

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, May 28, 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								
John Burleson	2020	X	X	X								
Marie Yagel	2020	X	X	X								
Meg Kelly	2021	X	X	X								
Jill McCabe	2021	X	X	A								
Bernadette Thompson	2021	X	X	X								
Kerri Roeder	2022	X	X	A								
Bryan Simmons	2022	X	X	X								
Vivian Williams	2022	X	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 6:29 PM.
2. **Homeowner concerns:** none
3. **Pool Manager and Committee Report – M. Kelly**
 - a. Due to the rain, the pool was not able to be painted and could not be open Memorial Day weekend. Notice was posted on the pool FB page and a statement was put on the HOA website. The painting has been completed and Aqua Specialists will begin filling the pool on Thursday, May 30th. The pool will open June 1 and 2, close during the week, and then regular hours begin June 8. J. Davis will email Patrick Gridley to post an update on the website.
 - b. Pool cards have been distributed and continue to be distributed.
 - c. Repairs have been completed except for the water fountains.
 - d. Training for monitors will be Saturday, June 1 before the pool opens. J. Burleson suggested laminating a copy of the pool monitor expectations to have at the pool house for reference. Pool monitors will have name tags to wear while working.
4. **Approval of minutes from the April meeting:** Motion to approve the minutes by M. Yagel, M. Kelly seconds, motion passes with all in favor.
5. **President's Report – B. Simmons**
 - a. A Civil Action Hearing is scheduled for June 5, 2019. J. Davis will be attending the hearing along with the attorney. The HOA is suing for back dues and the cost of a fence replacement.
6. **Treasurer's Report – J. Burleson**
 - a. A homeowner emailed with a request for the amounts the Association collected in 2018 for pool rental income (\$75), resale certificate fees (\$4,000) and ACC fines (\$450). J. Burleson did email the information to the homeowner.
 - b. The monthly financial statement was reviewed. The cash position is stronger than one year ago. Some is from the process of collecting receivables. The equity is \$370,000 and also higher than one year ago. This is a statement to the financial stability of the Association. Overall, we should be comfortable with how we are doing year-to-date. There will be maintenance expenses coming up this year.

7. Committee Reports

a. Architectural Control – B. Thompson

i. ACC requests

- 1) 819 Allenvue submitted a request to add trees inside the fence. The ACC determined they do not make decisions on the inside of fences. The Board is in agreement, but requested a letter be sent to the homeowner stating that trees are to be planted at the homeowner's discretion, provided they don't hang over the fence into the neighboring yard.
- 2) 710 Allenvue submitted a request for a similar door replacement, but to keep the color white instead of green. The ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
- 3) 714 Allenvue submitted a request for a storm door replacement, but it is not a full view screen/glass door; there is about a 1/3 portion at the bottom that is solid. The ACC recommends approval, M. Yagel seconds, motion passes with all in favor.
- 4) 560-562 Allenvue submitted a request to remove bushes surrounding the front walks due to sidewalk replacement to be completed by the Association. The ACC recommends approval, M. Yagel seconds, motion passes with all in favor.
- 5) 802 Allenvue submitted a request to plant a flowering shrub to replace the Leyland Cypress tree that the homeowner was given approval to remove. The homeowner would also like to plant an additional shrub to match others already planted. The ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
- 6) 722 Allenvue submitted a request to replace 2 windows in the back of the home and the patio door. The ACC approves the like-kind replacement.

ii. ACC concerns

- 1) A letter was sent to 528 Allenvue giving them 30 days to repair a broken screen door. The homeowner is in the process of repairing the door.
- 2) A letter was sent to 509 Allenvue to remove a Christmas decoration from a tree; it was removed.
- 3) 901-903 Allenvue was fined \$100 for trash cans being stored in front of the garage. A second letter was sent giving an additional 10 days or a fine of \$250 would be assessed. The issue was resolved.

iii. Other

- 1) A resident at 2111 Beacon Circle (duplex) emailed to ask about having a trampoline. Single family homes (which is what a duplex is considered to be) are allowed to have trampolines in the back yard. The resident was advised to contact the homeowner to make sure the homeowner approves.
- 2) The revised by-laws need information on the record-keeping for ACC. The committee will keep ACC meeting minutes. The committee would like the administrative manager to maintain a spreadsheet documenting requests and decisions. J. Davis started a spreadsheet and shared it with B. Thompson, who gave approval that it was what the ACC is looking for.
- 3) K. Roeder updated the ACC request form with the suggested changes. The Board reviewed it and made note of one minor change. M. Kelly motions to approve the revised ACC request form with the one noted change, M. Yagel seconds, motion passes with all in favor. J. Davis will revise and send to Patrick Gridley to post on the website.
- 4) There was discussion about a motion passed in 2013 not allowing window air conditioning units or window fans. The Board asked B. Thompson to take the motion to the next ACC meeting for the committee to review and decide if the motion should stand or if window fans should be allowed. B. Thompson will bring the committee's recommendation to the next Board meeting.

- b. Recreation – T. Connolly (via email)
 - i. The expenses for the summer party food is well within budget. T. Connolly is going to try an ice cream bar this year.
 - ii. The street will not be closed for the summer party.
 - iii. T. Connolly will be looking into renting speakers to play music in the park and pool areas.
 - iv. Children’s games will be limited due to not having enough volunteers to run games. Children will be able to paint stones, use sidewalk chalk, and have an egg race. There will also be a Frisbee, badminton paddles and birdies (no net), and a whiffle ball and bat available.
 - v. There will be a corn hole set available for adults.
 - vi. Upper Allen Police will be joining the neighborhood for the event. T. Connolly has reached out to the fire department multiple times, but has not received a response.
 - vii. There will be signs placed at each entrance to Allenview to announce the party.
 - viii. Setup will begin Friday night around 6 PM and more work will be done starting on Saturday around 10 AM.
 - ix. Volunteers will be needed to help scoop ice cream, cook hot dogs and burgers, serve the food, and help with set up and tear down.
- c. Nominating – no report
- d. Audit – no report
- e. Budget – no report
- f. Maintenance – B. Simmons
 - i. Mulch was delivered to the townhomes. There was a complaint on Facebook about someone taking mulch for the fenced-in area of their yard. The person making the complaint requested something be put in the newsletter; there was a statement on page two of the newsletter in the sidebar reminding residents mulch was for the front and side yards only.
 - ii. 522 Allenview emailed with a request to have her front walkway repaired. B. Simmons will have the concrete contractor take a look at it when other work is being done.
 - iii. 716 Allenview called about the exposed drain pipes from the tree removal/replacement project. B. Simmons talked with Shopes about that area because it needs to be filled in and have grass planted.
 - iv. 813 and 815 Allenview have concerns about the front lawn area. The homeowner has planted grass every year and put in sod, but no grass grows. There was concern expressed about the mowing when the ground is wet, the use of the weedwhacker, and not enough time between mowings to allow grass to grow. There is also soil erosion, causing water to pool. J. Burleson did look at the area. The tree cover from the mature trees is preventing sunlight from getting to any grass. This means the grass cannot grow and roots of the grass are unable to get any depth. This continues to be an ongoing issue and something the maintenance committee and Board will continue to work with the landscaping company on.
 - v. 760 Allenview emailed with concerns about grass not growing between 760 and 616 Allenview, between the two buildings. J. Burleson looked at the area and spoke with the homeowner. Both sides have drain gutters that empty into that area of ground. J. Burleson spoke to Dan Shope, asking that he have the front area between the two buildings hand mowed.
 - vi. J. Burleson spoke to Shopes for a third time about having the curbing replaced that was dislodged from snow removal.
 - vii. 942 Allenview reached out about a dead tree near their home. The maintenance committee looked at it and determined it was the responsibility of the homeowner. J. Davis sent the homeowner an ACC request form.
 - viii. The new signs are up at the tennis court. The nets still need to be replaced and repairs still need to be made on the courts. A combination lock will be used to prevent damage to the courts from people not using the court as intended. The sign will direct people to the website where a

Google form will be located for residents to complete and upon submitting the form, they will automatically receive the combination to open the lock.

- ix. 820 Allenview emailed to ask about trimming or taking down a pine tree behind their home that blocks the sunlight, not allowing them to plant in their back yard. J. Burleson will take a look at the tree.
 - x. An email was received from 2302 Foxfire Circle asking why the common area between their home and neighbors on Wister Circle is not being mowed. J. Burleson will look at the area.
 - xi. Maintenance continues to look at the issue with the large trees versus grass growing. After some discussion, the Board decided they would like to make a survey available to get some feedback from townhome owners about the trees to see how many would prefer to have trees and how many would rather not have a tree. M. Yagel offered to draft the survey.
 - xii. The sinkhole in the 900s section will be repaired by Rogele Inc most likely at the end of June. There is a new drain box that needs to be built at the manufacturer and then brought in, which takes 3-4 weeks. J. Davis will email homeowners with an update.
 - xiii. The painter will install two basketball backboards, which need to be ordered, when he paints the poles. He is also painting the volleyball poles and tennis net poles.
 - xiv. The painter did the bottoms of the tables in the pool area, but recommended getting rubber feet to attach to the bottoms so that the metal does not scrape against the concrete and chip the paint.
 - xv. Once the work is scheduled for the driveways to be done, letters will go out to the townhomes in that area notifying them of the work and requesting the unassigned parking spots be left for those homeowners not able to use their driveways while work is being done.
- g. Publicity – M. Yagel
- i. K. Roeder and M. Yagel met recently and outlined the items within the newsletter which will be in every issue.
 - ii. A list of possible businesses for the advertisement section was aggregated. K. Roeder and M. Yagel will reach out via email to those businesses. They have not yet received any neighborhood ads, but are open to suggestions of vendors to contact.
 - iii. There will be a Board Member Spotlight section.
 - iv. June 20 is the deadline for the ads for this next newsletter. The hope is to finalize the newsletter and bring a draft to the June board meeting for feedback. Please let the committee know if you have something you would like to include in the newsletter.

8. Manager's Report – J. Davis

- a. Resale certificates were prepared for 715, 711, and 504 Allenview Drive and 2101-2103 Foxfire Drive.
- b. 462 Allenview emailed the Board to notify them they will be having remodeling inside the home done and a work trailer would be parked in their allotted space for a period of two weeks.
- c. A homeowner expressed concern about a wire behind the 900 evens and some orange flags marking an area. B. Simmons looked at the area and it appears one resident is getting cable installed. J. Davis emailed the homeowner with pictures and he was going to follow-up on it with his tenant.
- d. A homeowner expressed concern about some non-live wires/cables coming out of a housing for the wires; it appears the top was moved off. PA One Call was contacted. They reached out to several utility companies. B. Simmons looked at the area and said it appears it was fixed because he did not find anything like the picture the homeowner had sent.
- e. A single-family homeowner reached out about a chiminea that was at the house they lived in before they moved in. They are not using it and wanted to offer to anyone interested in the neighborhood, but wanted to check to see if they are allowed. They are allowed only in the single-family homes, as long as they are kept 25 feet away from the home.

- f. The fence replacement for the 711-719 Allenvue building is currently on hold. Two homeowners were working to obtain bids. The process has been frustrating because the electrical boxes on the fences are an issue and most companies will not touch them. One contractor willing to deal with them wanted to charge almost double the price. Two homes in the row recently sold.
- g. A complaint was received about the rear of 752 Allenvue and the items on the patio. That building backs up to the farm field and has privacy fences between homes, but the fences are open in the back. Board members looked at it and determined a letter needs to be sent requesting the removal of the non-outdoor items being stored on their patio.

9. Other Business

- a. Updated By-laws and C&Rs
 - i. J. McCabe is working to set up meetings with Attorney Stone to review what has been drafted and what is still needed.
 - ii. There was discussion on ineligibility if someone does not pay their dues. The Board was in agreement that if someone is 90-days late with their dues, all privileges should be revoked. This includes the ability to vote and use of common areas like the pool and tennis court. This would only apply to dues, not to ACC fines.

10. Meeting Adjourned: J. Burluson motions to adjourn the meeting, M. Kelly seconds, motion passes with all in favor. Meeting adjourned at 8:18 PM on May 28, 2019.

Next Meeting: June 25, 2019 at 6:30 PM in The Martin Conference Room at Messiah Village
Submitted by: J. Davis