

**ALLENVIEW HOMEOWNERS**  
**Board of Directors' Meeting**  
Tuesday, July 24, 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    |      |       |      |      |      |      |
| Bryan Simmons       | 2019 | X     | X     | X   | X    | X    |      |       |      |      |      |      |
| VACANT              | 2019 |       |       |     |      | V    |      |       |      |      |      |      |
| Gregory Bowden      | 2020 | X     | X     | A   | X    | A    |      |       |      |      |      |      |
| John Burleson       | 2020 | X     | X     | X   | X    | X    |      |       |      |      |      |      |
| Marie Yagel         | 2020 | X     | X     | X   | A    | A    |      |       |      |      |      |      |
| Meg Kelly           | 2021 | X     | X     | X   | X    | X    |      |       |      |      |      |      |
| Jill McCabe         | 2021 | X     | X     | X   | X    | X    |      |       |      |      |      |      |
| Bernadette Thompson | 2021 | X     | X     | A   | A    | X    |      |       |      |      |      |      |
| Robert Grohman      | 2019 | X     | A     | A   | X    |      |      |       |      |      |      |      |

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

*Also in attendance: Carol Woermann, homeowner and Joann Davis, manager*

**1. Call to order:** Meeting called to order by B. Simmons at 6:34 PM.

**2. Homeowner concerns:**

Carol Woermann, 546 Allenview Drive

Ms. Woermann is a long-time homeowner bringing several concerns to the Board of Directors. Her first concern is about the letters regarding the items on her porch. She stated they were from a home she had sold and the items were placed there for several days up to a week until she was able to move them to another location. Ms. Woermann disagrees with the use of the word "storage" since the items were only there temporarily. She feels that someone has to get very close to view the items and there was no intention of storing them there. G. DiStefano asked Ms. Woermann about using her garage to store the items, but Ms. Woermann said that it is easier to leave them on her porch rather than having to pull them out of the garage to move them again.

Ms. Woermann had large arborvitae at the side of her home planted by the HOA about 20 years ago that she did not want. They are now overgrown with ivy growing through them that she cannot get rid of. Ms. Woermann would like the HOA to remove them and she would be willing to then replant something in the area. G. DiStefano stated that perhaps 20 years ago the HOA may have removed and replaced the arborvitae, but that is not currently done.

Ms. Woermann discussed the ivy she is unable to get rid of and feels that the tanbark the HOA provides has caused the ivy to grow. J. McCabe disagreed, stating many people use the same tanbark and do not get the ivy and weeds. B. Simmons does not use the tanbark provided by the HOA, but he does have ivy growing.

Ms. Woermann brought up the recent expenditure on the new playground equipment and felt that it was money spent on an area not being used. The Board disagreed with that and explained the new equipment replaced old equipment in poor condition. Families do use the playground frequently.

Ms. Woermann expressed concern that the newsletters are not friendly and list the same rules and regulations each time. The Board explained that because of people moving in and out of the neighborhood, it is important to make everyone aware of the rules and regulations. Items are also placed in the newsletter in response to complaints that are received.

J. McCabe asked C. Woermann if she would like to be on the board or volunteer because the best solution is to get involved if you are unhappy; that is what prompted J. McCabe to get involved.

J. Burleson stated that there is a reason to have the rules and regulations in the newsletter, but the suggestion of adding some positives has been heard and noted. J. Burleson did state he disagrees with Ms. Woermann's porch issue and that if everyone left items for a week or two, that is not the community we want; more than a couple days is considered storing.

B. Simmons stated the upkeep of the shrubs is the responsibility of the homeowner. The HOA does not take care of end units, only common areas. The Board cannot speak to what was done 20 years ago. Ms. Woermann said she is willing to replace the shrubs, but feels the HOA should remove them since that is who put them in.

The Board will discuss Ms. Woermann's concerns under the ACC committee report and send Ms. Woermann a response.

*Carol Woermann left the meeting.*

### **3. Pool Report – M. Kelly**

- a. M. Kelly was under the impression two lifeguards needed to be on duty for each shift. The insurance company was contacted and the number of guards on duty does not impact liability. There have been some complaints about the pool being closed due to not having coverage because of guards being on vacation. J. McCabe feels there needs to be two guards on duty in order to do a rescue effectively, if needed. G. DiStefano stated there were times in the past when one guard was on duty, but the weather was poor and there were not many swimmers. It was also a seasoned guard on duty who was older. The majority of guards this year are new and young. It is a tremendous responsibility to be by yourself. The Board feels it is M. Kelly's call to make as the Pool Manager. G. DiStefano suggested near the end of the season when it is hard to find guards with availability, to stagger the schedule.
- b. J. Burleson stated if there is a complaint made on the Facebook page, it should not be responded to as an employee or a Board member. Those with concerns should be encouraged to go to the Board.
- c. M. Kelly feels things are getting better with Aqua Specialists.
- d. S. Paterson is looking at the hand dryer in the men's room.
- e. M. Kelly speaks to the guards on a daily basis. One guard will work to get certified to deal with chemicals.
- f. B. Simmons asked how the budget is looking this year since Aqua Specialists is being used. J. Burleson said it is about \$2700 up this year from last year. There were some maintenance expenses this year such as pool painting and a water heater.

### **4. Approval of minutes from the June meeting:** Motion to approve the minutes by G. DiStefano, B. Thompson seconds, motion passes with all in favor.

### **5. Resignation and nominations**

- a. R. Grohman submitted his resignation to the Board due to health reasons. G. DiStefano motions to accept his resignation, M. Kelly seconds, motion passes with all in favor.
- b. M. Kelly nominates B. Simmons as President, G. DiStefano seconds, motion passes with all in favor.
- c. J. McCabe nominates M. Yagel as Vice President, G. DiStefano seconds, motion passes with all in favor.

### **6. President's Report - B. Simmons**

- a. The HOA received another judgment in favor of the Association for outstanding dues.

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

- a. Things continue to look good and similar to last year. Revenue is up as expected with the dues increase. The total pool expenses are up, which falls under pool repair and maintenance as discussed earlier. The past six months for the HOA has shown a healthy performance.

## **8. Committee Reports**

- a. Architectural Control – J. McCabe

### **i. ACC requests**

- 1) 820 Allenvue submitted an expedited request for an identical replacement sliding door, which ACC approved.
- 2) 632 Allenvue submitted a request to replace the wood trim on their back door with a PVC trim. The ACC motions to approve, M. Kelly seconds, motion passes with all in favor.
- 3) 746 Allenvue submitted a request to replace the French doors at the back of the home with a sliding glass door. The ACC motions to approve, J. Burleson seconds, motion passes with all in favor.
- 4) 713 Allenvue submitted a request for security cameras. It was approved last month with conditions to be met, including pictures from the camera to show the viewing area and the wires were to be hidden. When the conditions were not met, a follow-up letter was sent giving a ten-day extension to meet the conditions or the cameras would need to be removed. Updated pictures were sent and the wires were hidden. The ACC felt the conditions were not met and the cameras should be removed. J. Burleson disagrees with ACC and feels that the function of the camera does not matter and it is the line of vision that is the business of the HOA. J. Burleson felt the conditions were met and is willing to meet with the resident to look at the camera further. B. Simmons said the HOA can only regulate how it looks. The Board is in agreement that an ACC request is needed. The ACC motions to have the cameras removed due to not meeting the requirements, there is no second on the motion; the motion is lost.
- 5) 305 Allenvue submitted a request for solar panels on the roof of a single-family home. In the request the removal of a tree is mentioned and the homeowner confirmed via email the tree is on her property. The homeowner also explained via email the wiring will run along the top of the roof and down to the utility box. The conduit will be painted to match the siding. The Township was contacted and there are no concerns on their end. The ACC motions to approve the request for the single-family home, G. Distefano seconds, motion passes with all in favor.
- 6) 307 Allenvue submitted a request for a patio replacement. G. Distefano motions to approve, J. Burleson seconds, motion passes with all in favor.
- 7) 702 Allenvue submitted a request to paint the front door trim the same color. J. McCabe motions to approve, M. Kelly seconds, motion passes with all in favor.
- 8) 609 Allenvue submitted a request to remove and replace shrubs and trim the tree in front. ACC motions to approve, J. Burleson seconds, motion passes with all in favor.

### **ii. ACC concerns**

- 1) 501 Allenvue was given permission to remove overgrown shrubs and asked to submit an ACC request for replacement shrubs. To date, a request has not been received. A letter will be sent to the homeowner asking an ACC request form be submitted for approval at the August meeting.
- 2) A letter was sent to 546 Allenvue for items stored on the front porch, which have been removed. The Board feels storage is anything left for more than 48 hours. In reading the C&Rs, it was determined they state the homeowners are responsible for the side yard to include the maintenance, removal, and replacement of shrubs. The ACC thought end units might need to send letters to all end units reinforcing it is homeowner responsibility to maintain their side yard. M. Kelly motions relative to the C&Rs Article

II, Section 2 (b) and the practice the Board has maintained for 20+ years, the front and side flower beds and shrubs are the responsibility of and to be maintained by the homeowner, G. DiStefano seconds, motion passes.

- 3) A letter was sent to 736 Allenvue for a lacrosse rebounder stored on the front lawn. The homeowners responded via email. The Board of Directors sent a written response with a compromise on using and storing the rebounder.
- 4) A letter was sent to 754 Allenvue for weeds at the front and back of the property. This has been resolved.
- 5) A letter was sent to 900 Allenvue for weed trimmings laying at the side of the house. This has been resolved.
- 6) ACC noticed weeds at 726 Allenvue, which is currently vacant. The homeowner lives out-of-state. G. DiStefano motions to send a letter to the homeowner giving ten days to remove the weeds or Shopes will be hired and bill the homeowner, B. Thompson seconds, motion passes with all in favor.
- 7) A complaint was received about a trailer stored in the driveway at 506 Allenvue. A letter was sent outlining the policy that trailers are only permitted for a period of no more than 48 hours to allow for packing and unpacking. The trailer has been removed.
- 8) A complaint was received about the weeds at 514 and 518 Allenvue. Letters were sent to both homeowners. 518 has resolved the issue. 514 will receive another letter if needed.
- 9) A complaint was received about the condition of the rear gate at 711 Allenvue. A letter was sent to the homeowners giving 30 days to have it repaired. The gate has been repaired and the homeowner asked about the fence replacement process. J. Davis will ask the homeowners if they would like to head up the replacement process for their building. The ACC would like to know if the Board wants to address other fences as well. B. Simmons said to give one-year notice letters, allowing people time to prepare for the cost.
- 10) J. McCabe is resigning as the ACC Chairperson in order to focus on the C&Rs. J. McCabe motions to appoint B. Thompson as the ACC Chairperson, G. DiStefano seconds, motion passes with all in favor.

b. Recreation – G. DiStefano

- i. Due to lack of interest, National Night Out is not going to happen.
- ii. The fall festival is still on as planned.

c. Nominating – G. Bowden

- i. J. McCabe is going to reach out to someone who may be interested in filling the vacant seat.

d. Audit – M. Yagel

- i. An engagement letter for an audit was presented by J. Burleson for the board to review.

e. Budget – no report

f. Maintenance – B. Simmons

- i. B. Simmons is working to resolve the problems with the trash cans in the park area.
- ii. The maintenance committee would like to create a tree schedule. R. Grohman will continue working with CVTSL and is waiting on a 5-year plan from them. 702 Allenvue reached out about the tree in front of her home, which has mold. B. Simmons stated this row has two dead trees and the whole row will be done at the same time. It is one of the first ones that will be done, hopefully in the fall.
- iii. Complaints were received from two homeowners via email about weeding and trimming that needed to be done. Shopes was contacted and it was on their schedule for the upcoming week; it has been taken care of.
- iv. B. Simmons received a tree proposal from Shopes for dead trees in the community. Shopes is going to remove trees at 601, 646, 832, 842, 900, and 928 for \$1375. Shopes also talked to

someone about the best trees to plant and came back with several suggestions. The Board discussed the options but will hold off on making a decision until hearing back from CVTSL.

- v. B. Simmons spoke with Shopes about the weedwhacker issues. Grass will be getting planted in the areas that were ruined.
- vi. B. Simmons will be having concrete work done in several areas by Albright Concrete. 611 has a stoop area in need of repair. The stoop is currently brick, which will be replaced with concrete. 462 has a cracked sidewalk. The curbing and sidewalk at the bottom of Foxfire and Allenvue will be done. B. Simmons is also going to get a price on curbing. While only \$3000 was budgeted specifically for concrete, J. Burleson stated there is money available in the budget and the work should be done this year.
- vii. Shopes cleaned up the tennis courts. New nets were ordered and will be replaced in the spring. The handyman will be cleaning and painting the basketball net poles and new backboards will be installed. The handyman will also be working on painting the mailbox posts.
- g. Publicity – M. Kelly
  - i. Please send items for the fall newsletter to M. Kelly.

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

- a. Renters have contacted the HOA with issues. The HOA deals with homeowners and will refer renters to the homeowner. G. DiStefano motions that renters with problems are referred to the homeowner, who will then contact HOA if needed, J. Burleson seconds, motion passes with all in favor.
- b. 556 Allenvue has two remaining shrubs from when his townhome was built that are now too big to manage. Years ago, he had done the side yard and split the cost with the HOA. He was wondering if the HOA was still doing that for end units. The Board refers to the motion passed earlier. The homeowner will be notified it is his responsibility.
- c. There is a large tree between 554 and 556 Allenvue that has a huge root spread. The homeowner at 556 is concerned about the roots interfering with the lateral sewer pipe. He would like to be proactive before there are any issues and is wondering who is responsible for the sewer pipe. That is homeowner responsibility.
- d. The roof replacement at 946-960 has been completed. Titan Roofing will be sending final bills to customers for payments.
- e. 838 Allenvue reached out about a possible roof leak. Encore was contacted to go out and see if it is missing shingles, which the HOA will cover. If it is more than that, it would be the responsibility of the homeowner.
- f. 760 Allenvue had reached out about utility junction boxes that were excavated back in the spring, but never backfilled. The boxes are PPL boxes, so J. Davis contacted PPL via their online form. The issue has been resolved.
- g. A homeowner with a rental property called to ask about the newsletter and who receives it. The newsletter is printed and mailed by Konhaus. J. Davis explained the mailing list given to Konhaus has the names of homeowners and if it is a rental property, a copy of the newsletter will also be mailed to "Resident" at the rental property.

**10. Meeting Adjourned:** J. Burleson motions to adjourn the meeting, M. Kelly seconds, motion passes with all in favor. Meeting adjourned at 9:28PM on July 24, 2018.

**Next Meeting:** August 28, 2018 at 6:30 PM in the Martin Conference Room at Messiah Village

Submitted by: J. Davis