

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, June 25, 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							
John Burleson	2020	X	X	X	X							
Marie Yagel	2020	X	X	X	X							
Meg Kelly	2021	X	X	X	X							
Jill McCabe	2021	X	X	A	X							
Bernadette Thompson	2021	X	X	X	X							
Kerri Roeder	2022	X	X	A	X							
Bryan Simmons	2022	X	X	X	X							
Vivian Williams	2022	X	X	A	X							

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

Also in attendance: Nancy Owings, resident, Beth Leslie, homeowner, and Joann Davis, administrative manager

1. Call to order: Meeting called to order by B. Simmons at 6:27 PM.

2. Homeowner concerns:

Nancy Owings, 544 Allenview Drive

Ms. Owings is in attendance to request that her child be able to use the adult pool after receiving medical care. A letter was provided to the Board of Directors from a doctor. Ms. Owings is understanding of past concerns and is confident there are no longer any issues of concern.

Ms. Owings exited the meeting.

Beth Leslie, 760 Allenview

Ms. Leslie is in attendance to address some concerns and to find out if her ACC request has been approved. Ms. Leslie saw a comment in the April meeting minutes about mailbox doors that blow open and felt the concern was not addressed. She has found mail in her yard due to mailboxes blowing open. There are a handful of mailboxes that tend to repeatedly blow open and should probably be replaced. B. Simmons stated that when the handyman removes mailboxes to repaint the posts, he can check to see that they are latching correctly and if not, replace the box.

Regarding the tree replacement, are single family homes also required to replace large trees when removed? Ms. Leslie noted there are at least two that have been removed and replaced. M. Yagel stated that a neighbor recently had a large tree removed and they did replace it. The Board has been requiring trees to be replaced when removed.

Ms. Leslie thanked J. Burleson for talking with her and coming out to look at her grass to address her concerns. However, the mowers have not changed their patterns. J. Burleson asked that the hand mowing be extended into the area of concern. Ms. Leslie said it was only done once. J. Burleson asked that Ms. Leslie continue to communicate so he can deal with Shopes. He will contact Shopes since it continues to be a problem and they are not using the hand mower as agreed.

3. Pool Manager and Committee Report – M. Kelly

- a. There have been 185 pool cards given out. M. Kelly got a price from Konhaus to print 50 more, but it was almost the same cost as the original 210 that were printed, so she purchased cardstock and will print the cards herself. There was discussion on using laminated cards rather than printing new cards each year. There was also discussion about moving to fobs in the future. It is something that will need further discussion for future consideration.
- b. There has been someone giving lessons in the pool. M. Kelly will speak to the person to make the person aware the insurance company does not allow for lessons. Pool Monitors are aware of this policy and if they see anything it will be reported to M. Kelly.
- c. There was discussion about children throwing toys in the pool and whether pool monitors are expected to clean up. M. Kelly stated most parents will have their children clean up when they are getting out of the pool.
- d. More lounge chairs are needed, but the ones ordered are currently on backorder. When available, four more will be purchased.

4. Approval of minutes from the May meeting: Motion to approve the minutes by M. Kelly, K. Roeder seconds, motion passes with all in favor.

5. President's Report – B. Simmons

- a. Judgment from the hearing was in favor of the HOA in the amount of \$4,523.49. This includes money owed, interest, and fees.

6. Treasurer's Report – J. Burseson

- a. The financial statement was reviewed. The bank account has a healthy balance relative to a year ago. The attorney has helped bring the outstanding amount down to \$33,000 from \$52,000 a year ago. The total equity is up to about \$76,000. We will be getting into a period of bigger expenses and expenditures with the maintenance projects coming up.

7. Committee Reports

- a. Architectural Control – B. Thompson
 - i. ACC requests
 - 1) A request for a storm door and painting of the trim was submitted by 770 Allenvue. ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
 - 2) A request was submitted by 2107 Beacon Circle for a treated cedar swing set to place among backyard trees. ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
 - 3) A request was submitted by 760 Allenvue to replace existing French doors with a sliding door on the back deck. ACC recommends approval, G. Bowden seconds, motion passes with all in favor.
 - 4) A request was submitted by 811 Allenvue for the removal of all shrubs in the front, side, and back. Grass would be planted and at the front the shrubs would be replaced with planters. After discussion, ACC motions that a letter be sent approving the request in part stating the shrubs behind the fence may be removed and replaced with grass, but the arborvitae and front shrubs may be removed only with the approval of replacement shrubs and noting the siding of the home may need to be power washed after the arborvitae are removed, M. Yagel seconds, motion passes with all in favor.
 - 5) A request was submitted by 2111 Beacon Circle. The tenant added wooden lattice around base of porch without the homeowner knowing. The homeowner addressed this with the tenant explaining that exterior changes cannot be done without prior approval. The homeowner wants to keep lattice, but replace the existing wood lattice

with vinyl lattice. The ACC felt the lattice should be removed and replaced with a wooden privacy fence or tall shrubs. The Board determined the lattice was okay where it was being used, but it cannot be used as a fence or railing on a deck. Lattice is only allowed on a case-by-case basis. The Board expressed concern with using vinyl instead of wood. J. McCabe motions to not approve the request for vinyl, but send a letter stating the wood lattice may remain if painted white, G. Bowden seconds, motion passes with all in favor.

- 6) A request for a window replacement had previously been received from 458 Allenvue, but the ACC required more information. The homeowners submitted the needed information for the identical replacement, which the ACC approved.

ii. ACC concerns

- 1) In response to a complaint received, a letter was sent to 752 Allenvue requesting items stored on the patio not being used on a regular basis outside be removed from the patio and properly stored out of sight. The homeowners responded immediately to explain that both homeowners had to remove items from their offices due to expired leases and the patio was temporary storage. The intent was to remove all items from the patio once a new office space was available, which has been done.
- 2) A letter will be sent to 906 Allenvue for a screen door which was replaced but not painted.
- 3) A resident emailed with concern about the exterior of 619, but ACC did not find anything to be out of compliance.
- 4) A resident emailed with concern about the exterior of 627 Allenvue. There are weeds and shrubs that need to be addressed at the front and side of the property. A letter will be sent.
- 5) A letter will be sent to 501 Allenvue for a moped being stored on the porch.
- 6) There is a pitching bounce back being stored in the driveway of 550 Allenvue. A letter will be sent.
- 7) There is a vegetable garden in the mulch area at the front of 740 Allenvue. A letter will be sent.

iii. Other

- 1) There was discussion about including something in the updated C&Rs about repeat offenders. The fine policy may need to be revised to include that. J. McCabe will discuss this at an upcoming meeting with the attorney.
- 2) There is a current policy that was approved not allowing window fans or air conditioners. The board is in agreement the policy stands. Window air conditioners are allowed for medical necessity with a doctor's note provided to the Board stating it is required due to a medical condition. There is one resident who currently has permission to have a window air conditioner. After discussion, M. Yagel motions that in 2020 air conditioner window units are only allowed if they are flat within a window frame, M. Kelly seconds, motion passes with K. Roeder opposed. The board will give notice to the resident currently using a window unit that there will be a change in the type of window unit allowed.
- 3) A homeowner asked about criteria the ACC uses to evaluate requests. The ACC reviews requests in terms of harmony of external design and location in relation to surrounding structures and topography. There are window and door policies on the website. The ACC uses Article VII, Section 1 of the C&Rs to help guide them. The ACC will reach out to homeowners if there are any questions after reviewing requests. The ACC then takes their recommendation to the Board for final approval. The homeowner asked about attending the ACC meeting. The ACC meetings are for committee members only. Homeowners are welcome to attend Board meetings.

- 4) J. McCabe met with the attorney regarding updated C&Rs. There was discussion on flags and allowing one ornamental flag per home. J. McCabe will provide the dimensions to the attorney. American flags on a pole will be allowed.
 - 5) A reminder will be placed in the newsletter about keeping the common areas free from toys. ACC will also include general reminders to keep properties cleaned up and that committee members will be walking the neighborhood.
- b. Recreation – T. Connolly
 - i. The final cost of the summer party was \$667.08. A friendly note from a homeowner was received and shared with T. Connolly to express appreciation for the party and give a suggestion of a Texas BBQ in the future.
 - c. Nominating – no report
 - d. Audit – no report
 - e. Budget – no report
 - f. Maintenance – B. Simmons
 - i. There is an area of the white vinyl fence in front of 916 that pulled out and needs to be fixed. J. Davis will notify the handyman.
 - ii. There is a three-year plan for the parking lots with almost all of them being resealed this year. Each area will have some marked visitor spots and some left unmarked for overflow parking. There was a plan worked out with logic behind the determination as to what was marked and unmarked in each area. A diagram will be shared with the Board.
 - iii. The sinkhole work will be done soon. B. Simmons will notify J. Davis when work is to start so that residents can be notified.
 - iv. B. Thompson noted that neighbors have mentioned seeing Shopes in Winding Hills and that Winding Hills looks nicer. J. Burluson confirmed that Shopes does work in Winding Hills, but that Winding Hills uses multiple providers. There was discussion on weeding that needs to be done in Allenvue as well as the islands that are overgrown and unattractive. J. McCabe suggested turning the islands to just grass so they can be mowed.
 - v. The lock has been placed on the tennis courts and the form is available on the website to complete and obtain the combination.
 - vi. M. Yagel will be sending the Board the draft of the tree survey that will be going out in the newsletter for review.
 - vii. It was reported that the white fence near 712 Allenvue is broken. The end post needs to be replaced as well as a post top. It is on the list for the handyman to repair.
 - viii. There was a tree removed by Shopes on common property by mistake. It was a tree that was previously look at because of the roots, but it was decided not to do anything. Shopes will not be billing the HOA for any costs related to the removal of the tree, stump, and roots or for the cost to return the ground to grass. Another tree will not be planted because the shade from nearby trees would inhibit any growth. K. Roeder mentioned the roots from that tree are still in the woods after Shopes was asked to remove them and dispose of them properly.
 - ix. A homeowner emailed to ask why there are no handicap access ramps to the sidewalks beginning at the townhomes on Allenvue Drive. The quote previously received for ramps was \$2,500/ramp. J. Burluson recommends identifying the number needed to complete, discuss the cost, and consider putting it in the annual budget at a level the HOA can afford each year. It would be a long-term plan subject to change, but allow for a goal to be set.
 - x. A letter was sent to the 900-914 building to inform them of common property work that will be done behind the building. The work is weather dependent and a period of dry weather is needed to begin, so a specific start date is not set. PA One Call has been out to mark the ground with paint, noting the electrical lines. The work done by the contractor is to resolve grading issues with the land and to redirect surface stormwater runoff. Residents were asked to remove all items from the backyards and keep the area clear while work is being done. They were also asked to refrain from interfering with any work being done.

- xi. A homeowner in the 700s emailed about grass not being cut in the front of the homes for four weeks. Grass seed was put down with straw, but the grass had grown and needed to be cut.
- xii. A couple of areas had requested more mulch, which J. Burleson arranged with Shopes to have delivered as needed. By mid-June, the mulch orders were exhausted and no further mulch would be ordered. Some areas received multiple deliveries and some areas still had some piles remaining. All mulch will be removed at the end of June.
- xiii. 813 and 815 continue to have concerns about the erosion of the soil at the front of the homes near the sidewalk as well as the lack of grass and puddling after each rain storm. The trees in the front are also in need of trimming. J. Burleson and B. Simmons talked with one of the homeowners about a survey that will be coming out regarding the trees in front of the homes. That will give the homeowners an opportunity to express their thoughts regarding the possible removal and replacement of trees.
- xiv. A letter will go out to notify the townhome residents who will be having concrete sections of their driveway replaced. It will be a 10-14-day cure and they will not be able to drive on it. There will also be portions of the sidewalk replaced.
- xv. There was some vandalism to the tennis court over the winter resulting in the middle net posts being pulled up. In 2014, Parvin did work for about \$14,000 on the courts. J. Burleson met with Breneman, who is the same company that recently did the courts at Mechanicsburg Area Senior High. There are over 800 feet of cracks going through the two courts. The cost to do patching and prevent the current cracks from getting worse is \$4,100. In order to fix the current problem and do a restoration it would be \$28,500, but it is possible new cracks could form. Breneman's suggestion was to completely redo the courts because something is going underneath to cause the cracking. It is not something they do and another company would have to put in the new courts. It's estimated that it would run about \$100,000 to completely redo the courts. After discussion it was decided to postpone further discussion until the fall. Ms. Leslie did suggest if the courts were to be redone to put in a pickleball court on one side because it is a popular sport and then leave the other side for tennis.
- g. Publicity – K. Roeder
 - i. A draft of the summer newsletter was shared with the Board. K. Roeder and M. Yagel are open to any suggestions about articles. They would like to send it out in July.
 - ii. The advertisements are not going to work out due to lack of interest and the amount of time needed to solicit from businesses.

8. Manager's Report – J. Davis

- a. A resale certificate was prepared for 604 Allenview Drive.
- b. J. Davis continues working with the accountant to notify homeowners who have dues outstanding. Several homeowners have responded by sending in payment in full.
- c. Another letter was sent to 906 Allenview for not cleaning up dog waste after Shope's reached out because the crew was having difficulty maintaining the property, particularly in the front. A copy of the letter also went to the homeowner and to the Upper Allen Township Police.
- d. A realtor reached out to ask about putting flyers in doors. He was sent the link to the Upper Allen Township page with information regarding permits for soliciting. The realtor was told that residents do not appreciate flyers left in doors and the preference would be to have a container on the sale sign with information.
- e. A homeowner expressed concern with a new homeowner who was using unmarked parking for an additional vehicle. The new homeowner was emailed and it was explained that the unmarked parking spaces are overflow and available on a first come basis, but not intended for consecutive days and storage of extra vehicles. The new homeowner was apologetic and stated the vehicle would be moved to Allenview Drive. The area where the homeowner is only has unmarked parking spaces. Once the lots are redone with a mix of marked visitor spaces and unmarked overflow parking, it should help to alleviate some of the parking problems that have been occurring.

- f. A homeowner expressed concern with the renter who was using visitor parking for storing a vehicle and for leaving a dog tied up in the back, resulting in holes being dug on common property and dog waste being left. The homeowner of 740 was contacted and in turn, immediately addressed the issues with the renter. The issues have been resolved.

9. C&Rs Update – J. McCabe

- a. J. McCabe will be meeting with the attorney in July and hopes to have a draft of the revised C&Rs to present to members in the fall.
- b. There needs to be a decision made on what is covered in the townhouses by the HOA and what is homeowner responsibility. There was discussion on downspouts and in particular, shared downspouts.
- c. The Board discussed needing to add something to the C&Rs about making exterior repairs within a certain amount of time.
- d. J. Davis will work with J. McCabe on signs reflecting the parking and snow/ice policy to take to the attorney.

10. Meeting Adjourned: J. Burleson motions to adjourn the meeting and enter into executive session to discuss legal matters, M. Kelly seconds, motion passes with all in favor. Meeting adjourned at 8:45 PM on May 28, 2019.

Ms. Leslie exited the meeting.

Next Meeting: July 23, 2019 at 6:30 PM in The Martin Conference Room at Messiah Village

Submitted by: J. Davis