

**ALLENVIEW HOMEOWNERS**  
**Board of Directors' Meeting**  
Tuesday, December 19, 2017 at 6:30 PM  
Messiah Village, The Martin Conference Room

Board Member	Term	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Meg Kelly	2018	X	X	X	X	X	X	X	X	A	X	
Jill McCabe	2018	V	X	X	A	X	X	X	X	X	A	
Bernadette Thompson	2018					V	V	V	X	X	A	
Gina DiStefano	2019					V	V	V	X	A	X	
Robert Grohman	2019	X	X	A	X	X	X	A	X	X	X	
Bryan Simmons	2019	X	A	X	X	X	X	X	X	X	X	
Gregory Bowden	2020	X	A	X	A	X	X	X	X	X	X	
John Burleson	2020	X	X	X	X	X	X	X	X	X	X	
Marie Yagel	2020						V	X	X	X	X	
Linda Echard	2018	X	X	A	X							
Brad Stump	2019	X	A	X	X							
Josh Houseal	2020	X	X	X	X	X						

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

*Also in attendance: Joann Davis, Manager*

**1. Call to order:** Meeting called to order by R. Grohman at 6:32 PM.

**2. Homeowner concerns:**

a. Meg Kelly, 918 Allenview Drive

Ms. Kelly stated Shope's came through to collect leaves and ripped out her grass, leaving mud at the front of her home. There were tire marks in the mud, which could be from the mower used to collect the leaves. Ms. Kelly stated she does have pictures.

J. Burleson will be meeting with Shope's Lawncare and said to forward him the pictures so he could take them to the meeting.

**3. Pool report – M. Kelly**

- a. A painting bid for the pools was received for \$2,998. This does not include the supplies to paint the pool. G. DiStefano recommended getting more quotes.
- b. G. DiStefano will go over the files in the pool house with M. Kelly. G. DiStefano also recommended including information about lifeguard certification in the next Allen Views.
- c. J. Burleson asked what the status is on finding an assistant pool manager because it was his understanding the hiring committee would be working to find one. They will put ads out in the Allen Views and Facebook.

**4. Approval of minutes from the November meeting:** Motion to approve the minutes by J. Burleson, M. Yagel seconds, motion passes.

**5. President's Report – R. Grohman**

- a. The final copy of the reserve fund study, which was done at the suggestion of homeowners during the 2017 Annual Meeting, will be made available electronically upon request by emailing [boardmembers@allenview.org](mailto:boardmembers@allenview.org).

## **6. Treasurer's Report – J. Burleson**

- a. Updated financial statements were reviewed. The amount owed in dues is down about 20%. The income for 2016 and 2017 is about the same. J. Burleson will be meeting with the accountant next week to discuss how to show line items that match with the budget line items. There is still a paving project currently taking place that will be an expense for 2017. Shope's will not be charging the HOA for the leaf work done in December. R. Grohman requested a report of what is owed excluding those who have paid ahead. J. Burleson will speak to the accountant about doing that.

## **7. Committee Reports**

- a. Architectural Control – none
- b. Recreation – none
- c. Nominating – G. Bowden
  - i. Four information sheets have been received for the three open board positions.
  - ii. A draft of the election ballot was presented for review. The ballot will go out with the annual meeting information around mid-January.
- d. Budget – J. Burleson
  - i. The 2017 budget was given out along with the proposed budget to discuss and review. J. Burleson will meet with the accountant in order to get numbers done by early January so an accurate budget can go out with the annual meeting information.
  - ii. Expenses will be lower because of things that were not done such as trees and snow. J. Burleson is hoping to show more realistic numbers in the budget for 2018. G. DiStefano mentioned raising the salary for lifeguards and J. Burleson said that was considered when creating the budget. G. DiStefano also wants to be careful that there is still money available for improvements to be made at the pool.
  - iii. There is an increase in general expenses because taxes previously not included in the management fee are now factored in. Overall, the general expenses were on target. Lawn care and snow are a wild card since the weather is unpredictable. J. Burleson will be discussing lawn and snow with Shope's when they meet.
  - iv. Looking at townhomes, there is also the increase in the management fee as well as the painting. R. Grohman is waiting to hear from Good's on a detailed plan so that those numbers can be included.
  - v. J. Burleson suggested identifying the plus/minus in each category to track and show the shortfalls or overages. Most of that will be in lawn and snow.
  - vi. The proposed dues show an increase for all homeowners. The single-family homeowners would increase to \$122/quarter and the townhomes would increase to \$333/quarter. G. DiStefano stated the reserve fund study, done at the request of the homeowners, shows how much needs to be done and at what cost. Neighboring communities pay more and get less for their dues. B. Simmons stated it must be made clear that the increase does not have to do with the budget; it's to avoid special assessments in order to address the needs of an aging community. The increase would give an extra \$20,000 that would not go into the budget; it would be separate and for the reserve fund.
  - vii. J. Burleson recommends two separate funds, one general and one townhome, with the increased amount to help plan for the future. J. Burleson motions to establish a reserve fund in the amount of \$10,000 for the general fund and \$10,000 for townhome expenses, G. DiStefano seconds, motion passes with M. Kelly abstaining.
  - viii. J. Burleson motions to accept the 2018 proposed budget, not including the reserve fund that was approved, B. Simmons seconds, motion passes.
- e. Maintenance – B. Simmons
  - i. The committee approved having S. Paterson repair the concrete stoop at 611 Allenvue. S. Paterson will do the repair between 1/2/18 and 1/8/18. The homeowner was notified by email.

- ii. Letters were sent to the homeowners at 452 and 454 Allenvue seeking written permission for S. Paterson to remove the fence between the homes. Written permission via email was received from both homeowners. 454 did note that they do not give permission for a new structure to be put in place. S. Paterson will remove the fence on 12/26/17; homeowners were notified by email.
- iii. Time permitting, S. Paterson will repair the lamp post at 514 after the 452/454 Allenvue job. The homeowner at 514 was notified by email.
- iv. The walkways at 546 and 548 Allenvue were redone.
- v. The split tree in the common area behind 628 Allenvue was removed by Lenk Tree Service.
- vi. Cumberland Masonry is repaving the 801-819 odd parking lot. They will repaint lines and numbers the same as they were.
- vii. B. Simmons asked how to make homeowners aware of the accomplishments by the maintenance committee. It was suggested to put something in the Allen Views. G. DiStefano also mentioned that the accomplishments will be part of the committee report at the annual meeting.
- viii. J. Burleson is meeting with Shopes next week. Please email him any concerns you would like him to discuss with Shopes.
- ix. PPL will be doing vegetation management along their transmission right of way in the common area behind some homes on Allenvue Drive. The homes adjacent to the work areas and those that have trees that will be trimmed will be notified by PPL. The work is not scheduled to be done until after January 1, 2018. J. Burleson met with someone from PPL to get an understanding of the work to be done and said that it will not be noticeable work.
- x. M. Yagel created a draft of a survey regarding lawn care through SurveyMonkey. Suggestions were given and M. Yagel will revise the survey. The results will be presented in a graph. A link will be provided to homeowners in the Allen Views, on the website, and on the Facebook page.
- f. Publicity – M. Kelly
  - i. Please send M. Kelly information for the next Allen Views newsletter.

#### **8. Manager's Report – J. Davis**

- a. A letter was sent to residents in the 900 evens regarding parking concerns.
- b. There is a vehicle in the 600 evens belonging to former residents who stated a finance company now owns the car. After speaking to Upper Allen Police, J. Davis will contact the finance company to see if they will remove the vehicle, giving them 24 hours to do so. If it is not removed, the police will remove it.
- c. An email with pictures was received from a homeowner regarding the lawncare and leaves. The homeowner expressed frustration with the leaves being blown into their flower beds repeatedly. J. Burleson will take the pictures with him when he meets with Shopes. J. Davis will let the homeowner know about the survey coming out as well.
- d. An email was received from a homeowner regarding a dispute with a neighbor. The Board does not get involved in personal conflicts between neighbors.

#### **9. Other Business**

- a. There are no updates on rewriting the C&Rs.
- b. There is no update on the storage of trash cans for some townhome buildings.

**10. Meeting Adjourned:** G. DiStefano motions to adjourn the meeting and go into executive session to discuss legal matters, J. Burleson seconds, motion passes. Meeting adjourned at 8:11 PM on December 19, 2017.

**Next Meeting:** January 23, 2018 at 6:30 PM in the Martin Conference Room at Messiah Village

Submitted by: J. Davis