

**ALLENVIEW HOMEOWNERS**  
**Board of Directors' Meeting**  
 Tuesday, October 23, 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			
Bryan Simmons	2019	X	X	X	X	X	X	X	A			
VACANT	2019					V	V	V	V			
Gregory Bowden	2020	X	X	A	X	A	X	X	A			
John Burleson	2020	X	X	X	X	X	X	X	X			
Marie Yagel	2020	X	X	X	A	A	X	A	X			
Meg Kelly	2021	X	X	X	X	X	X	X	A			
Jill McCabe	2021	X	X	X	X	X	X	X	X			
Bernadette Thompson	2021	X	X	A	A	X	A	X	X			
Robert Grohman	2019	X	A	A	X							

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

*Also in attendance: Angel and Sandra DeJesus, homeowners and Joann Davis, administrative manager*

**1. Call to order:** Meeting called to order by M. Yagel at 6:30 PM.

**2. Homeowner concerns:**

Angel and Sandra DeJesus, 462 Allenvue Drive

Mr. and Mrs. DeJesus recently received two letters regarding the sign they had in their front yard. The second letter imposed a \$100 fine. The sign was removed. Mr. and Mrs. DeJesus asked that the fine be removed because they were out of the country doing mission work in the Dominican Republic and when they picked up their mail after returning, that is when they saw they were fined.

J. McCabe motions to remove the \$100 fine, G. DiStefano seconds, motion passes with all in favor. J. Davis will follow-up by sending the homeowner a letter for their records and requesting the accountant remove the fine.

Mr. and Mrs. DeJesus asked for clarification on the signs because they noticed there were some inside of doors. The Board stated they are allowed inside of the house. The Board is trying to be consistent and enforce the C&Rs by sending out letters for signs in the yard. Mr. and Mrs. DeJesus said they would like to be compliant and the Board expressed appreciation for them coming to the meeting to talk with the Board.

Mr. and Mrs. DeJesus asked the Board about upgrades they would like to do over the next several months. It was explained they will need to complete an ACC request form, which J. Davis will send them in the mail. M. Yagel told the homeowners to be specific with information, listing all specs, colors, etc.

Mr. and Mrs. DeJesus expressed concern with the lawn maintenance, specifically around their sidewalk area. J. Burleson thanked them for sharing their concerns and will be speaking with Shope's about filling and leveling the areas around the sidewalk so it can be mowed evenly across without abrasion and damage to the walkway.

Mr. and Mrs. DeJesus thanked the Board. The Board thanked the homeowners for attending.

*Angel and Sandra DeJesus left the meeting.*

**3. Pool Report** – J. Davis on behalf of M. Kelly

- a. The antifreeze was put into all pipes.
- b. M. Kelly has not heard from David Hoopes about repainting the pool. The Board would like this turned over to the attorney.
- c. M. Kelly will be getting a part from the pump room this weekend, which needs to be stored in consistent temperatures.
- d. The flag was taken down and M. Kelly will be fixing a grommet on the flag.
- e. J. Burleson stated there has not been a meeting of the pool study committee and it needs to get underway.

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

**5. Board position of secretary**

- a. J. Burleson nominates G. DiStefano to be Secretary, B. Thompson seconds, motion passes with all in favor. G. DiStefano officially designated J. Davis to continue taking the monthly meeting minutes.

**6. President's Report** – J. Davis on behalf of B. Simmons

- a. The attorney's office is filing civil complaints against two homeowners, is working with one homeowner on a payment plan, and is filing writ of executions for sheriff's sales against two homeowners.

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

- a. The most significant item to note is the total equity, which is \$368,000 versus \$298,000 a year ago this same time.

**8. Committee Reports**

a. Architectural Control – B. Thompson

- i. No ACC requests were submitted this month.
- ii. ACC concerns

- 1) Letters were sent to 308, 400, 462, and 464 Allenvue to remove signs in their yards. All signs were removed.
- 2) An email was sent to 327 Allenvue with a reminder that contractor signs must be removed when the work is completed. The homeowner acknowledged receipt of the email and stated the signs would be removed upon completion of the job.
- 3) A letter was sent to 846 Allenvue for food waste being dumped in the front yard. The food waste has been cleaned up.
- 4) Letters were sent to 806 and 830 Allenvue for trash and recycling containers not being stored properly; this has been resolved.
- 5) The exterior maintenance at 514 Allenvue has been completed.
- 6) The fine process will continue for the exterior concerns at 627 Allenvue.

iii. Other items

- 1) Bernadette was able to reach someone at Republic Services and they are okay with central enclosures for trash cans. Republic requests notification of when that is done and all trash and recycling containers must be labeled with house numbers. G. DiStefano is opposed as an end unit home to having any trash cans at the ends of the buildings. B. Thompson stated her thought would be to have a parking lot island area that has a housing for the cans. G. DiStefano feels it is an issue that has only come up in the past few years related to the larger cans provided by Republic Services. The ACC is only exploring the different ideas right now.

- 2) The Board discussed the enforcement of the sign policy in the C&Rs. It was noticed that there are signs in yards that support local schools and sports teams. Some of those signs may have been in place for a long period of time and the policy has not been enforced. The concern was how to approach this issue in order to be consistent with enforcing the sign policy. The Board is okay with ornament flags and posting of signs in homes. Contractor signs during the period of work being done have been allowed since many contractors provide a discount if the sign is displayed. M. Yagel stated letters are best for documentation, but that a well-written letter with a friendly tone would be appropriate. The Board is sympathetic to those who have had signs up for years and the policy was not enforced, but the issue needs to be dealt with. G. DiStefano said to include in the letter that the signs can be placed in the window or an ornament garden flag can be put out. M. Yagel will work on crafting the letter as she would wish to receive it.
- b. Recreation – no report
- c. Nominating – J. Davis on behalf of G. Bowden
  - i. A mailing will go out after Thanksgiving to homeowners with an information sheet for anyone interested in running for open Board seats in 2019.
- d. Audit – M. Yagel
  - i. J. Burleson met with the accountant. They are both prepared to give information over for the audit, which will most likely be done in November.
- e. Budget – J. Burleson
  - i. J. Burleson will not be able to attend the November meeting, but will send a draft budget for the Board to review and get back to him with any concerns.
- f. Maintenance – B. Simmons
  - i. Replacement trees for two rows have been ordered.
  - ii. Parking lot painting is scheduled for November 12 with a rain date of November 13. Unmarked visitor parking spots will be labeled and any unmarked numbered spots will be labeled. The total cost will be \$1286 for 44 visitor spots and 26 numbered spots. Thank you to J. McCabe for walking the lots and creating a map with a list for the painter. A letter will be sent out to all townhomes notifying them of the work to be done.
  - iii. David Hoopes emailed September 26, 2018 to ask if October 15, 2018 worked for townhome painting. J. Davis responded, copying B. Simmons, to say that would work, but information was needed in order to notify residents (which homes on which dates, specific instructions for residents, etc.). A response was not received. J. Davis reached out 10/20/18 because it was past the 10/15/18 date and no response was ever received. The Board would like to send a letter to David Hoopes stating the HOA will not use his services for the townhome painting. The Board will ask Fenton Lemmon, who is doing the parking lot painting, to submit an estimate for the 2018 townhomes along with an estimate for the 2019 townhomes. G. DiStefano asked if Fenton's opinion could be received on whether he feels painting could be done in the remainder of 2018.
- g. Publicity – M. Kelly
  - i. The newsletter was printed and mailed by Konhaus to all homeowners and residents.

## **9. Manager's Report – J. Davis**

- a. Resale certificates were prepared for 650, 774, and 758 Allenvue Drive.
- b. J. Davis presented to the Board a draft of a new homeowner welcome letter. J. Davis also presented the idea of switching from CD-ROMs for new homeowner information to USB drives. The Board was in favor of that idea. The cost to get 100 USB drives that are 128 MB would be \$3.16 each. That would last about 3-4 years.
- c. Sage Acquisitions did pay the fees owed from acquiring 758 Allenvue Drive and the house was sold.

- d. Letters went out to residents in the 600 evens buildings who were regularly parking in the visitor area. The problem has been resolved.
- e. A homeowner called about a water main cap that was loose on Allenvue Drive. Suez was contacted about the problem. The homeowner was made aware that Suez would be the company to contact for that type of issue and anything sewer related would be the township. The homeowner put something on social media about the problem as well and said it has been resolved.
- f. A letter was sent to 946 about not using the visitor parking spaces.

#### **10. Other Business**

- a. J. Burleson and J. McCabe continue to work on the revision of the C&Rs and by-laws. In looking at the dues, J. Burleson proposed not to do interest anymore, but rather late fees. Instead, dues will be by calendar year and owed on the first day of the month. If January 1 dues are not in by February 1, then a late fee of \$25 is assessed. Dues will be monthly, but homeowners could pay ahead if they wish. Dues will be owed the first of the month and delinquent the first of the following month. If you do not have payment by the first of the next month then there will be an automatic fee for delinquency. After 90-days of being delinquent it will be turned over to the attorney. The Board was in favor of this proposed change for the draft of the new C&Rs.

**11. Meeting Adjourned:** J. Burleson motions to adjourn the meeting, G. DiStefano seconds, motion passes with all in favor. Meeting adjourned at 7:54 PM on October 23, 2018. The Board goes into executive session to discuss legal matters.

**Next Meeting:** November 27, 2018 at 6:30 PM in the Martin Conference Room at Messiah Village

Submitted by: J. Davis