

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, August 28, 2018 at 6:30 PM
 Messiah Village, The Martin Conference Room

Board Member	Term	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Gina DiStefano	2019	X	A	X	X	X	X					
Bryan Simmons	2019	X	X	X	X	X	X					
VACANT	2019					V	V					
Gregory Bowden	2020	X	X	A	X	A	X					
John Burleson	2020	X	X	X	X	X	X					
Marie Yagel	2020	X	X	X	A	A	X					
Meg Kelly	2021	X	X	X	X	X	X					
Jill McCabe	2021	X	X	X	X	X	X					
Bernadette Thompson	2021	X	X	A	A	X	A					
Robert Grohman	2019	X	A	A	X							

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

Also in attendance: Andrea Hobbs, homeowner, Attorney Bradley Sprout, and Joann Davis, manager

1. Call to order: Meeting called to order by B. Simmons at 6:30 PM.

2. Homeowner concerns:

Andrea Hobbs, 522 Allenvue Drive

Ms. Hobbs submitted an ACC request to replace her front door with one that is “iron ore” in color, which the ACC is okay with. The request includes sidelights that are full, decorative glass, which do not conform to the standard wood panel with 3 windows. The ACC does not approve of the full, decorative glass sidelights. The ACC has denied a request this past year for a sidelight change that was nonconforming. Ms. Hobbs said there are homes in the neighborhood that are nonconforming and feels her request is for something that is subdued. She feels it would not detract from the neighborhood nor diminish the value of anyone’s property. The color is a neutral color.

J. McCabe explained that the ACC works to keep things uniform. Ms. Hobbs questioned the point of trying to keep things the same when people go ahead and do what they want anyway and if not enforced, the standard is null and void.

G. DiStefano stated the current Board of Directors has been working to enforce the C&Rs. J. Burleson asked about the ones that are different in the neighborhood and what would be done if there was a replacement without a request. In the past, people have been asked to submit a request after work was done without prior approval. If the request is denied, the person could be asked to return the change back to how it was previously.

Ms. Hobbs said that her neighbors do not object to the change and she does not understand the problem with her request. J. Burleson stated that if everyone in the community could do whatever they want without rules and restrictions, anything could be put up. There is purpose to what the ACC does and existing discrepancies should not affect the responsibility to create uniformity moving forward. What may have happened in the past should not justify continuing to allow it to continue to happen.

Ms. Hobbs asked about some of the colors on the other townhome buildings. It was explained that townhomes can pick the colors within their row. Regarding the color choice for the front door request, J. McCabe said that the door being asked for is not on the color palette, but the ACC is okay with it because they recognize moving

forward people want doors that do not have to be painted. The ACC has no issue with the color of the front door, just the decorative full glass sidelights.

There was discussion on the privacy of the decorative full glass sidelights versus the panel with the three window sidelights. Ms. Hobbs also asked about the single-family homes, which do have the full glass sidelights. B. Simmons explained that the single-family homes also have to submit requests, but they are not trying to be uniform in a row of homes like the townhomes.

Ms. Hobbs feels there should be some consideration for the homeowner. M. Yagel stated there has to be consistency as to what is dictated by the C&Rs. M. Kelly said that Ms. Hobbs' thoughts would be taken into consideration when the Board discusses her request under the committee reports.

Andrea Hobbs left the meeting.

3. J. McCabe motions to go into executive session at 6:49 PM to discuss legal matters, M. Kelly seconds, the motion passes with all in favor.

J. McCabe motions to reconvene the regular meeting at 7:02 PM, M. Kelly seconds, motion passes with all in favor.

Attorney Bradley Sprout left the meeting.

4. Pool Report – M. Kelly

- a. There are three lifeguards available to work the remaining days the pool is open.
- b. The new paint is peeling off the bottom of the pool. M. Kelly will reach out to the painter to fix the paint.
- c. The agreement was signed for the chlorine at a fixed rate for the next two years.
- d. J. Burleson would like to see a pool committee created to address several issues moving forward for the next pool season. M. Kelly will chair the committee. J. Burleson and M. Yagel both agreed to serve on the committee. M. Kelly will reach out to some other homeowners to see if they would be interested in being on the committee.
- e. M. Kelly suggested two picnic tables for next year with shading, which is something that will be looked into.

5. **Approval of minutes from the July meeting:** Motion to approve the minutes by G. DiStefano, M. Kelly seconds, motion passes with all in favor.

6. President's Report – no report

7. Treasurer's Report – J. Burleson

- a. The financial position from the bank balance standpoint continues to be good despite expenses such as the pool and playground equipment. The equity is about \$20,000 better than last year. The year looks good and J. Burleson commended the Board on the efforts in making improvements and getting things done for the neighborhood. The Board has been proactive and has been working to have a better plan in place. J. Burleson is continuing to work on the transition to switch banks to Members 1st and when that happens, he will look into the electronic payments for dues.

8. Committee Reports

- a. Architectural Control – B. Thompson
 - i. ACC requests

- 1) The ACC approved the identical replacement of basement and deck doors at 522 Allenvue.
- 2) The ACC approved the identical replacement of roof shingles and two skylights at 2301 Foxfire Circle.
- 3) 522 Allenvue submitted a request to replace the front door and side panels. The committee recommends approval of the replacement of the door, but denial of the proposed replacement of the side panels as they are not consistent with the others in that section.

The ACC motions to approve the door replacement with the color as requested, G. DiStefano seconds, motion passes with all in favor.

The Board discussed the sidelights at length. One concern was if the current style is one to stay with, or should the Board look at options for the future. There was discussion on uniformity and the need for ACC to uphold that. M. Yagel suggests looking at several choices for all of the townhomes rather than just at what certain buildings can have.

The ACC motions to deny the request for the decorative full glass sidelights, J. Burleson seconds, motion passes with the majority in favor and G. DiStefano opposed.

The ACC will reach out to the homeowner to follow-up and discuss looking at finding designs to approve as options for townhome owners.

- 4) 501 Allenvue submitted a request for the replacement of shrubs in an area where the arborvitae was removed. The committee recommends approval, G. DiStefano seconds, motion passes with all in favor.
- 5) 301 Allenvue submitted a request to replace the gutters and downspouts. G. DiStefano motions to approve the request, G. Bowden seconds, motion passes with all in favor.
- 6) 2116 Foxfire Drive submitted a request to remove three trees, remove and replace a patio, and put up a 15x18 composite storage shed that matches the house in color. After much discussion, the Board determined the portion of the request for the shed would be sent back to ACC for further discussion and consideration. More information would be needed if the shed were to be approved and specifics would have to be included in the approval since it would set a precedent.

J. McCabe motions to approve the removal of the three trees, M. Kelly seconds, motion passes with all in favor.

J. McCabe motions to approve the patio removal and replacement, M. Kelly seconds, motion passes with all in favor.

J. McCabe motions to deny the request for the shed and take it back to the ACC for more information, M. Kelly seconds, motion passes with all in favor.

ii. ACC concerns

- 1) A complaint was made about the exterior of 327 Allenvue and the ACC determined a letter should be sent.
- 2) A letter was sent to 627 Allenvue for exterior maintenance needed.
- 3) A letter was sent to 726 about weeds at the rear of the home. The Board passed a motion at the July meeting to give 10 days or have the work done and bill the homeowner, who does not live in Allenvue.

- 4) A complaint was received about a brush pile from the new homeowner at 946 Allenvue. ACC spoke with the new homeowner, who is working to get the property cleaned up and asked if he could have until the end of the month to remove the brush and the board agreed to that.
 - 5) 514 Allenvue received a letter about exterior maintenance and did not correct the violation within the given time, so the homeowner was fined \$100. The fine policy is being followed giving additional time or a fine of \$250 will be assessed.
- iii. Other
- 1) J. Burleson met with the resident at 713 Allenvue about the security cameras and felt satisfied with how they are currently placed. J. McCabe will add security cameras to the draft of the rewritten C&Rs to state approval is needed, but the Board reserves the right to approve for the cosmetics and area covered.
 - 2) An email was received from a resident asking for clarification on items left out. The Board responded, explaining the ACC and Board of Directors work to enforce the C&Rs by responding to concerns and following the fine process (C&Rs and fine process are on website). Homeowners have received letters and been fined for items not stored properly, including trash cans.
- b. Recreation – G. DiStefano
- i. The Fall Festival is not going to occur due to lack of volunteers. B. Simmons suggested making it a spring event. J. McCabe suggested adding information in the newsletter.
- c. Nominating – G. Bowden
- i. G. Bowden spoke to a homeowner who expressed interest in joining the board. The homeowner will be invited to attend the September meeting and talk with the Board of Directors.
- d. Audit – M. Yagel
- i. The Board agreed to sign a contract with Hamilton & Musser for the engagement to do the 2017 audit at a cost of \$5,000. J. Burleson negotiated the price. The hope is that the 2017 audit will be completed by November and then depending on what is encountered, Hamilton & Musser will look at pricing moving forward.
- e. Budget – no report
- f. Maintenance – B. Simmons
- i. Concrete work was completed at 603, 605, 607, 609, and 611 Allenvue.
 - ii. Concrete work is currently being done at Foxfire Drive and Allenvue Drive. The transportation coordinator for MASD was notified since it is at a bus stop. There were several concerns about the work being done and the lack of communication. Next time J. Davis will reach out to the webmaster to have a notice posted on the website.
 - iii. There was concern expressed about ramps not being put in, but the two ends of the area being done at Foxfire Drive are fairly new. The only work done was to the area that was broken. There is a lot of work involved with ramps and it is expensive. Albright Concrete estimates it would be about \$2,500 per ramp.
 - iv. Shopes removed dead trees at 601, 832, 842, 900, and 928 Allenvue.
 - v. 780 Allenvue emailed the Board regarding two items. The first was about tree branches in need of trimming because they were interfering with the opening of the front door. The handyman was directed to take care of it. The second concern was about a large tree in the common area, which B. Simmons looked at and will talk with Shopes about trimming the tree to clean it up underneath.
 - vi. There was discussion on the types of trees to plant when rows of trees are removed and replaced in the townhomes. This will be done one section at a time starting with the worst row. There will be alternating types of trees. B. Simmons will include information in the newsletter.
 - vii. J. McCabe volunteered to create a list for the maintenance committee of parking spots that need to be marked for visitors or with numbers and any line painting that needs to be done.

- g. Publicity – M. Kelly
 - i. M. Kelly is working on the 2018 Fall Allen Views. J. Burleson asked the committee chairs to draft something for the newsletter with the committee objectives to solicit more volunteers.

9. Manager's Report – J. Davis

- a. Resale certificates were prepared for 512, 956, 924, and 758 Allenvue Drive.
- b. 711 Allenvue had expressed interest in a new fence, but then decided just on replacing the posts. The homeowner was told to submit an ACC request.
- c. A complaint was received about trash left near the mailboxes by 730 Allenvue. The handyman disposed of the trash.
- d. Missing shingles were replaced at 700 Allenvue by Encore Roofing, LLC for \$175.
- e. In response to a complaint received, a reminder letter went out to the 818-832 building about parking.
- f. 703 Allenvue reached out to the Board about having a Bagster for a couple of days, which is allowed for a period of no more than one week in the resident's parking spot.
- g. A letter was sent to 640 Allenvue for a green and black truck in the visitor parking lot without a registration sticker. The owner had to replace the windshield twice, the vehicle is registered, a new sticker needs to be put on. The owner was given 30 days to bring the vehicle into compliance or remove it from the parking lot. The owner was also told that residents with more than two vehicles must park additional vehicles on Allenvue Drive, leaving the visitor parking open for visitors.

10. Other Business

- a. There was discussion on the wording of the violation letters and whether it is necessary to distinguish between a complaint made or a violation found by ACC. The Board makes the determination on whether a letter is needed and the fine policy started, so it does not matter how the violation is brought to their attention.
- b. J. McCabe is continuing to work on rewriting the C&Rs and Bylaws

11. Meeting Adjourned: G. DiStefano motions to adjourn the meeting, M. Kelly seconds, motion passes with all in favor. Meeting adjourned at 9:17 PM on August 28, 2018.

Next Meeting: September 25, 2018 at 6:30 PM in the Martin Conference Room at Messiah Village

Submitted by: J. Davis