

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, April 23, 2019 at 6:30 PM
 Messiah Village, The Martin Conference Room

Board Member	Term	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Gregory Bowden	2020	X	X									
John Burleson	2020	X	X									
Marie Yagel	2020	X	X									
Meg Kelly	2021	X	X									
Jill McCabe	2021	X	X									
Bernadette Thompson	2021	X	X									
Kerri Roeder	2022	X	X									
Bryan Simmons	2022	X	X									
Vivian Williams	2022	X	X									

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

Also in attendance: Stephen Kline, homeowner and Joann Davis, administrative manager

1. Call to order: Meeting called to order by B. Simmons at 6:30 PM.

2. Homeowner concerns:

Stephen Kline, 846 Allenview Drive

Mr. Kline continues to have problems with people parking in his parking spot. He wants to make the Board aware that if he finds someone in his spot again, he will be contacting a towing company to remove the car from his marked spot. Mr. Kline stated there are also two cars in the visitor parking spots.

B. Simmons stated that there will be a large parking lot project done this year that will involve the parking lots getting resealed, renumbered, and repainting. There will also be a mixture of marked visitor spots and blank spots.

The HOA can have inoperable vehicles or vehicles without valid tags removed from the parking areas. The Board does follow-up on complaints and handles violations by sending letters, giving time to remove the vehicle, and then proceeding with towing vehicles if necessary.

Mr. Kline received a copy of the budget with the annual meeting mailing, but inquired about a balance sheet. J. Davis will email a copy of the 2018 balance sheet, which is provided as part of the new homeowner packet and available upon request.

Mr. Kline expressed concern about plantings on common property. B. Thompson will take a look at the areas.

Mr. Kline stated he prefers to receive mailings to his PO Box rather than his address. A recent mass mailing to several buildings in his area went to his mailbox rather than his PO Box.

Mr. Kline exited the meeting

3. Pool Manager and Committee Report – M. Kelly

- a. The attorney recommends focusing on safety and experience when hiring pool monitors. Monitors should be hired based on experience and ability to display maturity. M. Kelly has 12 monitors hired for the pool season.

- b. M. Kelly reviewed the repairs and maintenance work that has been done and is scheduled to be done. This includes the repainting of the pool. B. Simmons is working with Fenton Lemmon of FTL Painting, who will use a Sherwin Williams paint that the company will guarantee.
- c. There was discussion by the board on pool parties. A resident will need to continue to act as a sponsor of the pool party with those in attendance considered their guests. There would be a monitor on duty for the pool party. The Board decided to increase the pool party fee to \$125 and for over 30 people the fee would be \$150. M. Kelly will work on revising the pool party form.
- d. It has been difficult to obtain a third bid on a pool pavilion, but B. Simmons expressed that he does not want to approve without getting a third bid. K. Roeder suggested contacting the Township to see who they contract with for those types of projects.
- e. The cover has been removed from the pool and it has been drained for painting.
- f. J. Burleson is having locks replaced at the pool. While doing that, he will look into possibly having a combination lock at the tennis court. There has been a great deal of mistreatment and abuse by people using the tennis court for things other than tennis and it has caused a lot of damage, which is costly. There was discussion about new signage at the pool and tennis court. The signage for the pool will state clearly that it is swim at your own risk, which will also be on all written materials such as the pool card registration form.

4. Approval of minutes from the March meeting: Motion to approve the minutes by M. Kelly, J. McCabe seconds, motion passes with all in favor.

5. President's Report – B. Simmons

- a. The attorney continues to pursue homeowners owing dues and has collected several payments.

6. Treasurer's Report – J. Burleson

- a. J. Burleson is seeking approval to have the \$200 resale certificate fees and the \$200 initiation fees that are collected when a home sells, deposited into the reserve accounts. This would be retroactive to fees collected since January 1, 2019. J. Burleson would like input from the Board on whether the fees should be deposited equally into the general and townhome funds, or if they should be deposited relative to whether the fees collected are from a single-family home (general fund) or townhome (townhome fund). The board discussed all options. M. Kelly motions to have all fees deposited into the general reserve fund retroactive to January 1, 2019, M. Yagel seconds, motion passes with all in favor.
- b. The financial statement was reviewed. The HOA continues to build a strong balance sheet and have good liquidity.

7. Committee Reports

- a. Architectural Control – B. Thompson

- i. ACC requests

- 1) An expedited request for a deck repair at 934 Allenvue Drive was approved.
 - 2) A storm door replacement at 807 Allenvue Drive was approved.
 - 3) An ACC request was submitted for a tree removal at 2108 Beacon Circle. The ACC recommends approval. B. Thompson motions to approve the request, M. Kelly seconds, motion passes with all in favor.
 - 4) An ACC request was submitted for a tree removal at 802 Allenvue Drive. The tree was damaged in a storm and then once the homeowner decides what to plant, another request will be submitted. B. Thompson motions to approve the request, G. Bowden seconds, motion passes with all in favor. J. Burleson asked if there's an expected period of time in which someone should replant. The Board decided after discussion that August 1, 2019 would be fair.

- 5) An ACC request was submitted for windows at 458 Allenview Drive. The homeowners were looking for a suggestion on the window. B. Thompson emailed the homeowners with information on the style that is typically approved and requested a picture and brochure. She is waiting to hear back from the homeowner. It is anticipated to be a like-kind request, which the ACC can give approval to once the request is received and reviewed.
 - 6) Two ACC requests were submitted for 317 Elgin Circle. One is for a tree removal and the other is for a shrub removal. M. Kelly motions to approve both requests, K. Roeder seconds, motion passes with all in favor and M. Yagel abstaining.
 - 7) An ACC request was submitted for a new door at 308 Allenview. K. Roeder motions to approve the request, M. Kelly seconds, motion passes.
 - 8) There was discussion regarding the submission of requests right before a board meeting, but after the ACC has already met. The board looks to the committee to bring recommendations after reviewing requests. The problem is having to stay within the 30-days to review a request once it is submitted. The option would be for the Board to deny the request, have it resubmitted, then reviewed at the next ACC meeting with their recommendations brought to the board meeting. The ACC meetings are on the website calendar along with the dates of the Board meeting.
- ii. ACC concerns
 - 1) A homeowner emailed with concern about exterior maintenance at a couple single family homes. There was discussion on how ACC can best identify problems and be consistent in enforcing violations, which are sometimes subjective.
 - iii. Other
 - 1) K. Roeder has been working with the ACC to revise the current request form. There was discussion and feedback given.
- b. Recreation
- i. M. Kelly nominates Trish Connolly as the recreation chairperson, B. Thompson seconds, motion passes with all in favor.
 - ii. The yard sale is scheduled for 4/27 from 8-1; the rain date is 5/4. Ads have been placed by J. Davis in: PennLive.com, The Guide, YardSaleSearch.com, and Craigslist. T. Connolly also placed ads in Facebook Marketplace and the Yard Sale groups she belongs to.
 - iii. June 1 will be a Summer Kick-off party from 1-5 PM. Food will be provided and homeowners will be asked to bring desserts and sides. There will be games and the local fire and police departments will be contacted. The recreation committee has been given a budget in the past. B. Simmons will work with the committee to stay within a budget of \$1,000 or less, as recommended by J. Burleson.
- c. Nominating – no report
- d. Audit – M. Yagel
- i. Hardbound copies of the 2017 audit were received and will be filed. The letter of engagement was signed for the 2018 audit, which will be \$5,200.
 - ii. J. Burleson is working with the accountant to provide requested information to Hamilton & Musser so they can proceed with the 2018 audit.
 - iii. J. Burleson will talk with Hamilton & Musser about the cost of an every-other-year audit versus one each year.
- e. Budget – none
- f. Maintenance – B. Simmons
- i. B. Simmons has met with contractors and asked for bids that incorporate at 3-year plan.
 - 1) Painting: B. Simmons met with Fenton Lemmon of FTL Painting. They looked at having 43 units painted, the basketball posts, the volleyball posts, the mailboxes, and the number signs in the townhome areas. Painting of the townhomes will include the homes being hydrosprayed before painting and Fenton would provide his own water

truck. It would also include having the black lightposts painted in front of the townhomes. The cost would be \$26,225, which is over budget. K. Roeder motions to approve FTL Painting for the items bid on, M. Kelly seconds, motion passes with all in favor.

- 2) Parking lots: B. Simmons met with someone from Parvin and someone from Willie's. He requested a 3-year plan, but only got a 1-year plan from Willie's. Parvin provided B. Simmons with everything that was requested. The suggestion was to seal most of the lots to extend the life of them for another 3-5 years. The lots not worth sealing will need to be removed and replaced. The work to be done this year would be \$30,060. The plan for the next two years would be about \$32,000 each year to seal and protect the lots. The bid given by Willie's was \$44,600. J. Burleson motions to accept the bid by Parvin Paving, M. Kelly seconds, motion passes. After the work is done by Parvin, FTL Painting would come in to do the lot painting. B. Simmons will get a bid for that work.
 - 3) Trees: B. Simmons received a 3-year rotation bid from Goods Tree Care that involves spraying and fertilizing the trees for \$4,935 per year. Cumberland Valley Tree Service submitted a bid for over \$9,000. J. McCabe motions to accept the bid from Goods Tree Care, J. Burleson seconds, motion passes with all in favor. Shopes will also do more this year with the remove and replace project. J. Burleson stated there was an issue last year with residents not receiving notification before work was done and it is important that does not happen again. There was also discussion about large, mature trees and whether they should be removed if they are healthy. The larger trees are not allowing grass to grow and if a smaller, new tree is planted near a larger, mature tree, it would not get enough sunlight.
 - 4) Concrete: B. Simmons got a price on concrete work to be done around the pool area, for \$2700, which includes multiple areas.
 - 5) Driveways: The cost for one area, which includes 2 units is \$2,650, two areas is \$4,000, and three areas is \$6,900. This is to remove and replace the concrete driveways the Board determined last month was the responsibility of the HOA to maintain. K. Roeder motions to approve having 3 driveways, which covers 6 townhomes, done, M. Yagel seconds, motion approved with all in favor. B. Simmons did ask companies about paving over the cement and they would not do it.
 - 6) Curbing: B. Simmons obtained a quote of \$2,400 for 100 feet of curbing. The handicap ramps would be \$2,500 for one, but would be cheaper if more than one is done at a time. This is something to think about for the future.
- ii. B. Thompson mentioned a large tree near Hertzler that prevents grass from growing behind her home. B. Simmons will look at it to see if it belongs to the HOA and if so, what could be done.
 - iii. A sink hole was reported at the far end of the lot for the 946-960 building. B. Simmons did note that during a walk through with a contractor and it is on the list of areas needing repair. B. Simmons talked with the Township, but it is HOA responsibility. Parvin gave an estimate of \$9,000-\$10,000. B. Simmons will get more prices. It needs to be fixed properly so it does not happen again. It was an unplanned cost and will come from the reserve fund for the townhomes.
 - iv. A homeowner reported the mailbox doors were opening during high winds. Board members acknowledged that can happen, but typically someone walking by will close the doors.
 - v. An end unit townhome owner emailed the Board about large, overgrown arborvitae at the side of her home she would like to remove and replace. She is asking for the HOA to help with the cost to remove the trees, which were planted when the home was built. Shopes gave a quote of \$150/tree, for a total of \$750. Pictures were provided and J. Burleson also looked at the property. The Board is in agreement the arborvitae are her responsibility to take care. J. Davis will reach out to the homeowner and provide an ACC request form.

- vi. A homeowner emailed about grass not growing at the front of their home. There is concern about how the lawncare company mows the lawn, not allowing the grass a chance to grow. J. Burleson looked at the area and saw that there is a fairly large tree in the front yard, causing a great deal of shade. Homes in that section with better grass have trees that were removed or do not cover as much of the grass. J. Davis will let the homeowner know the board is developing a plan for removal of the trees in front of homes, which will facilitate the growth of grass.
- vii. J. Burleson reached out to Shopes to schedule the mulch delivery for the week of 4/29 and anything remaining at the end of June will be removed. A notice was put on the website.
- viii. J. Burleson reached out to Shopes about removing the dead tree at the front of 816 Allenview. Shopes was also asked to look at a tree at the corner, back of 746 Allenview and give a recommendation of whether the tree should be removed. Shopes could remove the tree for \$675. There are roots that prevent grass from growing, but it is a healthy tree. The decision was made to let the tree remain with the consent of K. Roeder, the homeowner most affected by the tree.
- ix. J. Burleson met with Four Seasons and Souders of Carlisle. Souders said Allenview is too big for his company to take on. J. Burleson provided specs of what is being done for lawncare. The bid from Shopes came in at \$73,676. The bid from Four Seasons came in at \$73,067. The HOA currently is on a month-to-month basis with Shopes and not contracted. J. Burleson recommends continuing with Shopes for the season, while still pursuing other bids. Shopes feels that the Association should see if Shopes can be more responsive in addressing problems and be more proactive. Shopes did agree to use the push mowers this year. There was concern expressed about getting someone to handle snow, so J. Burleson will look into getting snow bids. J. Burleson motions to continue with Shopes for this season and to continue getting bids, M. Kelly seconds, motion passes with all in favor.
- g. Publicity – K. Roeder
 - i. A draft of the Allen Views was presented to the Board for feedback. The Allen Views will be printed in color this time rather than black-and-white. The color will be more enticing to potential advertisers. The ads will help offset the increased cost.

8. Manager's Report – J. Davis

- a. Resale certificates were prepared for 758 and 940 Allenview Drive. The increased resale certificate fee was collected first and then the resale certificate and new homeowner packet was released. The increased initiation fee was on the resale certificates.
- b. AirBnB rentals are becoming more popular. The attorney had recommended passing a restriction to not allow them. After discussion, J. McCabe motioned to not allow AirBnB-type rentals in Allenview, K. Roeder seconds, motion passes.
- c. It was reported a trailer cab belonging to a resident at 956 Allenview is parking in the visitor area, causing issues because it does not allow enough room for a car to park in the space available next to it. Jill would like to put in the updated C&Rs that only passenger vehicles should be allowed, which the board was in agreement with. B. Simmons expressed concern about the weight of such a vehicle in the parking lot. J. Davis will send a letter citing the nuisance section of the C&Rs and request it is removed immediately.
- d. It was reported that food is still being dumped on common property near the 800 evens buildings.
- e. J. Burleson, J. McCabe, and J. Davis will be meeting with Attorney Stone in May to discuss updating current policies and to continue working on the new C&Rs.
- f. A homeowner asked if the HOA would consider making online payments available for dues. The homeowner stated as more young people move into the development, it becomes an expected option to make payments. The homeowner feels it would also help to keep delinquencies down and money coming in. The Board is in agreement this is something they will need to continue to discuss and look into.

- g. 714 Allenview will be doing renovations inside the home and may need a dumpster in her parking spot. The typical amount of time allowed is one week. If more time should be needed, the homeowner will contact the Board. The homeowner will also communicate with the neighbors about the project.
- h. There was a complaint about vehicles without valid plates. One has been parked for several months at 754 Allenview Drive and the other was recently parked at 752 Allenview Drive. 752 has received letters in the past about multiple vehicles not properly tagged being parked in Allenview. J. Davis will send out letters to both homeowners giving ten days to remove the vehicles or they will be towed.

9. Meeting Adjourned: K. Roeder motions to adjourn the meeting, M. Yagel seconds, motion passes with all in favor. Meeting adjourned at 10:11 PM on April 23, 2019.

Next Meeting: May 28, 2019 at 6:30 PM in The Martin Conference Room at Messiah Village
Submitted by: J. Davis