

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, October 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.
Gregory Bowden	2020	X	X	A	X	C	X	X	A			
John Burleson	2020	X	X	X	X	A	X	X	X			
Marie Yagel	2020	X	X	X	X	N	X	X	X			
Meg Kelly	2021	X	X	X	X	C	X	X	X			
Jill McCabe	2021	X	X	A	X	E	A	X	X			
Bernadette Thompson	2021	X	X	X	X	L	A	X	X			
Kerri Roeder	2022	X	X	A	X	L	A	X	X			
Bryan Simmons	2022	X	X	X	X	E	X	X	X			
Vivian Williams	2022	X	X	A	X	D	A	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 6:30 PM.

2. Homeowner concerns:

Meg Kelly, 918 Allenview

Ms. Kelly asked what the HOA stance is on a car in a single family home driveway that appears to be inoperable. The board discussed how that would be regulated and if it is considered unsightly under the Covenants and Restrictions as something to be enforced. J. McCabe will speak with the attorney about regulating vehicles in the single family home area.

Ms. Kelly's concrete pad is separated from the sidewalk and in need of repair. B. Simmons is aware and meeting with Albright Concrete later this week to look at several areas, including the concrete pad.

3. Pool Manager and Committee Report – M. Kelly

- a. On average, 35-40 residents attended the pool per day. The average number of guests per day was 5-8.
- b. 205 cards were created, but about half were never picked up. J. Burleson commented there is a steady clientele of people regularly using the pool.
- c. J. Burleson will meet with Suez later this week to have the water turned off.
- d. M. Yagel asked if there could be consideration to have the hours on the weekend earlier.
- e. M. Kelly gave copies of a pavilion proposal by G. S. Flook, Inc. for review. Three proposals have been received so far. B. Simmons is hoping to get one or two more and then vote in December so it can be budgeted for. K. Roeder has a contact at Kinsley and will reach out to them.

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

5. President's Report – B. Simmons

- a. The resignation of Vivian Williams was received by email. B. Simmons did say he reached out and said she was welcome to continue on the committees. M. Kelly motions to accept the resignation, B. Thompson seconds, motion passes with all in favor. B. Simmons will be talking to someone who may be interested in fulfilling the vacancy.

6. Treasurer's Report – J. Burleson

- a. The September financials were reviewed. Accounts receivable are down \$21,000 and accounts payable are up about \$13,000. Things are even with numbers last year from a cash standpoint. Income remains the same. There was an increase in expenses with various maintenance projects. The finances continue to be in good shape.
- b. There was discussion on a Lowe's credit card account for the handyman. M. Kelly motions to apply for a credit card to use, B. Thompson seconds, motion passes with all in favor.
- c. M. Yagel asked about getting another card for the HOA to use for other expenses such as pool items. J. Burleson stated the HOA should have a card in addition to the Lowe's credit card. There should be a general one that could be used at various places for the committee expenses. J. Burleson will look into this.
- d. The Board will make a donation to Messiah Lifeways for use of the meeting room. In 2017 the amount was increased from \$300 to \$350. In 2018 the amount given was \$350. J. Burleson motions to donate \$350 for 2019, M. Yagel seconds, motion passes with all in favor.

7. Committee Reports

- a. Architectural Control – B. Thompson
 - i. ACC requests
 - 1) It was brought to the Board's attention a sun room was being built at 320 Wister Circle. The Township was notified. A letter sent to the homeowner requested that building cease until an ACC request was completed and submitted. The homeowner complied. The ACC and Board approved the submitted request.
 - 2) The ACC approved a request submitted by 544 Allenview for a garage door replacement.
 - 3) A request was submitted by 840 and 842 Allenview for a gutter replacement, which ACC approved.
 - ii. ACC concerns
 - 1) The deck at 744 Allenview was painted grey, which is not an approved color, and no ACC request was submitted. The Board will send a letter giving ten days to complete an ACC request form for an approved brown color.
 - 2) 310 Allenview replaced their roof without a request. The Board will send a letter stating that they are required to submit a request form for any exterior change.
 - 3) There was discussion on including in the updated C&Rs information regarding fines for homeowners who make exterior changes without prior approval. There were concerns with administering a new policy with consistency and without prejudice. There was also discussion on how future board members would interpret and administer it.
 - iii. Other
 - 1) The ACC reviewed a draft of a first notice of violation letter that was revised to send to first time offenders.
 - 2) J. McCabe will talk with the attorney about having homeowners sign a document to state they have received and read the C&Rs and By-laws.
- b. Recreation – K. Roeder
 - i. Board members who are able will be giving out candy at the pool on Trick-or-Treat night. There will also be food for the parents.
- c. Nominating – G. Bowden
 - i. Annie Polillo of 832 Allenview is interested in helping G. Bowden with parking concerns and trees.
- d. Audit – no report
- e. Budget – J. Burleson
 - i. The committee will be looking at expenses for 2020 in preparation to draft the budget for next year. J. Burleson will try to have a rough draft to present at the November meeting.

- f. Maintenance – B. Simmons
 - i. Trees
 - 1) Removal and replacement will continue, but with doing every other tree if possible in order to allow for more grass to grow. When trees are removed, the request will be made to level the lots and new grass to be planted. That will be done in the spring.
 - ii. Painting
 - 1) B. Simmons is waiting for confirmation on a start date for the townhome painting.
 - iii. Concrete
 - 1) It was reported that 708, 710, and 712 have a pattern of pockmarks on the concrete walkways. B. Simmons is meeting with Albright Concrete to look at the marks, along with stoops that are in need of repair.
 - iv. Lawn care
 - 1) The committee will continue to take bids.
 - v. Other
 - 1) It was reported the gate to the tennis court was off-center, resulting in it being difficult to open. B. Simmons resolved the issue.
 - 2) Mailbox damage was reported at 756, 758, and 760. They are the older style or mailboxes with knobs; the handyman will replace them with the newer style.
 - 3) The Board reviewed the draft of the parking rules sign for the townhome areas and provided feedback.
 - 4) The handyman, Fenton, will be working on fixing and cleaning the white fences in front of the townhomes.
- g. Publicity – K. Roeder
 - i. The fall newsletter was sent to Konhaus for printing and mailing. The newsletter was also posted on the website.
 - ii. Please send information for the winter newsletter, which will be sent out in January.

8. Manager's Report – J. Davis

- a. No resale certificates were prepared.
- b. A resident reached out about a possible baby squirrel trapped in the downspout, but that would be homeowner responsibility to resolve.
- c. A resident reached out regarding children playing in the parking lots (skateboarding, football, baseball). The taillight on the resident's car was damaged recently and it is thought it might be from the children playing in the parking lots. There are no HOA rules about children playing in the parking lots. It is hoped that parents will direct children to play at their homes, in the park, or other grassy common areas rather than the parking lot.

9. C&Rs/By-laws Update – J. McCabe

- a. A draft of the by-laws has been completed. J. McCabe presented board members with a copy of the draft for each Director to take and review.

10. Meeting Adjourned: J. Burluson 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 9:01 PM on October 22, 2019.

Next Meeting: November 26, 2019 at 6:30 PM in The Martin Conference Room at Messiah Village
Submitted by: J. Davis