

**ALLENVIEW HOMEOWNERS**  
**Board of Directors' Meeting**  
Tuesday, September 24, 2013 at 6:30 PM  
Messiah Village Board Room

**Attending:** Duane Herman, Patrick Gridley, Deb Wallet, Betty Dick, Dave Wenthe, Brad Stump, Gina DiStefano, Jon Forry, Linda Echard, Joann Davis (manager)

**1. Call to order:** Meeting called to order by D. Herman at 6:30 PM.

**2. Homeowner concerns:**

- a. 315 Elgin Circle – David Hellam, Jillian Hull

Mr. Hellam and Ms. Hull received letters from the Board regarding landscaping issues. Mr. Hellam apologized for not following the proper procedure and submitted an ACC form. His goal is to improve his property. D. Wallet accepted the ACC form for consideration at next month's meeting.

- b. 606 Allenview Drive – Nathan and Tracy Wieseman; 602 Allenview Drive – Wendy Marciel

Since the reconstruction following the fire, there is a great deal of noise heard from 604 Allenview Drive. The interior of 604 Allenview was changed, adding to the noise issues. The homeowners are seeking help to resolve the problem.

The Board sympathizes with the homeowners. D. Herman stated the Association cannot control what is done to the interior of a home, only the outside of the homes. B. Stump suggests contacting their homeowners insurance. D. Herman directed the homeowners to convey the houses are not back to the standard they were before the fire.

Ms. Wieseman spoke to the person who inspects the properties for code violations and the most they can do is impose a fine. The Board encouraged the homeowners to have the code inspection done immediately in order to move forward. All properties should be inspected in order to verify where any and all violations are at.

- c. 760 Allenview Drive – Elizabeth Leslie

Last month, Ms. Leslie submitted a request for a new storm door one day past the deadline and was told it would have to wait until August for consideration. Ms. Leslie would like to see a faster process put in place for simple items such as the identical replacement of windows and storm doors.

B. Stump suggests the ACC discusses the possibility of streamlining some items in order to move the process along at the next meeting.

- d. 315 Elgin Circle – David Hellam

Mr. Hellam inquired how estimates are obtained and approved for work done such as the recent playground mulch that was put down.

P. Gridley explained the maintenance committee meets monthly. Members of the committee are asked to obtain bids for different projects. The playground mulch work included the removal of the existing mulch and dirt, the replacement of the weed barrier, and then twelve inches of playground mulch was put in. The maintenance committee always welcomes new members to help with the process.

Mr. Hellam asked how the money is allocated. It was explained that the budget is distributed annually, approved at the annual meeting, and funds are then spent from the approved budget.

D. Wenthe stated that for the lawn care and snow removal, 19 companies had been contacted and they only received one bid back, which was from Shopes. Companies do not want to remove snow at Allenview because of how the roads are shaped. Shopes is the only contractor willing to do both lawn care and snow removal.

- e. 722 Allenvue Drive – Seth Arbogast

Mr. Arbogast asked how the annual budget is distributed because he was unable to find it online.

The Board explained the budget is distributed through the mail along with the annual meeting information, which is when the budget is approved. There is a budget committee that homeowners are welcome to be part of.

- f. 315 Elgin Circle – David Hellam

Mr. Hellam asked about making dues payments through PayPal.

The Board explained that option has been explored, but after talking with the accountant, it is not an option. The best alternative to writing out a check would be to use the Bill Payer service available through your bank.

Other homeowners in attendance: 313 Elgin Circle – Ed Lauffer, 317 Elgin Circle – Christine Morgan, 325 Allenvue Drive – Frank and Sheren Klenoshek

- 3. **Approval of minutes from the August meeting:** Motion to approve minutes with changes by D. Wenthe , B. Stump seconds, motion passes.

#### 4. **Pool Report** – G. DiStefano

- a. The pool is now closed for the season.
- b. G. DiStefano does not feel the Association should keep the landline phone at the pool because guards have their cell phones. Only Virginia, Maryland, and Washington D. C. require landlines. Following discussion a vote is taken – four are in favor of keeping the phone, two are opposed, the phone will remain at the pool.
- c. The bathroom floors needs to be power washed. E. Davis will clean the floors prior to the next pool season.

#### 5. **President's Report** – D. Herman

#### 6. **Treasurer's Report** – B. Dick

- a. An updated financial statement was passed out for review. They are working to refine the classification of expenses.

#### 7. **Committee Reports**

- a. Architectural Control – D. Wallet

- i. ACC Requests:

- 1) 2304 Foxfire Circle: The request is to repaint the exterior of the home. The ACC recommends approval, P. Gridley seconds, motion passes.
    - 2) 766 Allenvue Drive: The request is for an identical replacement of the rear patio door. The ACC recommends approval, G. DiStefano seconds, motion passes.
    - 3) 622 Allenvue Drive: The request is for the replacement of the rear block retainer with stacked stone. The ACC recommends approval, D. Wenthe seconds, motion passes.
    - 4) 530 Allenvue: The request is to change the rear porch to include sliders. The ACC spoke with the homeowner, who submitted additional information. The ACC is concerned because it would be a significant change to the rear look of the townhouses. The ACC recommends it not be approved, but a letter will be sent explaining that the request as submitted is not approved, but another request can be made to remain similar to what it currently is or to go with the approved changes made to the patio at 526 Allenvue, B. Dick seconds, motion passes.

ii. Other items:

- 1) D. Wallet will be away for the October ACC meeting. Joan Stokes will hold the meeting that month and therefore all ACC requests should go to J. Stokes.
- 2) Brad Stump, Linda Echard, and Joan Stokes have been going to homes to show the new paint colors and a letter is dropped if nobody is home. The ACC is proposing to move forward with painting 460-470 and 500-512 Allenvue in the new colors.
- 3) When people walk on the sidewalks near the single family homes, they have to duck because branches are hanging over the sidewalk. D. Wallet recommends the ACC committee make a list of the ones in need of trimming and sending letters to those homeowners to trim their trees so they are not overhanging the sidewalk, D. Wenthe seconds, motion passes.
- 4) There is a tree in need of trimming at 500 Allenvue that D. Wallet asked the maintenance committee to look at.
- 5) There is a concern about the edging materials recently placed at 538 and 630 Allenvue. D. Wallet motions to inform the homeowners through a letter that they are in violation of the ACC process, B. Dick seconds, motion passes.

b. Recreation – none

c. Nominating – G. DiStefano

- i. A letter of resignation from Kevin Ruch was submitted to the Board. D. Wallet moves to accept the letter of resignation, G. DiStefano seconds, motion passes.
- ii. Linda Echard is willing to fill the open seat on the Board until the next election. G. DiStefano motions to accept Linda Echard onto the Board until the next election, D. Wallet seconds, motion passes.

d. Audit – none

e. Budget – none

f. Maintenance – none

g. Publicity – B. Stump

- i. The newsletter is being finalized.

h. Gardening – none

**8. Manager's Report – J. Davis**

- a. An email was received stating there was a possible fire pit at 605 Allenvue. E. Davis will check to see if there is one on the property.
- b. The roof replacement for 711-719 Allenvue is tentatively scheduled for mid-October.
- c. 304 Allenvue received a letter giving them 30 days to remove the stump in their front yard. The homeowners felt they had longer because of a letter received regarding approval of an ACC change giving them 12 months to make that change. Letters were sent to other homeowners asking them to remove their stump, so an exception cannot be made. G. DiStefano suggests sending a letter of clarification.
- d. 315 Elgin Circle had a fine imposed for their ACC violation. The Board agrees the fine will stand, but further action is suspended until the ACC looks at the request that was submitted.
- e. The stump remains at 338 Allenvue. They have until October 4, 2013 to correct the violation or another letter will be sent.
- f. 616 Allenvue had a fine imposed and was given another ten days to correct the violation, but it has not been corrected. A letter will be sent with another fine assessed and the process will continue until the violation is corrected.
- g. 627 Allenvue still has weeds and shrubs in need of trimming. They have until October 4, 2013 to correct the violation or another letter will be sent.

**9. Other Business** - none

**10. Meeting Adjourned:** 7:53 PM, September 24, 2013; Meeting in executive session at 7:55 PM.

**Next Meeting:** October 22, 2013 at 6:30 PM in the Messiah Village Board Room

Submitted by: J. Davis