

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, March 27, 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										
Robert Grohman	2019	X										
Bryan Simmons	2019	X										
Gregory Bowden	2020	X										
John Burleson	2020	X										
Marie Yagel	2020	X										
Meg Kelly	2021	X										
Jill McCabe	2021	X										
Bernadette Thompson	2021	X										

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

Also in attendance: Joann Davis, Manager, Attorney Duane Stone, Attorney Brad Sprout

- 1. Call to order:** Meeting called to order by R. Grohman at 6:26 PM.
- 2. Homeowner concerns:**
Gina DiStefano, 700 Allenview
 Ms. DiStefano stated the dogwood tree in front her of her home has some type of disease and was cut. She would consider paying to replace the tree but does not want to pay for the removal of the tree since she did not plant it. The maintenance committee stated they recently received a tree proposal and it does include work to be done on the trees in that area. B. Simmons stated the trees are going to get treated with a spray. B. Simmons is also going to take a look at some of the properties that do not receive sunlight in order to determine alternatives. He will take a look at 700 Allenview and other front yards.
- 3. Executive Session** R. Grohman motions to go into executive session to discuss legal matters. Executive session begins at 6:27 PM. Meeting resumes at 7:50 PM.
- 4. Pool report – M. Kelly**
 - a. An email was received from a homeowner asking about the use of FOBs rather than hiring lifeguards, as done in similar communities. The Board discussed the idea and was in agreement they do not like the idea of a “swim at your own risk” situation.
 - b. Aqua Specialists will open the pool on April 18, 2018 and close the pool on September 18, 2018. They will also be maintaining the pool chemicals.
 - c. Lifeguards are still needed for the 2018 season. Most lifeguards are returning and a few applications have been received.
 - d. The pool documents needed for each season were printed by Kohnaus and picked up by M. Kelly.
 - e. A second painting bid from Murphy Painting, Inc. was received for \$1750, not including paint. This is cheaper than the previous bid for \$2300, which also did not include paint. B. Simmons motions to accept the proposal from Murphy Painting, Inc. J. Burleson seconds the motion. The motion carries with all in favor.
 - f. The pool will open to residents on May 26th and the last day of the season will be on September 3rd. The hours will be listed in the Allen Views.
 - g. The Board reviewed the information for the newsletter and discussed the pool rules. G. DiStefano motions to limit the baby pool to children under the age of six and to post a sign on the fence stating

those over age six are not allowed in the baby pool and lifeguards are not responsible for those in the baby pool, M. Yagel seconds, motion passes with all in favor.

5. Officer Elections

- a. President – G. DiStefano motions to elect R. Grohman, M. Kelly seconds, motion passes with all in favor.
- b. Vice President – J. Burleson motions to elect B. Simmons, G. DiStefano seconds, motion passes with all in favor.
- c. Secretary – G. DiStefano motions to elect J. Davis, M. Kelly seconds, motion passes with all in favor.
- d. Treasurer – G. DiStefano motions to elect J. Burleson, B. Simmons seconds, motion passes with all in favor.

6. Committee Chair Appointments

- a. Architectural Control Committee – G. DiStefano motions to appoint J. McCabe ACC Chair, M. Kelly seconds, motion passes with all in favor.
- b. Recreation Committee – M. Yagel motions to appoint G. DiStefano as Recreation Chair, J. McCabe seconds, motion passes with all in favor.
- c. Nominating Committee – G. DiStefano motions to appoint G. Bowden as Nominating Chair, M. Kelly seconds, motion passes with all in favor.
- d. Audit Committee – J. Burleson motions to appoint M. Yagel as Audit Chair, G. Bowden seconds, motion passes with all in favor.
- e. Budget Committee – G. DiStefano motions to appoint J. Burleson as Budget Chair, M. Kelly seconds, motion passes with all in favor.
- f. Maintenance Committee – G. DiStefano motions to appoint B. Simmons as Maintenance Chair, M. Kelly seconds, motion passes.
- g. Publicity Committee – G. DiStefano motions to appoint M. Kelly as Publicity Chair, M. Yagel seconds, motion passes.

7. Approval of minutes from the January meeting: Motion to approve the minutes by M. Yagel, G. Bowden seconds, motion passes with all in favor.

8. President's Report – R. Grohman

- a. A townhome painting bid was received from Mike Hoffman for \$16,025. A bid was also received from Murphy Painting, Inc. for \$16,000. However, the bid from Murphy Painting was for homes scheduled in the future, not the ones scheduled for this year. A request was made for a new bid. J. Burleson motions to accept the new bid from Murphy Painting, Inc. provided it is for the same amount or less, J. McCabe seconds, motion passes with all in favor.

9. Treasurer's Report – J. Burleson

- a. The Board reviewed the financial statements for January and February 2018. The money will be separated and placed appropriately for the reserve fund study. J. Burleson will meet with the accountant after tax season to address that. The recent snow is why the amount spent is currently more than what was brought in.

10. Committee Reports

- a. Architectural Control – J. McCabe
 - i. J. McCabe nominates the following as members of the ACC – Bernadette Thompson, Lori Caffarella, Jennifer Burke, Patrick Crowell, Amy Steiner, and Susan Herman. M. Kelly motions to accept the members, G. Bowden seconds, motion passes with all in favor.
 - ii. ACC requests
 - 1) The ACC approved a request for an addition at 2302 Foxfire Circle.

- 2) The ACC approved a request for a new storm door at 732 Allenvue Drive.
 - 3) A request was submitted by 2301 Foxfire Circle for a new brick mailbox. The ACC recommends approval and the board is in agreement.
 - 4) A request was submitted by 2109 and 2111 Beacon Circle for windows and a storm door. The Board recommends the doors in the duplex should be matching.
 - 5) A request was submitted by 503 Allenvue Drive for a roof replacement because of recent damage from a storm. The Board recommends the shingles are to be the same as what is currently on the roof so that it matches the other roofs in the building.
- iii. ACC concerns
- 1) A letter went to 627 Allenvue regarding items being stored at the front of the home.
 - 2) In response to a complaint received, a letter went to 309 Allenvue regarding trash that was put out in bags, which spilled out.
 - 3) A letter went to 900 Allenvue regarding a vegetable garden that was to be removed and a chiminea on the patio. It was also brought to the homeowner's attention a piece of siding has loosened.
 - 4) A reminder letter regarding the storage of trash and recycling containers, as well as proper disposal of bulk items went to the 900-914 building.
 - 5) A reminder letter regarding the proper storage of trash and recycling containers went to the 818-832, 834-848, and 701-719 buildings.
 - 6) A letter went to 600 Allenvue regarding the improper storage of the trash can at the side of the home.
 - 7) In response to a complaint received, a letter went to 740 Allenvue with a reminder of proper disposal of bulk items.
- b. Recreation – G. DiStefano
- i. G. DiStefano nominated Anna Mae Wickard and M. Yagel as committee members. M. Kelly motions to accept, J. Burleson seconds, motion passes with all in favor.
 - ii. The yard sale will be held on 5/19 with a rain date of 5/26 to coincide with Winding Hills yard sale. Ads will be placed J. Davis in The Guide, on Craigslist, on PennLive.com, and on YardSaleSearch.com.
 - iii. The Senators reached out regarding a night out at the ballpark. The Senators can create an online link to send out to residents and they can purchase directly from that site, this way there is no upfront cost to the HOA. The Board is agreement this is a good idea to try out.
- c. Nominating – G. Bowden
- i. G. Bowden nominates G. DiStefano, and R. Grohman as committee members. J. Burleson motions to accept, B. Simmons seconds, motion passes with all in favor.
 - ii. G. Bowden stated the counting of the ballots for the recent election followed the current by-laws and does not think the way it is done should be changed.
- d. Budget - J. Burleson
- i. J. Burleson nominates B. Simmons, R. Grohman, and G. DiStefano as committee members. M. Kelly motions to accept, G. Bowden seconds, motion passes with all in favor.
- e. Maintenance – B. Simmons
- i. B. Simmons nominates J. Burleson and R. Grohman as committee members. M. Kelly motions to accept, M. Yagel seconds, motion passes with all in favor.
 - ii. M. Yagel shared the results of the lawn care survey. A small number of townhome owners, 36, responded to the survey. The board reviewed all of the comments and results will be shared in the upcoming newsletter.
 - iii. Good's Tree Care and Cumberland Valley Tree Service both submitted proposals for tree work in the neighborhood; Cumberland Valley Tree Service came in cheaper. B. Simmons recommends Cumberland Valley Tree Service to do work within the budgeted amount of \$15,000, J. McCabe seconds, motion passes with all in favor.
 - iv. Shope's took care of the tree that had fallen in the 900s area during a storm.

- v. B. Simmons received proposals for work to be done in the playground and park area including replacing equipment, moving trash cans, and replacing park benches. B. Simmons recommends accepting a proposal from MRC Rec for \$47,848, G. Bowden seconds, motion passes with all in favor.
- f. Publicity – M. Kelly
 - i. M. Kelly nominates B. Thompson as a committee member. J. McCabe motions to accept, G. DiStefano seconds, motion passes with all in favor.
 - ii. A draft of the spring newsletter was reviewed. J. Davis will put a Google doc out to the Board so ideas can be compiled more easily.
- g. Audit – M. Yagel
 - i. M. Yagel nominates G. DiStefano as a committee member and J. Burleson as an ex officio member. M. Kelly motions to accept, J. McCabe seconds, motion passes with all in favor.
 - ii. J. Burleson will reach out to some firms about doing an audit.

11. Manager's Report – J. Davis

- a. Resale certificates were prepared for 758, 946, 834, 609, and 956 Allenvue Drive.
- b. 604 Allenvue was experiencing a leak. Encore Roofing did a minor repair to the outside of the roof at no cost to the HOA.
- c. A letter went to 906 Allenvue after a complaint was received that the resident was leaving dog waste rather than cleaning it up.
- d. A letter went to 752 Allenvue regarding two vehicles parked in the visitor parking and one in their allotted space that were non-compliant.
- e. The final payment was made for the fence replacement at 817 Allenvue Drive. The accountant put the amount paid by the HOA on the account for 817 Allenvue Drive.
- f. Coupon booklets were printed and mailed by Konhaus.
- g. A letter went to 550 Allenvue with a reminder to keep pets off the tennis court.

12. Other Business

- a. Further revision needs to be done on the rewriting of the C&Rs and by-laws. The Board will need to continue to provide input. There was discussion on the payment of dues and whether to continue with quarterly payments or to go to monthly payments. There was also discussion on how to handle late payments.
- b. There was a request at the annual meeting to post the monthly meeting agenda to the website. This will be tabled for discussion at the next meeting.

13. Meeting Adjourned: M. Kelly motions to adjourn the meeting, B. Thompson seconds, motion passes with all in favor. Meeting adjourned at 9:14 PM on March 27, 2018.

Next Meeting: April 24, 2018 at 6:30 PM in the Martin Conference Room at Messiah Village

Submitted by: J. Davis