

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, December 18, 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	A	X	A	A	
Bryan Simmons	2019	X	X	X	X	X	X	X	A	X	X	
VACANT	2019					V	V	V	V	V	V	
Gregory Bowden	2020	X	X	A	X	A	X	X	A	X	A	
John Burleson	2020	X	X	X	X	X	X	X	X	X	X	
Marie Yagel	2020	X	X	X	A	A	X	A	X	X	X	
Meg Kelly	2021	X	X	X	X	X	X	X	A	X	X	
Jill McCabe	2021	X	X	X	X	X	X	X	X	X	X	
Bernadette Thompson	2021	X	X	A	A	X	A	X	X	X	X	
Robert Grohman	2019	X	A	A	X							

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. M. Kelly motions to go into executive session to discuss legal matters, J. McCabe seconds, motion passes with all in favor.

M. Yagel motions to resume the regular meeting at 7:15 PM, B. Thompson seconds, motion passes with all in favor.

2. **Homeowner concerns:** none

3. **Pool Report** – M. Kelly

- a. The pool study committee of M. Kelly, J. Burleson, L. Caffarella, and R. Collier met recently. They discussed the idea of swim at your own risk, making improvements to the bathroom facilities, and putting in a pavilion. The delegated tasks to committee members and are working on getting quotes for various projects. The committee is planning to meet again on January 8, 2019 at 6 PM.

4. **Approval of minutes from the November meeting:** Motion to approve the minutes by M. Kelly, J. McCabe seconds, motion passes with all in favor.

5. **President's Report** – none

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

- a. The current cash position is comparable to last year. While a considerable amount of money was spent on playground equipment this year, it was unintentionally mitigated by the postponement of some annual operating expenses to the following year.
- b. The equity is up to \$310,000, which is a healthy position to be in.
- c. The income is showing an increase because of the increase in dues. Everything is flowing as expected.

7. **Committee Reports**

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

- 1) The Board approved an expedited request for a deck replacement at 830 Allenvue.

- ii. Other items
 - 1) 510 Allenvue needs to do an entire roof replacement. The homeowners had it inspected and it was determined the roof was put on incorrectly and needs to be replaced. Since it is not a shared roof, the Board is allowing an exception to having the building done at the same time in order for the homeowners to move forward with the project. The homeowners were emailed and mailed an ACC request form to complete and the Board will expedite it once received. The Board also asked the homeowners to have their contractor reach out to J. Davis so she can discuss getting proposals for the other homeowners in the building to give them the option of replacing their roof and to inform them of the issues 510 Allenvue has encountered.
- b. Recreation – no report
- c. Nominating – J. Davis on behalf of G. Bowden
 - i. Two information sheets have been received for the three open board positions. B. Thompson has a neighbor who might be interested in running. J. Davis will email her the information sheet.
- d. Audit – M. Yagel
 - i. When the audit is completed, there will be a meeting to share with board members their observations and findings. Information will be shared at the annual meeting in February.
- e. Budget – J. Burleson
 - i. A draft of the 2019 budget was presented to the Board for review. There will not be an increase in dues for 2019. The budget numbers were adjusted based on changes from this past year and predicted changes for 2019.
 - ii. We are moving our banking relationship from BB&T to Members 1st credit union. We will be establishing four accounts there: a general operating account from which all checks will be issued and all deposits made to. There will also be a money market account established for the townhomes from which relative expenses will be paid and dues income deposited. Additionally, two reserve fund accounts will be established: one for the general reserve fund and one for the townhome reserve fund. These will be savings accounts. Money will be moved between the accounts as appropriate, electronically.
 - iii. The capital fund account, with a current balance of \$22,200, will be used to pay a portion of the overall cost of the playground equipment purchased this year. Going forward, all resale certificate monies and initiation fees collected will be deposited to the general reserve fund account.
- f. Maintenance – B. Simmons
 - i. There was a question from a homeowner about leaf removal in the 700s section, which has not been done, although Shopes was observed removing leaves in other areas. J. Burleson will meet with B. Thompson to look at her building, which is the 700 evens section. J. Burleson will then get in touch with Shopes to find out why the leaves were not taken care of. M. Kelly stated the 900s were done, but some of the leaves were blown back into the beds and the rest into the street. M. Kelly also expressed concern about the grass seed that had been planted in the 900s area, which is now gone. J. Burleson stated he did speak to Shopes about dealing with that in the spring to resolve the issue.
 - ii. J. Burleson looked at a document from 2010 that listed in detail the expectations for lawncare work. That will be updated for 2019 to use when seeking bids from other companies.
 - iii. The house painting schedule will be adjusted to shift the schedule by one year.
- g. Publicity – M. Kelly
 - i. A draft of the Winter Allen Views was presented to the Board for review.

8. Manager's Report – J. Davis

- a. Resale certificates were prepared for 2101 and 2103 Foxfire Drive. A resale certificate was prepared for 820 Allenvue Drive, but the sale fell through. The realtor will retain the new homeowner packet and an updated resale certificate will be emailed when the house sells.
- b. There continues to be a lien of \$200 on 758 Allenvue Drive for nonpayment of the resale certificate at closing. J. Davis is working with the broker of the company to get the issue resolved.
- c. As the accountant makes deposits of dues, she notifies J. Davis of any odd amounts that might be outstanding on an account and the homeowner is notified. Homeowners have been sending payment for the amount owed or including it with their next dues payment.
- d. There was a complaint that the tenant at 612 Allenvue was parking in spaces designated for 610 Allenvue. The property at 610 Allenvue is currently vacant, but family members are preparing it for sale. J. Davis emailed the homeowner of 612 Allenvue to ask that the parking rules are reviewed with the tenant again.

9. Other Business:

- a. B. Simmons asked J. Davis to leave the room. After J. Davis was asked to return, the Board stated they discussed and unanimously approved a cost of living salary increase for the administrative manager for 2019.
- b. J. McCabe stated that at the annual meeting, she would like to present the process of how the changing of the C&Rs will be done.

10. Meeting Adjourned: B. Thompson motions to adjourn the meeting, M. Kelly seconds, motion passes with all in favor. Meeting adjourned at 8:26 PM on December 18, 2018.

Next Meeting: January 22, 2019 at 6:30 PM in the Martin Conference Room at Messiah Village

Submitted by: J. Davis