

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, December 17, 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	A	X	C	X	X	A	X	A	
John Burleson	2020	X	X	X	X	A	X	X	X	X	X	
Marie Yagel	2020	X	X	X	X	N	X	X	X	X	X	
Meg Kelly	2021	X	X	X	X	C	X	X	X	X	X	
Jill McCabe	2021	X	X	A	X	E	A	X	X	X	X	
Bernadette Thompson	2021	X	X	X	X	L	A	X	X	X	X	
Kerri Roeder	2022	X	X	A	X	L	A	X	X	X	X	
Bryan Simmons	2022	X	X	X	X	E	X	X	X	X	X	
Vacancy	2022					D				V	V	
Vivian Williams	2022	X	X	A	X		A	X	A			

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 6:26 PM.
2. **Homeowner concerns:** none
3. **By-laws/C&Rs Update** – J. McCabe
 - a. J. McCabe has a meeting with the attorney to review the drafts.
4. **Pool Manager and Committee Report** – M. Kelly
 - a. The committee met recently and discussed several items they are pricing out for the 2020 pool season.
 - i. The price for sail shades are \$40 for 11x10 and \$50 for 20x20. M. Kelly recommends going with the smaller size. B. Simmons mentioned that replacement costs also need to be considered. M. Kelly is concerned because they do not easily come down. J. McCabe mentioned the sails at the Daybreak Dog Park that have rings for them to easily go up and down.
 - ii. T. Connolly is checking with local grocery stores to see if they would be willing to donate a bench.
 - iii. M. Kelly is watching for the lounge chairs to go back on sale before purchasing more.
 - iv. Adirondack chairs and a small table with umbrella will be purchased for children to use.
 - v. An automatic pool cleaner will be purchased to clean the pool each night.
 - vi. Rather than replacing the bulletin board, the handyman will replace the sliding glass and doors.
 - vii. The committee is also looking at metal tables and benches for the pavilion area.

M. Kelly motions to go into executive session to discuss pool concerns, K. Roeder seconds. Meeting enters into executive session.

M. Kelly motions to resume the regular meeting, K. Roeder seconds, regular meeting resumes at 7:11 PM.
5. **Approval of minutes from the November meeting:** Motion to approve the minutes by M. Kelly, J. McCabe seconds, motion passes with all in favor.

6. President's Report – B. Simmons

- a. A notice was received that 932 Allenvue is up for Sheriff's sale on March 6, 2020. The notice was shared with the attorney.

7. Treasurer's Report – J. Burleson

- a. The November financials were reviewed. From a cash position, the HOA is up \$24,000. The receivables have decreased by \$60,000 since 2013. The receivables continue to be reduced as the attorney collects delinquencies. J. Burleson worked with the accountant to move things into the correct categories for budgeting purposes. The net income is down because we had expenses beyond our income, due to maintenance needs of the neighborhood.

8. Committee Reports

a. Architectural Control – B. Thompson

i. ACC requests

- 1) A request was submitted from 828 Allenvue to replace the outside boards of the back fence after receiving a letter from the Board. The request was approved.

ii. ACC concerns

- 1) A letter was sent to 546 Allenvue following the November meeting to request the composting bin be stored properly within 30 days. The homeowner reached out to the Board requesting she be allowed to keep the composting bin until spring because it cannot be moved or else the contents will come out. In the spring, the homeowner would like to use the dirt in the composter to put around her shrubs and then cover with mulch. She will then completely remove the composting bin, giving it to a family member. The Board agreed to grant an extension until April 1, 2020 to have the bin stored properly or completely removed, otherwise a \$100 fine will be assessed. A letter was sent to the homeowner.
- 2) A second letter was sent and a fine of \$100 was assessed at 901-903 Allenvue for weeds that had not been removed.
- 3) A second letter was sent and a fine of \$100 was assessed at 627 Allenvue for the storage of items on the porch and a gate that needs repaired. The violations have been corrected.
- 4) A letter was sent to 2300 Foxfire Circle for trash and recycling cans that are habitually left out for days past pickup.
- 5) 900 Allenvue worked to clean the siding as requested in the ACC letter. The homeowner found the shingles to worn. This is an issue the Board will discuss further to decide how to proceed with the homes in that row.

b. Recreation – M. Kelly

- i. The Cookies, Cocoa, and Claus event on December 7th was successful. 31 kids and their families attended the event.
- ii. B. Simmons recommended doing an event in conjunction with the pool opening again. M. Yagel suggested an Easter egg hunt. M. Kelly said they are working on a Christmas in July event. J. Burleson asked if a budget should be approved for the recreation committee as more and more events are planned. The recreation funds fall under general expenses.

c. Nominating – G. Bowden

- i. The prospective board member mailing was sent to Konhaus for printing and mailing. It has a due date of January 4, 2020.

d. Audit – no report

e. Budget – J. Burleson

- i. A draft of the 2020 budget was presented for review. The storm water fee for the township is a new line item. J. Burleson is comfortable in recommending dues remain the same and not raising them.

- ii. J. Davis was asked to step out of the room while the Board discussed the administrative manager's salary. The Board agreed on a cost-of-living increase of 3%. J. Davis was then asked to rejoin the meeting.
- iii. There are some big expenditures for 2020. The reserve funds are available for possible use with some big projects. M. Kelly motions to show the cost of the Rogele project from the unexpected sinkhole in the 900s in the reserve account for townhomes, J. McCabe seconds, motions passes with all in favor. The cost of that project was \$12,950.00 and will be reflected on the budget under the 2019 reserve account for townhomes.
- iv. The pavilion for the pool is most likely going to need to be pushed back to 2021. J. Burleson feels that there are maintenance needs to be addressed first.
- v. J. Burleson recommends approving the budget as presented. M. Kelly motions to approve the budget, J. McCabe seconds, motion passes with all in favor.
- f. Maintenance – B. Simmons
 - i. Concrete
 - 1) A couple of homeowners reached out when jackhammering began on a stoop at 8 AM. They were unsure of what was going on not having received prior notification of any work being done. The homeowners scheduled for concrete work were notified, but not any neighboring homes. J. Davis did check with the Township and 8 AM falls within the Peace and Good Order hours of 10 PM to 6 AM, which applies to construction work as well. One of the homeowners did reach out after the work was completed because a mess was left in one of the parking spots. Pictures were provided to the Board.
 - ii. Signs
 - 1) The wording for snow and ice signs was discussed. J. Davis will send a draft to the Board for review. J. Burleson will take the final wording to have signs made.
 - iii. Trees
 - 1) K. Roeder asked about putting up more pine trees in some common areas. J. Burleson stated that it would be a good idea to get a professional opinion on replacing some trees lost.
- g. Publicity – K. Roeder
 - i. K. Roeder and M. Yagel are working on the draft of the next newsletter.

9. Manager's Report – J. Davis

- a. Resale certificates were prepared for 528 and 608 Allenview Drive, and 2102 Beacon Circle.
- b. It was reported the Hertzler and Allenview street sign was knocked down. J. Davis emailed the administrative assistant at the Township, who notified Public Works. It may take some time to replace if a new sign needs to be ordered. There is also someone else doing the work because the person who normally takes care of the signs is out for an extended period of time.
- c. Comcast has repaired all damaged pedestals. They determined the line that was reported laying along the ground belongs to Verizon. ACC will look to see if they can determine which house the line goes to so a letter can be sent requesting the resident contact Verizon to have the line buried.
- d. It was reported to the Board that several bulk items were put out behind the larger townhomes. Most recently, a couch was placed out. J. Davis contacted Republic Services, who will be picking it up. It was thought to have possibly come from one home. J. Davis did reach out to the homeowner via email to ask that tenants notify the homeowner when several bulk items are being put out so that the homeowner can make the Board aware. The homeowner did agree to contact the tenants.
- e. 510 Allenview called about leaves that were in the grass common area. There are no more pickups scheduled for this year. J. McCabe stated there are some homes where the leaves do pile up. The Board is in agreement to have Shopes come out to remove leaves from specific areas. J. McCabe will compile a list for J. Burleson.

10. Meeting Adjourned: M. Kelly motions to adjourn the meeting, B. Thompson seconds, motion passes with all in favor. Meeting adjourned at 8:42 PM on December 17, 2019.

Next Meeting: January 28, 2020 at 6:30 PM in The Martin Conference Room at Messiah Village
Submitted by: J. Davis