

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

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

*Also in attendance: Andrea Hobbs, homeowner and Joann Davis, administrative manager*

**1. Call to order:** Meeting called to order by B. Simmons at 6:29 PM.

**2. Homeowner concerns:**

Andrea Hobbs, 522 Allenvue Drive

Ms. Hobbs addressed the Board of Directors regarding a letter she had her attorney send to the Board about her denied ACC request for the door sidelights. The Board acknowledged receiving the letter and has turned the matter over to the HOA attorney.

*Andrea Hobbs left the meeting.*

**3. Executive Session** – J. McCabe motions to go into executive session at 6:36 PM to discuss legal matters, M. Yagel seconds, motion passes with all in favor. The regular meeting resumes at 6:54 PM.

**4. Pool Report** – M. Kelly

- M. Kelly contacted Roni Collier and Lori Caffarella about joining the pool study committee. The committee will be scheduled a date to meet and look at areas to research such as a pavilion, converting the pool to salt water, and alternatives to using lifeguards.
- The water will be shut off to the pool on Wednesday, November 28<sup>th</sup>.
- At least 6 chairs and 4 umbrellas will need to be purchased for next year.

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

**6. President's Report** – B. Simmons

- The attorney has started litigation against four homeowners who owe dues. The attorney has also filed three writs of execution/sheriff sales for three homes. The paralegal continues to work with homeowners who call to settle or make payment plans.

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

- J. Burleson has talked with the auditors, who have done other HOAs. He is hoping to learn from their experiences and knowledge. The auditors have commented that the Allenvue HOA is a healthy

association with the level of cash that is in the bank. J. Burleson is also going to be working with the auditors to determine the number of accounts the HOA should have in order to be most compliant with what is currently done. The question is how we function as an HOA relative to how dues are collected from different segments. There are some maintenance items that were delayed and that will make 2018 look better operationally than it should have. The equity is up from last year. The pool expenses have increased, but are still below budget.

## **8. Committee Reports**

- a. Architectural Control – B. Thompson
  - i. ACC requests
    - 1) A request was submitted by 314 Wister Circle to remove two cherry trees, the stumps, and the roots. ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
  - ii. Other items
    - 1) The ACC discussed yard signs at their meeting. The committee will report any signs to B. Thompson so that the letter drafted by M. Yagel, which the Board reviewed, can be sent out.
    - 2) The ACC plans to look at townhome fences in the spring to see which buildings are in need of a replacement. The process is similar to the roof replacement process.
- b. Recreation – no report
- c. Nominating – G. Bowden
  - i. Konhaus is printing and mailing the information sheet for anyone interested in running for open Board seats in 2019. A copy is also on the website. There are three open slots. G. Bowden has been talking with people about running for the open positions.
- d. Audit – M. Yagel
  - i. The auditor was provided a copy of the Yingst report. J. Burleson stated he wants to be cautious with expenses for next year because the auditor might have suggestions on what needs to be done next year. The cost of the audit is \$5200 and will be done each year.
- e. Budget – J. Burleson
  - i. Shared a draft budget with the board for feedback. Will come in under budget this year from a cost standpoint due to some things not being done. Down in all categories with shoppes and was pleased overall with the amount done this season and money came under in what was allowed. Can feel good about adhering to 2018 budget. No plans to raise the dues. December meeting will be to look at the budget to go out with annual meeting and election mailing.
- f. Maintenance – B. Simmons
  - i. The tree removal and replacements were done for the 700-712 and 714-728 buildings. Due to a miscommunication with Shoppes, prior notification was not given to homeowners. An email was sent out to the homeowners from the Board and a statement was put on the website. Residents were upset and concerned about damage done during the removal and replacement and several were not aware that the trees were diseased. J. Burleson said Shoppes acknowledged they would take care of any damage caused by the tree removal and replacement. B. Simmons will look at the area to make sure it is complete.
  - ii. Top soil and seed were put down for 938, 940, and 942 at the end of October. The homeowners were emailed and asked to water the area. Shoppes did not charge for seed and topsoil this year.
  - iii. Numbers only were painted in lots 501-509 and 801-819 and one spot for 620 was redone for a total cost of \$525. One homeowner had suggested having the numbers painted on the curbing rather than the pavement so that they hold up longer and would be visible if leaves were on the ground. House numbers are not allowed on curbs in SFHs and not all THs have curbs.
  - iv. J. Burleson and B. Simmons met to discuss the unmarked parking spots. The original plan was to mark all 44 unmarked spots for visitor parking. However, it was found out that a past Board of Directors purposely left some spots empty, most likely for overflow parking. The problem is

there are too many cars and not enough parking spots. J. McCabe stated the 500s are most affected. In order to alleviate the problem, a compromise would be to paint some visitor parking and leave some blank. The Board cannot discipline the visitor parking area, but can address problems brought to their attention. The new governing documents could discuss the parking policy. B. Thompson asked that a notice be put in the Allen Views making people aware that more visitor parking spaces will be designated. B. Simmons said he did look into signs, posts, and hardware for visitor parking signs and it was too expensive.

- v. B. Simmons will be meeting with Fenton Lemmon, who has done parking lot painting, to discuss a bid for townhome painting. B. Simmons will also reach out to a homeowner who is a certified house painter who is interested in submitting a bid.
- vi. B. Simmons will be reaching out to landscapers for bids on lawn care and snow removal.
- vii. A storm caused a tree to split behind 902 Allenvue, which was reported by a neighbor. The homeowner did take the tree down.
- viii. A townhome owner called with concerns about the shoveling done on the walkways leading to the townhomes and the leaf removal. The homeowner feels that Shopes is not doing their job and services are being paid for that are not being received. The homeowner shared that this has been expressed by other homeowners as well. J. Burleson did reach out to Shopes about the leaf problem and there is another fall cleanup that will take place.
- ix. A townhome owner reported there is a pothole across from 600 Allenvue. B. Simmons will have the handyman take a look at it to see if some Quikrete can be put in the pothole to fix it for now.
- g. Publicity – M. Kelly
  - i. A homeowner requested a reminder in the next newsletter to single family homeowners about shoveling their sidewalk in accordance with Township regulations.
  - ii. M. Kelly presented a draft newsletter for review and feedback.

**9. Manager's Report – J. Davis**

- a. Resale certificates were prepared for 901, 903, 956, 717, 618, and 820 Allenvue Drive.
- b. Sage Acquisitions did pay the fees owed from acquiring 758 Allenvue Drive and the house was sold. However, when 758 Allenvue Drive was sold again, only the initiation fee was collected and not the resale certificate fee. The realtor who ordered the resale certificate was contacted and feels Sage Acquisitions should pay that fee. The realtor stated she has contacted Sage Acquisitions. An email was sent again to both the realtor and Sage asking for an update on the payment. J. Davis will contact the realtor's office to try and speak with the broker.
- c. The USBs were received and are being given as part of the new homeowner packet with the revised welcome letter.
- d. A call was received from a single-family homeowner regarding a fox that was seen near the single-family homes. The homeowner expressed concern for people walking with pets. The homeowner had called the nonemergency number for the police, but did not find that helpful. The board was notified via email, but the overall consensus was that it is normal for wild animals to be in the area and that it is not something to be concerned about.

**10. Meeting Adjourned:** J. Burleson motions to adjourn the meeting, M. Kelly seconds, motion passes with all in favor. Meeting adjourned at 8:37 PM on November 27, 2018. The Board goes into executive session to discuss legal matters.

**Next Meeting:** December 18, 2018 at 6:30 PM in the Martin Conference Room at Messiah Village

Submitted by: J. Davis