

ALLENVIEW HOMEOWNERS

Board of Directors' Meeting

Tuesday, January 22, 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.
Gina DiStefano	2019	X	A	X	X	X	X	A	X	A	A	A
Bryan Simmons	2019	X	X	X	X	X	X	X	A	X	X	X
VACANT	2019					V	V	V	V	V	V	V
Gregory Bowden	2020	X	X	A	X	A	X	X	A	X	A	A
John Burleson	2020	X	X	X	X	X	X	X	X	X	X	X
Marie Yagel	2020	X	X	X	A	A	X	A	X	X	X	X
Meg Kelly	2021	X	X	X	X	X	X	X	A	X	X	A
Jill McCabe	2021	X	X	X	X	X	X	X	X	X	X	X
Bernadette Thompson	2021	X	X	A	A	X	A	X	X	X	X	X
Robert Grohman	2019	X	A	A	X							

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

Also in attendance: Steve 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:

Steve Kline, 846 Allenvue

Mr. Kline had received a letter about food waste by a tree near his home. He looked at the area after receiving the letter and saw peanut shells; he is allergic to peanuts and did not put the shells there. Mr. Kline noticed the shells were removed the next day. He commented on the amount of dog waste left throughout the neighborhood. B. Simmons stated the dog waste is an ongoing issue that is regulated by the Township and if someone is seen not cleaning up after their dog, they should be reported.

Mr. Kline stated he received a letter for an ACC request he submitted in the summer, but after not receiving approval he went ahead with the change. B. Thompson stated the envelope was postmarked December. J. Davis had the letter and envelope and verified that it was postmarked December 21, 2018.

Mr. Kline said the main reason he was before the Board was to address the visitor parking near his building where there are vehicles constantly parked. B. Simmons stated there are many blank spots throughout the neighborhood. After much discussion, it was decided in the spring that some of the blank spaces will be labeled for visitors and some will remain blank. This will allow for visitor parking and overflow areas as a compromise. J. Burleson stated there is not a perfect solution and the blank spaces would be on a first-come, first-serve basis.

Mr. Kline said there is an open trailer with a hitch in a numbered parking spot. J. McCabe cited the C&Rs, Article II, Section 2 (j), which states: . . . *No trailers, motor homes, tents, shacks, barns or boats, or any type of outbuilding, unless previously approved in writing by the Developer, shall be erected on any Lot, nor parked on a street in Allenvue.* A letter will be sent for the trailer to be removed.

Mr. Kline mentioned having to take his trash cans around to the front when the cul-de-sac behind him was closer. J. McCabe suggested he called Republic Services to see if his cans are marked, whether he would be able to put them out in the cul-de-sac.

Mr. Kline exited the meeting

3. M. Yagel motions to go into executive session to discuss legal matters, B. Thompson seconds, motion passes with all in favor.

J. McCabe motions to resume the regular meeting at 7:28 PM, J. Burleson seconds, motion passes with all in favor.

4. **Pool Committee Report** – J. Burleson on behalf of M. Kelly

- a. The committee met and is actively looking at several items, some of which are a matter of cost and will not all be done in one year.
 - i. Pavilion – The committee is actively looking to have a pavilion erected on a concrete slab with shade sails. Not having shade at the pool has been an ongoing concern.
 - ii. Salt water pool – The committee continues to look into the cost of converting the pool to salt water.
 - iii. Shrubs – Decorative, low-maintenance shrubs along the outside of the pool fence facing Allenvue Drive would provide some privacy and make it more attractive. J. Burleson spoke to Shopes about a proposal.
 - iv. Furniture – There will be more tables, chairs, and umbrellas purchased.
 - v. Facilities – There is a desire to maintain and update the facilities. Each bathroom has a shower and there was discussion to put one common shower outside and place diaper changing stations in each bathroom.
- b. Swim at your own risk is something the committee is in favor of. The idea would be that there is an attendant on duty at all times, with a staff of 6-8 individuals who rotate shifts. The shifts would start 30 minutes prior to opening and end 30 minutes after closing. This would eliminate staffing issues and cut costs. The expectations would need to be managed of what the employee is expected to do for the job.
- c. The Board discussed the idea of opening the pool earlier in the morning. J. Burleson will take this idea back to the committee. There was also discussion about better communication regarding pool parties and the logistics of parties (needing pool monitors, cost, etc.).
- d. B. Simmons did say there will be cameras in the pool area.

5. **Approval of minutes from the December meeting:** Motion to approve the minutes by B. Thompson, J. McCabe seconds, motion passes with all in favor.

6. **President's Report** – none

7. **Treasurer's Report** – J. Burleson

- a. The account has been opened at Members 1st and the accounts at BB&T are in the process of being closed down.
- b. The finances look healthy from a cash perspective. J. Burleson will be meeting with J. Davis and Lois to discuss how to best address delinquent accounts sufficiently. There would need to be a form letter created that is sent out at 90-days overdue and J. Davis would monitor the response.

8. **Committee Reports**

- a. Architectural Control – B. Thompson
 - i. A request was submitted by 758 Allenvue for a like-kind front door of the same color and a rear sliding door with grids. The ACC approved the request.
 - ii. A request was submitted by 816 Allenvue for work being done on the home, which will involve the removal and replacement of the patio door and the removal and replacement of a concrete step. The Board approved the request.
 - iii. A request was submitted by 942 Allenvue for a front door and a storm door. J. Burleson motions to approve the request, M. Yagel seconds, motion passes with all in favor.

- b. Recreation – G. DiStefano
 - i. Information regarding Senators games was shared with J. Davis to file for the next recreation committee chairperson.
 - ii. J. Burleson likes the idea of a spring party instead of a fall party and would like to see the next chairperson take that on.
- c. Nominating – G. Bowden
 - i. There are three candidates running for the three open board seats. The election and annual meeting information will be mailed on January 30th by Konhaus. Proxy cards and ballots will be due back by February 13th.
- d. Audit – M. Yagel
 - i. J. Burleson will be meeting with the auditors on Friday, 1/25/19.
- e. Budget – J. Burleson
 - i. In looking at the budget, overall it was a fiscally responsible operation throughout the year. Snow costs cannot be anticipated. The 2019 budget will include more money for concrete repair.
- f. Maintenance – B. Simmons
 - i. Snow removal – J. Burleson
 - 1) Two homeowners emailed with concern about icy conditions in the townhome areas after the first storm.
 - 2) One homeowner emailed with concern after the second storm about snow being piled on a drain. The Township also covers the drains so there is no run-off. J. Burleson talked with Shopes. There are few places to place snow and Shopes does the best they can. In the past, Shopes has had to haul snow out of the neighborhood during a large snowstorm.
 - 3) J. Burleson had spoken with Dan Shope before the larger storm. He feels Shopes made the right call with the shoveling in order to eliminate ice concerns. The cost of shoveling is \$40 per hour for each person shoveling. Past practice has been to only shovel with accumulation of 3” or more. There was discussion about continuing to shovel Allenview Drive sidewalks, especially where no sun hits the sidewalk. The Board agreed that it is important to be compliant with the Township and to look at the forecast to help determine the course of action. The impending freeze with lower temperatures helps to make the decision to shovel so that sidewalks are safe.
 - 4) M. Yagel said any impending storms should warrant a statement on the website as was done with the last storm. It provides peace of mind and shows the Board is giving forethought in dealing with the storm. J. Davis will find out the cost to update the website each time with a blurb for the News/Alerts section.
 - 5) J. Burleson reached out to a company in Carlisle to get a quote for lawncare. Shopes will submit quotes. J. Burleson will reach out to others in the hopes of getting 3-5 proposals.
 - 6) B. Simmons received a quote from Cumberland Valley Tree Service, but needs clarification on it and would prefer to do a walk-through with someone to make sure all needs are included in the bid.
- g. Publicity – M. Kelly
 - i. There was discussion about putting ads in the Allen Views with a disclaimer to note that the Board does not endorse/recommend the business. J. Davis will check with the attorney. The money from the ads would be put into a miscellaneous fund.

9. Manager’s Report – J. Davis

- a. There was discussion on revising the resale certificate to include the resale certificate fee, which is currently placed on a separate invoice. B. Thompson suggested reaching out to the Realtor’s Association for some information and guidance.
- b. Resale certificates were prepared for 610 and 804 Allenview.

- c. The new homeowner for 758 Allenview Drive paid the resale certificate fee that was owed.
- d. The Board would like to increase the initiation fee from \$150 to \$200 since the fee has remained the same for many years. J. Davis will check with the attorney about increasing the fee. The Board is in agreement that if the attorney approves, the fee should be changed.
- e. A homeowner reported smelling marijuana from a neighbor's home and they were told to contact the Upper Allen Police.
- f. A homeowner asked if Pennsylvania Gas and Electric were given permission to go door-to-door. Upper Allen Township issues permits for door-to-door sales and if someone cannot show a permit upon request, the police should be contacted. The HOA does not have any rules about door-to-door sales.
- g. Two homeowners had emailed about repairs needed on their homes. The Board provided clarification that although the HOA does pay for minor roof repairs and painting of window frames and shutters out of convenience, and to maintain consistency, the exterior repairs and upkeep of individual townhouses is the responsibility of the individual homeowners. The Allenview neighborhood consists of townhouses where the exterior of each unit, the footprint of the home, and a small area of lot is owned by the individual homeowners. Condominium form of ownership is where the owner owns the interior space within the four walls of the unit and the exteriors are owned by all homeowners.
- h. A request was received from a homeowner to have the HOA install and supply pet waste dispensers in the coming areas near the park. B. Simmons stated the dispensers with bags are \$300 each and then there is the issue of someone refilling it and paying for more supplies. J. McCabe stated that the issue is not that people don't have bags, but that they do not want to pick up after their dog.
- i. The annual meeting location, time, and date were confirmed with Messiah.

10. Other Business:

- a. M. Kelly had emailed the Board about using DNA testing on dogs to curb the continuing problem of owners not cleaning up after their dog. This is something used by other HOAs. After discussion, the Board determined it was not feasible for the neighborhood.

11. Meeting Adjourned: J. Burluson motions to adjourn the meeting, M. Yagel seconds, motion passes with all in favor. Meeting adjourned at 9:06 PM on January 22, 2019.

Next Meeting: February 19, 2019 Annual Meeting at 7:00 PM in the Community Room, Messiah Village

Submitted by: J. Davis