and one by a neighbor and were never replaced. G. DiStefano noted there were a number of trees removed and not replaced. J. Burleson said there is not a replacement plan in place. B. Simmons will look at the area where the tree was removed.

G. Fritz asked how delinquent dues play a part. J. Burleson stated collection efforts have improved, but there will always be a number of delinquencies. The attorney started with the largest amount outstanding and continues to work through the list of those who owe. The bylaws that are being rewritten will be revised to help with the collection of outstanding payments. While we show dues as being outstanding because payments are made quarterly, the bylaws state dues are made annually.

M. Clark asked if the dues collected will go into the reserve fund as it comes in. J. Burleson stated it is income already recognized and would not be part of the reserve fund.

There was a question about the legal fees and what that entails. The fees are for the law firm in Dillsburg. Fees would include any activity in which the firm is actively engaged in representing the association, such as efforts to collect dues.

J. Burleson stated the projected income will match with the revenue. The resale certificate fees go into income and the initiation fees go into another account.

There was a question on whether or not the Board has developed a long-range plan based on the study by Yingst. J. Burleson stated the Board has not developed a specific plan and is still trying to determine what will be done. We have allocated for anything that falls under operating expenses. The homeowner would like to see the HOA working proactively rather than reactively, which the Board agrees with. B. Simmons said they will continue with regular maintenance, but the reserve will help with any major costs rather than doing a special assessment.

B. Nace stated that when her home was painted, the shutters were not taken off and painted behind it. Her home has wood on the front. G. DiStefano stated the painters have never removed the shutters. The paint contract is for the shutters, windows with wood frames, and doors; it is not for the home. J. McCabe stated homeowners have to replace the vinyl on their home, so the homeowner would have to maintain the wood themselves. The Board doesn't maintain the vinyl, brick, or wood on the homes.

D. Herman requested moving to the budget and saving the individual concerns for the end of the meeting.

C. Ross stated the increase is about 8% and suspects it is the biggest increase, with the main component being the reserve fund. What would this money be used for? R. Grohman said that the study is very detailed and projects what should be done in the next 20 years, with a cost estimate for all items listed. There are many items already covered by the regular budget, but there are things not in the regular budget. The study has several scenarios on how to plan and pay. The suggested increase was \$33/month to get started; we did not increase as much as suggested. J. Burleson stated the reserve fund can only be used for capital expenditures, not operating costs. The Board has decided on a modest increase.

M. Clark stated her house backs up to a drainage area with huge pipes that stick out and she cannot imagine the cost to fix that up, but sees the reserve fund being used for that. R. Grohman said if it is going to happen, it is in the report. The study is extensive and will help to think and plan for the next 20 years.

GENERAL BUDGET:

The general budget covers all owners (townhome and single family).

Motion to approve the general budget by J. Rieman, seconded by D. Herman. G. Fritz asked about the increased management fee. J. Burleson said it is for taxes not accounted for previously in the budget, which is why it went over. Motion is carried with all in favor. The general budget is approved.

TOWNHOUSE BUDGET:

Motion to approve the townhouse budget by L. Cafarella, seconded by R. Collier.

Motion is carried with the majority in favor, C. Ross opposed. The townhouse budget is approved.

HOMEOWNER CONCERNS AND QUESTIONS:

John Rieman (314 Wister Circle) – Is there still liability insurance for directors and do the board members still sign a conflict of interest form?

R. Grohman confirmed yes to both questions.

Joan Stokes (568 Allenview Drive) – When will the damage done by Shope's be addressed? The side yard was ruined in the fall when the leaves were done and there is no grass.

R. Grohman said they will seed. G. DiStefano agreed there are many places that need topsoil, but the homeowners have to maintain it. When straw is put down, homeowners have to water. R. Grohman said the other issue is the lack of sun and overgrown trees. Goods Tree Care did propose removing and cutting back trees to get sun to the grass. It was suggested that a shade seed be used in those areas and a notification be sent to homeowners with instructions to water. M. Kelly will put a reminder in the newsletter about watering if straw is put down in your area.

Marie Clark (564 Allenview Drive) – In the next newsletter, include a note about using Bill Payer to pay dues.

M. Kelly made note of the suggestion.

Beth Leslie (760 Allenview Drive) – What were the results of the lawncare survey?

M. Yagel said there were responses and it would be discussed at the March board meeting and noted in the minutes. It is consistent with what was said tonight. M. Kelly will put the results in the Allen Views.

Anastasia Polillo (832 Allenview Drive) – Regarding Shope's, our front yard is mud and not seeded. The other issue is they cut so close to the fence they have cut our cable line twice. It has been very difficult to get Comast out to fix the line and bury it.

The board noted her concern with Shope's.

Suzanne Souder (503 Allenview Drive) – There is an issue in the 500 odds with Shope's leaving their equipment on the grass. It pulls the sod off and the property is uneven; the ground needs to be fixed.

R. Grohman said last year there was a lack of communication with Shopes in the spring, so they will work on that. G. DiStefano said the equipment needs to be onsite, but it does ruin the lawn so that needs to be fixed.

Patti Reidenbach (924 Allenview Drive) – Regarding a property management company, going with PMI would be a conflict of interest. Would it be possible to have neighborhood liaisons to bring concerns to the Board?

The Board looked at PMI and decided not to move forward with looking at other companies. G. DiStefano said the Board tries to respond to homeowners and their concerns. M. Yagel stated the previous association she lived in used a management company and she did not know who to contact or who the board members were. If there are concerns, it should be brought to the board by contacting J. Davis via phone or email. Those concerns will be shared with the Board to be addressed. Homeowners are also welcome to attend board meetings and concerns are taken at the start of each meeting.

Kimberly Simmons (2116 Foxfire Drive) – The manager is the point person and the Board is open to addressing issues. The Board lives in the community and is invested.

R. Grohman stated every meeting is an open meeting. Beth Leslie shared that she has attended meetings and as a member of her community, she knows what is going on. Attending meetings will let you know what is going on immediately, rather than waiting for the approved minutes. J. McCabe stated that problems and complaints should be shared with the Board. The ACC works with homeowners who submit requests. The Board is made up of volunteers who have chosen to serve on the Board to try and be proactive and address complaints and concerns. That includes rewriting the bylaws and regulations to address items brought to the Board. Thought and consideration is given for the common good of all. You have to look at a broader view for what it means for the community. The ACC works to expedite when they can in order to help the homeowner; it is labor intensive.

Patti Reidenbach (924 Allenview Drive) – If there is an agenda ahead of each meeting, can it be put on the website?

Yes, it can be posted on the website.

Clyde Ross (636 Allenview Drive) – There seems to be a communication problem regarding the study that was done. When the budget is done and sent out next time, include something to explain what is driving the budget.

There was a statement in the Allen Views regarding the study that was done. A copy can be requested by emailing J. Davis. The Board agrees it is a good idea to include information with the budget. Gerald Fritz noted he appreciates the balance with the reserve fund to address the needs responsibly. Suzanne Souder mentioned having an example of a narrative budget if someone would like to see it.

Ryan Keith (303 Allenview Drive) – As a new homeowner, he has been warmly received by neighbors and received a copy of the study when requested by email. Mr. Keith encourages homeowners to request a copy and take time to review it. There is merit to look at how the reserve grows over time. Homeowners have a responsibility to look at the 20-year plan that impacts everyone.

Roni Collier thanked the Board for all that they do.

Motion to adjourn was made by D. Herman and seconded by G. DiStefano.
The meeting adjourned at 8:43 PM, February 20, 2018.

Submitted by J. Davis