

**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		
Marie Yagel	2020	X	X	X	X	N	X	X	X	X		
Meg Kelly	2021	X	X	X	X	C	X	X	X	X		
Jill McCabe	2021	X	X	A	X	E	A	X	X	X		
Bernadette Thompson	2021	X	X	X	X	L	A	X	X	X		
Kerri Roeder	2022	X	X	A	X	L	A	X	X	X		
Bryan Simmons	2022	X	X	X	X	E	X	X	X	X		
Vacancy	2022									V	V	
Vivian Williams	2022	X	X	A	X	D	A	X	A			

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

*Also in attendance: Kaylee and Zachary Collier of 808 Allenview, Carol Woermann of 546 Allenview, Annie Polillo of 832, Joann Davis, administrative manager*

**1. Call to order:** Meeting called to order by B. Simmons at 6:31 PM.

**2. Homeowner concerns:**

Kaylee and Zachary Collier, 808 Allenview

Mr. and Mrs. Collier received a letter to repair their rear fence. Mrs. Collier stated the entire row is in need of replacing the fence rather than repairing. Mrs. Collier talked with homeowners in the row and six homeowners are in agreement to replace the fence.

The Board is in favor of a fence replacement and appreciative that Mrs. Collier reached out to homeowners. J. Davis will work with Mrs. Collier to help start the process and put her in touch with those homeowners who have rental properties.

Carol Woermann, 546 Allenview

Ms. Woermann received a letter regarding weeds to be removed. She called the HOA and stated that it was Rose of Sharon, not weeds. The ACC looked at the property again and confirmed it was Rose of Sharon, but sent a second letter requesting the Rose of Sharon be trimmed. A container was also seen at the side of the home and a request was made to store it properly. Ms. Woermann does not feel the Rose of Sharon should be trimmed and the Board is in agreement. The Board does feel the composting bin must be moved to the back of the home and stored properly in keeping with the C&Rs.

*Ms. Woermann exited the meeting.*

Annie Polillo, 832 Allenview

Ms. Polillo received two letters. One was for storing her trash cans properly and the other was for trimming shrubs and removing weeds. Ms. Polillo did comply with the requests, but felt that the letter for the shrubs and weeds came at a bad time seasonally. In order to comply within the given time-frame, she had to do a great deal of work in one day, while the weather was nice. It would have been better if the letter was sent in the spring.

The Board thanked Ms. Polillo for attending the meeting to address the Board in person with her concerns. They appreciate that she complied with the letter and agreed her concerns about the timing are valid and something they will be discussing further.

Ms. Polillo did express concern with the lawn care and noted there were mud patches by her home, which she slipped in while pulling the trash cans around her home. B. Simmons said it will be addressed in the spring.

Kathy Coffey, 301 Allenvue

Mrs. Coffey had communicated with the Board regarding concerns about the lighting from the St. Elizabeth Ann Seton parking lot. She discussed the timeline with the Board of how the communication with the church has been over the years as well as the progression of the lights to what they are now and the fact that the border trees have been cut back. Currently, the lights are LED lights and quite powerful, like spotlights into their home. Mrs. Coffey has spoken with the building maintenance person at the church and did go to the Township to seek information about the compliance of the lighting. Michael Welt of the Township did look at the lights. Mrs. Coffey heard from the church that an electrician would be doing a light reading to check the lumens and explore new options for light shields since the current ones are not working. Mrs. Coffey talked with Michael Welt and there is no timeline at this point, but the Township will follow-up on the electrician's part regarding lumens and will come back to look at it if more complaints filed.

B. Thompson asked Mrs. Coffey if she has spoken with the neighbors. Mrs. Coffey has and stated that several other neighbors are impacted to varying degrees. Mrs. Coffey feels that she is working alone on an issue that impacts many people and would like some backup from the Association. Another concern is the trimming of the trees by the church, which allows more light through.

B. Thompson stated the HOA could reach out to the Township asking for a timeline on following-up with the church. K. Roeder and M. Yagel are in agreement with that due to the number of homes affected. a

B. Simmons stated that his initial concern with having the HOA involved was that it is an issue not covered by the C&Rs and is not on common ground. However, after hearing the information presented it gives a better understanding of the impact on the community and feels the HOA can reach out to the Township to follow-up and find out what the timeline is.

*Mr. and Mrs. Coller, Ms. Polillo, and Mrs. Coffey exited the meeting.*

**3. By-laws/C&Rs Update – J. McCabe**

- a. J. McCabe presented the Board with questions for the attorney regarding the draft of the by-laws. There was discussion on an area of concern by M. Yagel, which J. McCabe will take to the attorney.
- b. The Board discussed the issue of what is homeowner and what is HOA responsibility. Some past practices have not been logical and in the updated C&Rs it will be made clear what the responsibilities are and that certain things need to be done to maintain the building.

**4. Pool Manager and Committee Report – M. Kelly**

- a. The committee met and looked at a key fob system for the pool, but it will not be possible. The system must attach to a door and be under a roof, both of which are not an option. J. Burseson felt that the system used this year worked well.
- b. The committee is looking into purchasing several items such as a cigarette butt disposal, shade sails, picnic tables, signs, and a corkboard.
- c. One of the toilets in women's room has a crack and needs to be replaced.
- d. M. Kelly would like to engage the senior citizens in the community more and is looking into several ideas.

- 5. Approval of minutes from the October meeting:** Motion to approve the minutes by M. Yagel, K. Roeder seconds, motion passes with all in favor.
- 6. President's Report** – no report
- 7. Treasurer's Report** – J. Burleson
- a. The October financials were reviewed. The balance looks good. The reserve accounts have monies that may be used in the 2020 budget. The financials show the large amount of maintenance work that has been done in the community.
- 8. Committee Reports**
- a. Architectural Control – B. Thompson
    - i. ACC requests
      - 1) An ACC request was received from 744 Allenvue to paint the deck brown, which was approved.
      - 2) An ACC request was received from 330 Wister Circle to remove the front decorative fence and replace with mulch and hollies. B. Thompson motions to approve, M. Yagel seconds, motion passes with all in favor.
    - ii. ACC concerns
      - 1) The ACC committee did a walk-through of the neighborhood with each member tasked a different section. Seventy-five letters were sent out. The ACC did put a notice in the newsletter and wanted to wait to do their walk-through until the newsletter was printed and mailed from Konhaus. This meant that it was done a bit later than they originally wanted.
        - a. The Board discussed Ms. Woermann's concerns and are in agreement that 546 Allenvue will get a letter giving 30 days to store the composting container properly.
        - b. Some homeowners reached out with concerns regarding the timing of the letters. They felt that it wasn't the appropriate season to look at shrubs and plantings, or to request any type of power washing. There is also concern over cost for some larger projects that were requested. ACC felt that if people maintained their property it wouldn't be an issue and several people have complied with the requests, including the power washing.
        - c. Several letters went out regarding warped, broken, or missing fence boards. Some homeowners in different buildings would like to do a fence replacement. Due to the difficulty of a building getting a contractor to do a fence replacement for a whole building, the ACC decided to look at individual issues that involved repairs. After discussion, the Board would like to see how Mrs. Collier's building does with their fence replacement and use that to determine how to proceed with other buildings interested in a replacement.
        - d. Several letters went out requesting homeowners clean roof shingles in the front of the home. One homeowner feels the shingles are in such poor condition and the roof was last done in 1999, that it's time to start the replacement process. There is concern a chemical spray won't work well enough. A spray on treatment may take a long time to work. B. Thompson stated there is a way to clean with a special washing process that is effective. After discussion the Board is in agreement that the issue needs to be looked at further and to grant an extension until further notice to those who have reached out.
        - e. There was a discussion about two homes that have lattice on their decks that are over 25 years old. One former ACC Chair believes that when the decks were first built, only the horizontal boards were original and then people added

lattice for safety. When replacements started, ACC decided that they would no longer approve lattice, but would approve vertical posts that met Township code. The concern from ACC is some people think the lattice is acceptable and then put it up. B. Simmons stated he has a difficult time forcing people to make a change when they have had it a certain way for many years. B. Thompson stated the ACC is trying to be consistent. J. McCabe suggested sending a letter that when the deck is replaced, the lattice will no longer be approved and vertical balusters within code will need to be installed. The Board is in agreement with this approach.

- f. Some townhomes do not have shrubbery at the front. Some have sold within the past few years and online pictures indicate there may not have been shrubbery at the front when sold. One person who received a letter has had the front of the property the same for the past 15 years with a shrub just on either side of the walkway. Homeowners without shrubs were sent letters asking for an ACC request form to be completed with what they will plant. The ACC does require that when shrubs are removed, they are replaced. The ACC and Board are going to look at the proper approach to this moving forward. The homeowner who reached out will not need to do anything further at this time.
  - g. Some townhomes have steps and a hill behind their home. One homeowner who was storing the recycling container on the front porch would like to be compliant and asked about submitting a request to create an enclosure at the front that would hide the can. The Board is in agreement to not allow that. After discussion, the Board determined it must be within the fence. People in similar circumstances have found a way to comply with the C&Rs. It was suggested to line a trash can with small trash bags and use a smaller recycling can.
  - h. After receiving letters, several people have reached out to request an extension for bigger projects. The Board is in agreement that a date of April 15 will be given.
- 2) PA One Call was sent photos and locations of boxes that have exposed cables and one area where the cable is along the ground and then goes underneath. Verizon said they all belong to Comcast. Comcast did not respond to PA One Call and an email was sent to their customer care department. The regional team was notified and are to be working to resolve the problem.
  - 3) 2103 Foxfire Drive is asking the Board to consider waiving the \$100 fine that was imposed. After discussion, the Board agreed to waive the fine.
  - 4) 2113 Foxfire Drive is asking the Board to consider waiving the \$100 fine that was imposed. After discussion the Board agreed to waive the fine if the issue has been resolved. J. McCabe will check the property and let J. Davis know.
- b. Recreation – M. Kelly
    - i. There will be a Cookies, Claus, & Cocoa community event on December 7, 2019 2-4 pm. M. Kelly will send J. Davis the flyer for the webmaster to post on the website.
  - c. Nominating – G. Bowden
    - i. There are three seats that will be open in 2020 with three-year terms. J. Burleson and M. Yagel confirmed they will run again.
    - ii. A mailing will need to go out to homeowners with the Prospective Board Member Information Sheet.
  - d. Audit – M. Yagel
    - i. J. Burleson stated that the Board voted to have an audit done for 2017 and for 2018. The 2018 audit has not been completed. J. Burleson spoke to the accountant about the cost for every two years rather than each year and the additional cost is \$200. J. Burleson recommends now

proceeding with an audit every other year. M. Yagel motions to do an audit every other year with the next one being for 2019, M. Kelly seconds, motion passes with all in favor.

- e. Budget – J. Burlison
  - i. A proposed 2020 budget will be sent out to the Board for review prior to the December meeting.
- f. Maintenance – B. Simmons
  - i. Painting
    - 1) Power washing and painting for two buildings was scheduled and then rescheduled, but both times F. Lemmon fell ill and was then hospitalized. He is currently working to get it all done this year.
  - ii. Concrete
    - 1) B. Simmons walked the neighborhood with Albright Concrete. The following items were done: 654 Allenvue had the stoop removed and replaced, 900, 902, 918, 940, and 942 Allenvue had the walkways removed and replaced, 522 and 710 needed some grinding. The total cost was \$1550.
  - iii. Other
    - 1) After S. Paterson resigned in the summer, F. Lemmon was hired as the handyman. Due to illness, F. Lemmon has been in-and-out of the hospital. E. Davis was rehired as a second handyman to take care of some things that have been on the maintenance list for a long time. E. Davis has completed the major light issues and has some minor issues, such as sensor replacements, to finish up.
    - 2) ACC reported a drainpipe between 822 and 824 was smashed and has been overtaken by tree roots, which E. Davis will repair.
- g. Publicity – K. Roeder
  - i. The next newsletter will be out in January.

**9. Manager's Report – J. Davis**

- a. A resale certificate was prepared for 740 Allenvue Drive. B. Thompson suggested reaching out to ACC when a resale certificate is ordered to see if there are any ACC concerns that need to be listed on the resale certificate.

**10. Meeting Adjourned:** M. Yagel motions to adjourn the meeting and enter into executive session, M. Kelly seconds, motion passes with all in favor. Meeting adjourned at 9:35 PM on November 26, 2019.

**Next Meeting:** December 17, 2019 at 6:30 PM in The Martin Conference Room at Messiah Village  
Submitted by: J. Davis