

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, March 26, 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										
John Burleson	2020	X										
Marie Yagel	2020	X										
Meg Kelly	2021	X										
Jill McCabe	2021	X										
Bernadette Thompson	2021	X										
Kerri Roeder	2022	X										
Bryan Simmons	2022	X										
Vivian Williams	2022	X										

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

Also in attendance: Jack Rieman, homeowner and Joann Davis, administrative manager

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

2. Homeowner concerns:

Jack Rieman, 314 Wister Circle

Mr. Rieman and his wife have lived in the neighborhood since 1989. Many homes in the development were built between 1978 and 1985. In at least six homes on Wister Circle, they have a Federal Pacific breaker board. It is a fire hazard and it has been documented. A friend's mom living in Mechanicsburg recently experienced failure of the circuit breaker. You can search online to find information. Mr. Rieman provided the President and Administrative Manager a packet of information. It is costly to replace, from about \$1500-\$2500.

B. Thompson stated she had been a real estate agent and it was public knowledge. She said if you were selling your house, you had to replace it. K. Roeder, who works for an insurance company, stated insurance companies won't provide coverage with that particular brand. If anyone were to move and had that in their home, it would need to be changed.

Mr. Rieman thanked the Board for their time and service. The Board expressed appreciate to Mr. Rieman for attending the meeting.

Mr. Rieman exited the meeting

3. Pool Manager and Committee Report – M. Kelly

- a. J. Davis checked with the insurance company regarding swimming lessons. In order to keep the policy with Nationwide, Allenview could not allow the pool to be used by anyone not living in the community (outside of visitors of residents). Allenview cannot allow any for profit business to operate at the pool, which would include using the facility for paid lessons. Nationwide's underwriting assumes its being used by the residents of Allenview for leisure and not in any other capacity. If Allenview would want to allow other members of the public to swim in Allenview, have lessons, or any other business, another policy would need to be obtained with the Swimming Pool on a separate policy. The cost would be about \$1,000-\$1,500 annually. The Board is in agreement that no lessons will be held.
- b. J. Burleson, L. Caffarella, T. Connolly, and R. Collier have been working with M. Kelly on the pool committee. The committee sought a bid to change the pool over to salt water. The pipes cannot handle

the change and the pool would have to be completely redone. Therefore, the pool will not be changed to salt water at this time.

- c. Several purchases need to be made such as umbrellas and tables. B. Simmons stated that there is budgeted money that can be used to make purchases. The budgeted money can also be used for maintenance such as power washing of the bathrooms and application of anti-skid paint to the floor.
- d. J. Burluson will be meeting with the person who is removing the soda machine.
- e. M. Kelly provided a quote from Goodall for chemicals and testing, but needs to get additional information to compare to using Aqua Specialists.
- f. The water is scheduled to be turned on April 22. There are smaller pipes that need to be repaired before the water is turned on. M. Kelly will be contacting a plumber.
- g. The pool will be a "Swim at Your Own Risk" this year. Rather than lifeguards, there will be pool monitors. There was discussion about having anywhere from 7-14 monitors. More monitors would allow for coverage of vacations. Only one monitor would be scheduled at a time for a five hour period. There was discussion about extending the pool hours so that it opened earlier. J. Burluson will look at the possible maximum hours and how that will fall within the budget. There was discussion on the age of the pool monitors and that there should be a requirement of 18 and over. J. Davis will check with the attorney to see if it is okay for the HOA to have that restriction.
- h. The Board decided that the age someone needs to be accompanied by an adult needs to be increased from 8 to 12.
- i. Due to the changes that will be taking place, new signs will need to be ordered to have on display at the pool.
- j. The Board discussed the use of pool cards and having monitors be more diligent in checking them. With each card, you currently get 10 guests visits with 6 people each time. The Board is in favor of lowering that. Once the guest limit has been reached, guests must pay \$1. Rather than collecting money at the pool, the committee felt it can be tracked and then the homeowner would be billed at the end of the season. M. Yagel suggested if they do not pay, they do not get their pool card the following season until paid.
- k. J. McCabe suggested the idea of having a roster with registration information at the pool. There should also be an emergency number listed for each family. The ages of the children registered will also be listed.
- l. J. Burluson recommends not issuing cards to delinquent homeowners. Guidelines can be established and a form letter created to send to someone who submits the form for a pool card, but is delinquent on dues. J. Davis will check with the attorney on this process.
- m. M. Kelly is going to check with someone she knows who was going to get certified to do pool chemicals to see if that person would be interested in being an on-site contact to handle chemicals.
- n. The pool will be opened Memorial Day weekend and then full time once school lets out. The last day of school is Friday, June 7.
- o. With the changes, M. Kelly will work on revising the pool documents that need to be printed by Konhaus.
- p. The price for shade sails is \$500 each. The Board feels that the pavilion and shade should be the priority this year and landscaping around the pool will be put on hold for another time.
- q. The committee only has a quote from S. Paterson for the pavilion. Goodalls will only do a quote for residential pavilions and the size of the Allenvue pool makes it commercial.
- r. T. Connolly will be planning a grand reopening the first weekend in June to show everyone the changes that have been implemented.
- s. The monitors will be required to get clearances and pay for them. Once they work a full season, they will be reimbursed for the cost of the clearances.

M. Kelly exited the meeting.

- t. There was discussion on the amount of the pool manager's salary. Last year, it was \$4,290. This year, M. Kelly has agreed if she is hired again as pool manager, she would work one 5-hour shift per weekend as part of her job requirements and salary. If she is unable to work a weekend, she would make that shift up. There was also discussion on the expectations of the pool manager and job requirements. J. Burleson recommended increasing the pool manager salary to \$4500, which includes the addition of the required 5-hour shift per week.

J. McCabe motions to hire M. Kelly as the pool manager for the 2019 pool season, G. Bowden seconds, motion passes with all in favor.

J. McCabe motions to increase the pool manager salary to \$4500 to include one weekly 5-hour shift, G. Bowden seconds, motion passes with all in favor.

M. Kelly returned to the meeting.

B. Simmons shared with M. Kelly the motions that were made.

4. Officer Elections

- a. J. McCabe motions to elect B. Simmons as President, M. Yagel seconds, motion passes with all in favor.
- b. M. Kelly motions to elect M. Yagel as Vice President, J. Burleson seconds, motion passes with all in favor.
- c. M. Kelly motions to elect K. Roeder as secretary, M. Yagel seconds, motion passes with all in favor. K. Roeder delegates her duties to J. Davis as Administrative Manager.
- d. J. McCabe nominates J. Burleson as Treasurer, M. Yagel seconds, motion passes with all in favor.

5. Committee Chair Appointments

- a. J. Burleson motions to elect B. Thompson as the Architectural Control Committee chairperson, J. McCabe seconds, motion passes with all in favor. B. Thompson motions to elect the following people to the committee: Vivian Williams, Kerri Roeder, Jill McCabe, Jennifer Burke, Lori Caffarella, and Susan Herman. Meg seconds the motion, which passes with all in favor.
- b. The board will hold off on electing a Recreation Committee chairperson. B. Simmons and M. Kelly will speak to some people who may be interested.
- c. M. Kelly motions to elect G. Bowden as the Nominating Committee chairperson, M. Yagel seconds, motion passes with all in favor. G. Bowden motions to elect M. Yagel and J. McCabe to the committee, K. Roeder seconds, motion passes with all in favor.
- d. M. Kelly motions to elect M. Yagel as the Audit Committee chairperson, J. McCabe seconds, motion passes with all in favor. M. Yagel motions to elect J. Burleson to the committee, G. Bowden seconds, motion passes with all in favor.
- e. M. Kelly motions to elect J. Burleson as the Budget Committee chairperson, M. Yagel seconds, motion passes with all in favor. J. Burleson motions to elect M. Yagel and B. Simmons to the committee, M. Kelly seconds, motion passes with all in favor.
- f. M. Kelly motions to elect B. Simmons as the Maintenance Committee chairperson, J. Burleson seconds, motion passes with all in favor. B. Simmons motions to elect J. Burleson to the committee, J. McCabe seconds, motion passes with all in favor.
- g. J. McCabe motions to elect K. Roeder as the Publicity Committee chairperson, G. Bowden seconds, motion passes with all in favor. K. Roeder motions to elect M. Yagel to the committee, M. Kelly seconds, motion passes with all in favor.

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

7. President's Report – B. Simmons

- a. The attorney continues to work on collecting outstanding dues. He is working with some homeowners to set up payment plans. He is also working with Attorney Sobel to collect on properties in bankruptcy.

8. Treasurer's Report – J. Burleson

- a. The February financial statement was reviewed. The financial position is stronger than a year ago and is in good shape. We will continue to be more active going after delinquent dues.

9. Committee Reports

a. Architectural Control – B. Thompson

- i. No requests were submitted.

ii. ACC concerns

- 1) A letter was sent to 836 Allenvue regarding a trailer that was parked in the parking lot area. The trailer was removed.
- 2) A letter was sent to the 800 evens about food waste being thrown on common property, which is a violation of the C&Rs.
- 3) Letters were sent to the renters and homeowners of 900 and 906 in response to complaints received that the renters are not cleaning up after their dogs.

iii. Replacement of rear townhome fences

- 1) The 711-719 building is working to get bids.
- 2) The committee discussed fence replacements at their meeting. Each member will be looking at an area and bringing to the next committee meeting pictures and thoughts on what might need to be replaced. The committee feels the current process, which is similar to the roof replacement process, should continue. There is concern about trying to find contractors. ACC will also look at buildings where only some fences might need replaced and not all. ACC feels privacy fences should also be done with the same process.

b. Recreation – no report

c. Nominating – G. Bowden

- i. Greg extended another welcome to the newest members of the board.

d. Audit – J. Burleson

- i. The draft audit was sent to the Board for review. The cost of the audit was \$5,000. The accountant was engaged with the auditors and did a tremendous amount of work. J. Burleson was pleased with the work done by the auditors. This audit was for 2017 and the next will be for 2018. A request was made to have it completed by October. The cost will increase to \$5,200. The auditors were satisfied with the controls the HOA has in place. Since no one person really handles the money other than the accountant, there is limited opportunity for fraudulent activities. No irregularities were noted and only minor adjustments were made, which the auditors worked on with the accountant.
- ii. J. McCabe asked a question regarding the information in the report regarding a "unanimous" vote needed by unite owners to dispose of common real property. The Board feels it should be a 2/3 vote of owners. J. Burleson will get clarification on this. J. McCabe motions to approve the audit report with the proposed change, V. Williams seconds, motion passes with all in favor.

e. Budget – no report

f. Maintenance – B. Simmons

- i. A letter was received from 564 Allenvue regarding maintenance and repairs needed to her driveway, as well as neighboring driveways. J. McCabe explained that there are driveways that have concrete pads and metal spaces, which have eroded over time. There has been past debate about who is responsible for the driveways. J. McCabe's feeling is that it is a designated parking space, per the C&Rs, and therefore it is the responsibility of the HOA. There has been different interpretation over the years as to what it means to maintain the driveways.

J. McCabe motions the driveways of the 450-470 and 525-568 evens are the responsibility of the HOA to maintain, G. Bowden seconds, motion passes with all in favor.

J. Davis will send a letter to 564 Allenvue stating the Board will have contractors assess the driveways to determine how to proceed.

- ii. A letter was sent to 400 Allenvue about a fallen tree limb on the property needing to be removed. The homeowners have not responded. They were given until the end of March to remove it. J. McCabe will look at the property to check on the status.
 - iii. 816 reported having a dead tree in the front yard. B. Simmons looked at it and confirmed it is dead, but sturdy. J. Burleson will reach out to Shopes about having it removed.
 - iv. J. Burleson met with Shopes and discussed mulch delivery. In particular, the placement, volume, and removal were discussed. A homeowner had called asking if a date of delivery had been set. The Board has agreed that the mulch should be delivered the week of April 29th and then anything remaining after June 30th will be removed. That information will be communicated in the newsletter.
 - v. J. Burleson contacted Shopes about replacing the curbing that was moved from snow removal. V. Williams expressed concern about children playing with the broken curbing. B. Simmons stated it is expensive to replace, but the board knows it is an ongoing concern.
 - vi. A homeowner of an end unit townhouse emailed to request that the leaves on common property behind his home and the neighboring home are removed during spring cleanup. The homeowner stated the leaves are left from the fall and pile up. The homeowner rakes and bags the leaves, then hauls them out in a trailer.
 - vii. B. Simmons will have contractor look at stormwater management area mentioned in the Yingst report.
 - viii. J. Burleson is meeting with Four Seasons regarding a lawncare bid. He's also waiting to hear back from Souders. Shopes is willing to keep the price the same as it has been for the past ten years. J. Burleson is only focused on lawncare bids, but will then look into snow removal bids. Shopes has agreed to use push mowers in the areas where weed whacking has been an issue. Shopes did say the mature trees providing a large amount of shade causes a problem with getting grass to grow.
 - ix. K. Roeder stated there is an area of common property behind her home at 746 where there is an old tree with roots and the ground is being washed away from runoff. J. Burleson will take a look at the area because it may need topsoil.
 - x. B. Simmons is still planning to meet with Fenton Lemmon about painting.
- g. Publicity
- i. The attorney stated it is okay to solicit advertisers for the newsletter and a disclaimer is a good idea.

10. Manager's Report – J. Davis

- a. A resale certificate was prepared for 820 Allenvue Drive. The initiation fee was increased to \$200, which the board had agreed to do as long as the attorney agreed it was okay. The attorney stated there is nothing in the HOA documents to limit what can be charged. He recommends increasing to \$200 for 2019, to \$225 for 2020, and then \$250 for 2021. The amount of \$250 is more standard, but the attorney has seen initiation fees as high as \$500, with the average being \$300.
- b. There was one complaint made about the due date for the March/April/May coupon being changed from April 1 to March 1. The change was made to be consistent with when dues are owed (March 1, June 1, September 1, December 1). The April 1 date had been done in the past as a courtesy to allow time for printing and mailing of coupon booklets. This year, booklets were printed and mailed earlier so the extension was not needed.

- c. A homeowner on Beacon circle had asked about surveying being done behind the homes. St. Elizabeth Ann Seton is doing the surveying and mailed the homeowners surrounding the parish grounds to inform them.
- d. There had been a question about the speed limit in Allenvue and concern about vehicles speeding through the development. J. Davis reached out to Chief James Adams of Upper Allen Township Police and he provided information regarding signs and speed bumps. If there are no signs, the speed limit by default is 25 MPH. Signs are not placed in developments by the Township due to the volume needed and they are not required. Signs in developments are typically paid for by an HOA or private citizen. The Township does not use speed bumps because of the damage to vehicles, snow plows tearing them up, and studies showing speeds slow only at the site of the speed bump and then increase between speed bumps. The Upper Allen Police will put Allenvue on their list of areas to have a traffic counters set up to see what actual speeds are in the neighborhood and when there is a higher incident of speeding.
- e. A vehicle belonging to the former owner of 610 Allenvue was reported to still be located in visitor parking after the house sold (the homeowner had passed away). The family was working to have the car removed. The car would not start and the title was an issue. The family's goal is to have the car towed and donated. The Board allowed 30 days to have the car removed and then an extension when the family reached out and said the tow company needed extra time due to the snow impacting the towing company's schedule. The Board allowed for the additional time to have the vehicle removed.
- f. There was an inquiry about dance lessons being taught outside on common property (possibly on the basketball court). The insurance company stated that anyone providing lessons or coaching would need to show: Proof of Liability insurance with limits of at least \$1 million per occurrence/\$2 million annually, Allenvue needs to be listed as an Additional Insured on that person or company's policy, and it needs to include "Waiver of Subrogation."
- g. The accountant continues to work with the attorney's office on collecting large amounts due. As the accountant posts payments, she emails J. Davis with any accounts that still have a balance due. J. Davis then contacts the homeowner, typically by email, with a statement provided by the accountant. One homeowner expressed concern with just being notified about a December 2017 payment that was missed. J. Davis shared that with the accountant and she said that she will be more vigilant about sending statements going forward.

11. Other Business:

- a. M. Yagel expressed concern about the large gap of time between the January and March board meetings. There is an annual meeting in February, but no board meeting. The board is in agreement with the concerns and receptive to the idea of holding a regular meeting one week after the annual meeting.

12. Meeting Adjourned: J. Burlison motions to adjourn the meeting and enter into executive session to discuss legal matters, M. Yagel seconds, motion passes with all in favor. Meeting adjourned at 9:22 PM on March 26, 2019.

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

Submitted by: J. Davis