

ALLENVIEW HOMEOWNERS**Board of Directors' Meeting**

Tuesday, September 25, 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				
Bryan Simmons	2019	X	X	X	X	X	X	X				
VACANT	2019					V	V	V				
Gregory Bowden	2020	X	X	A	X	A	X	X				
John Burleson	2020	X	X	X	X	X	X	X				
Marie Yagel	2020	X	X	X	A	A	X	A				
Meg Kelly	2021	X	X	X	X	X	X	X				
Jill McCabe	2021	X	X	X	X	X	X	X				
Bernadette Thompson	2021	X	X	A	A	X	A	X				
Robert Grohman	2019	X	A	A	X							

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

*Also in attendance: John Jones, Homeowner and Joann Davis, administrative manager***1. Call to order:** Meeting called to order by B. Simmons at 6:34 PM.**2. Homeowner concerns:**John Jones, 514 Allenview Drive

Mr. Jones received ACC letters for weeds and overgrown shrubs at his property. He has been assessed fines of \$100, \$250, and \$500. The process is currently up to \$5/day.

Mr. Jones is asking for leniency. He has three jobs and is rarely home. When he has had time, it has been raining. He doesn't have the equipment and has to borrow it. Mr. Jones is willing to pay someone to do the work, but doesn't want to do that and pay the fine.

J. Burleson asked if Mr. Jones is willing to hire someone at this point, why wasn't it previously done? Mr. Jones stated that when the first letter came out he went out and weeded, but did not do tanbark. He trimmed what he could in the back. He does not have a ladder to take care of the tall shrubs on the side. He received the second letter and went back out and weeded. Each time he has tried to do the work he just hasn't been able to. The fine process continued, but he was not able to get the work done in time. Mr. Jones stated that he would have preferred an email rather than all the letters that were sent. If he doesn't get to it right away, then the process continues and he can't get the mail. He cannot pick up the certified letters. Mr. Jones was in a similar situation in the past and paid a fine and had someone take care of his property.

J. Burleson asked if the past issue involved the side of the home. J. McCabe said that yes, it did. Mr. Jones stated that he realizes the back still looks bad as well. Mr. Jones stated that an email should be sent to ask if a letter is received rather than sending a certified letter. He is asking for a more neighborly process in notification of concerns.

J. Burleson asked for clarification on how a letter is sent. The first notification is a regular mail letter. Once a fine starts, the letter is sent by both regular and certified mail. J. Burleson said the notification process works and Mr. Jones acknowledged that he did receive notification. J. Burleson said the focus now needs to be on the resolving on the ACC concerns.

J. Burleson asked what Mr. Jones is prepared to do and what would he like to see the Board do. Mr. Jones said that he will need to continue working the number of jobs he works. He would like the Board to alleviate some

of the fines if he is able to pay for the work to get done. Mr. Jones said he will work to have it done by October 5, 2018 and if not done by then he will communicate with the Board as to why it is not done.

J. Burleson said the communication gap and lack of response forces the board to follow the fine process. Please call and explain the situation after receiving the first letter rather than letting it go for so long. The board is sympathetic, but has to follow the guidelines. Mr. Jones said that his original intentions were to take care of things after receiving the first letter.

J. McCabe motions to continue the fine process until October 5, 2018 or sooner when Mr. Jones notifies the Board the work has been completed and if it is done to the satisfaction of the ACC, the fines will be removed, B. Thompson seconds, motion passes with all in favor.

Mr. Jones will email the board when the work is completed and B. Thompson as ACC Chair will inspect the property and communicate to the Board if the fines should be removed.

John Jones left the meeting

3. Pool Report – M. Kelly

- a. M. Kelly has been unable to reach Dave Hoopes of Murphy's Painting by phone or email. M. Kelly has a call in to Aqua Specialists about repainting and the cost to transition to salt water. M. Kelly also gave the names of other painters to contact and see if they could paint the pool.
- b. M. Kelly asked J. Burleson for the total cost spent on chlorine to provide to Aqua Specialists so they can do a comparison for a salt water pool.
- c. The pool has been winterized and has been closed. M. Kelly will be closing the bathrooms this weekend. M. Kelly will let J. Burleson know when it is completed so he can contact Suez to have water turned off.
- d. Tables and chairs have been put away. Eight chairs and one umbrella were lost and will need to be replaced.
- e. M. Kelly will schedule time for the committee to meet to look at some ideas for next pool season.

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

5. President's Report – B. Simmons

- a. The attorney's office sent out seven letters to homeowners for outstanding dues and filed three judgments with the county court.

6. Executive Session – B. Simmons motions to go into executive session to discuss legal matters. J. Burleson seconds. Meeting in executive session at 6:50 PM. Meeting resumes at 6:59.

7. Treasurer's Report – J. Burleson

- a. The operations continue to be a positive thing through the first eight months of the year. Everything continues to trend favorably. The board discussed how to best notify all homeowners where they stand with what they owe. Part of the accountant's audit will be sending out things randomly to homeowners. There was discussion on clearly communicating any information on dues and notifying people more routinely they are delinquent. J. Burleson is wondering if it can be changed now so that starting in 2019 dues can be billed on the calendar year. J. McCabe said that would be a question to ask the attorney.

8. Committee Reports

a. Architectural Control – B. Thompson

i. ACC requests

- 1) 768 Allenview submitted a request for identical window and patio door replacement, which ACC approved.
- 2) 317 Elgin Circle submitted a replace for identical window replacement, which ACC approved.
- 3) 918 Allenview submitted a request for identical color repainting of screen door in white, which ACC approved.
- 4) 714 Allenview submitted a request to remove large arborvitae at the side, back corner of the house. The ACC reached out to the homeowner to find out if the plan was to replace the arborvitae and a response was not received, so it is assumed nothing will be planted in its place. The ACC recommends approval of the request, J. Burleson seconds, motion passes with all in favor.
- 5) 802 Allenview requested via email an extension for her approved planting project, which the ACC granted.
- 6) 2100 Beacon Circle submitted a request to paint garage door, front door, door trim, and shutters. Shutters and door would be identical and garage door would change from green to white. B. Thompson motions to approve, M. Kelly seconds, motion passes with all in favor.

ii. ACC concerns

- 1) Letters about exterior maintenance concerns were sent to 327, 726, 900, and 946; all issues have been resolved.
- 2) A letter was sent to residents in the 900-914 building about dog waste on common property. A copy was emailed to homeowners who have rental homes in the building.
- 3) A letter was sent to 834 Allenview for weeds at the side of the home.
- 4) A letter was sent to 600 Allenview for weeds at the side and front of the home.
- 5) A letter was sent to 2101-2103 Foxfire Drive for dead trees that need to be removed, which was done.
- 6) A complaint was received about the exterior of 627 Allenview. The fine process has been started and letters sent.
- 7) There was discussion on ACC concerns regarding leaning fences and being consistent. The ACC needs to come to a recommendation on what needs to be done and look at all fences.

iii. Other items

- 1) ACC discussed the issue of having choices for homeowners who want to change out the side panels on their front doors. The committee was unanimous in the opinion that no changes should be allowed for townhouses, as it would eventually lead to a hodge-podge look. The board then discussed packets of information received from Ms. Hobbs regarding the partial denial of her ACC request. Last month, the board voted to approve her door, but deny the full-length sidelights in her request. B. Thompson motions that the decision by the board stands and the homeowner will be notified by email, J. Burleson seconds, motion passes with all in favor.
- 2) ACC discussed the ongoing issue with trash cans in the townhouse areas. The possibility of constructing permanent “corrals” in each section, where residents would all store their trash and recycling cans was a possibility the ACC was interested in. B. Thompson has been unable to reach anyone at Republic Services to discuss the possibility. She will contact the township to see if they have a contact at Republic Services.
- 3) ACC discussed the issue of sheds. The committee is unanimous in the opinion that sheds not be allowed. The C&Rs and Township zoning rules dictate that any structure must be at least 10’ from the residence and at least 5’ from the property lines. ACC

believes this would rule out sheds for most single-family homes. If the Board does decide to allow sheds, the ACC recommends the following be added to the C&Rs:

- a. Shed must be of the same material and color as the residence, including the roof
- b. Shed must be landscaped
- c. Shed size limited to 6'x8'
- d. Upon approval by the Board, homeowner will provide the board with a copy of their building permit before commencing with the building
- e. Placed in rear yard

B. Simmons left the meeting.

B. Thompson said the committee agreed that for the single-family homes it would not be a good idea to have sheds. If the Board wants sheds, the committee has given recommendations for the board to put in place.

The ACC motions to not approve sheds, G. Bowden seconds, motion passes with B. Thompson, G. Bowden, and J. McCabe in favor and J. Burleson and M. Kelly opposed.

B. Simmons returned to the meeting.

- 4) There was a discussion on political signs. A reminder of the sign policy will be placed in the Allen Views. Signs are not allowed and if needed, a letter will be sent and the fine policy implemented.
- b. Recreation – none
- c. Nominating – G. Bowden
 - i. G. Bowden invited a homeowner to the board meeting, but the homeowner seems reluctant. He will continue to reach out to people.
- d. Audit – none
- e. Budget – J. Burleson
 - i. J. Burleson stated there is consideration to do budget by calendar year.
- f. Maintenance – B. Simmons
 - i. A homeowner emailed the Board with a concern regarding parking in the 800 evens section. The maintenance committee was in the process of working to create a list of areas that need numbers and lines painted, as well as visitor parking areas marked. That information was relayed to the homeowner. An anonymous postcard was received about the same issue, but the Board was unable to let the person know the maintenance committee was already working to resolve the problem. J. McCabe created a list and will send it to B. Simmons.
 - ii. B. Simmons would like to look at getting signs in the visitor parking area specifying the length of time a vehicle is allowed and anything parked longer would be towed at the owner's expense. B. Simmons will look into the cost of the signs, if code needs to be cited, etc.
 - iii. Dave Hoopes of Murphy Painting was contacted by email and phone to get an update on the status of the townhome painting for 2018. No response has been received. B. Simmons stated the 2018 scheduled homes may need to be moved to 2019.
 - iv. Cumberland Masonry inspected and measured the parking lot areas. An itemized proposal was submitted, but it was not what B. Simmons had asked for. B. Simmons will reach out to other companies.
 - v. B. Simmons would like to continue to budget for cement each year and plan out the areas that would get done.
 - vi. Trees will start getting done by rows. B. Simmons is hoping to get two rows done in 2018. B. Simmons will let J. Davis know when the work will be done so homeowners can be notified.

- vii. Shopes removed a tree near 914 Allenvue. B. Simmons will follow up about removing the stump.
- viii. Shopes concerns – J. Burleson
 - 1) J. Burleson spoke with Dan Shope regarding several concerns that were brought to the Board's attention.
 - a. One homeowner met with John to look at common area concerns with mowing and the flower beds. J. Burleson did state that the homeowners have a responsibility to keep the common areas clean of trash, debris, dog waste, etc.
 - b. One homeowner emailed about the islands and J. Burleson spoke with Shope's about regularly maintaining them.
 - c. One homeowner put down grass seed and hay, and requested the area not be mowed. J. Burleson talked with Shope's about properly maintaining the area once the grass does grow.
 - d. J. Burleson did speak with Dan Shope about the possibility of using push mowers in certain areas.
 - e. J. Burleson is working to have Shopes be more proactive in seeing what needs to be taken care of, rather than waiting for complaints. J. Burleson feels Shopes is becoming more responsive. It is labor intensive and there will always be concerns.
 - f. B. Thompson shared information about a company from a homeowner that J. Burleson will contact for a bid.
- g. Publicity – M. Kelly
 - i. M. Kelly asked committee chairs to please submit their blurbs for the Allen Views.

9. Manager's Report – J. Davis

- a. An email was received from Sage Acquisitions with the notice that the US Department of Housing and Urban Development is now the owner of 758 Allenvue Drive. The resale certificate and new homeowner documents were forwarded. The contact from Sage Acquisitions has sent the same email multiple times. The documents have been sent three times. The last time a request was made for Sage Acquisitions to please communicate if anything additional is needed.
- b. A homeowner reached out about making dues payments other ways than just by check. The homeowner suggested being able to do an automatic bank transfer or be able to pay by credit card.
- c. A letter was emailed to Messiah in order to reserve the Martin Conference Room for the 2019 monthly meetings and the Community Room for the annual meeting. Messiah confirmed the rooms are reserved.
- d. Titan Roofing said final bills for the roof replacement on the 950-960 building were mailed September 11, 2018.
- e. An email from a homeowner was received asking if there are currently four names on a property, but two would sell their share to the other two, does the typical process occur with the selling of a home. The answer is yes, with a change of ownership, a resale certificate is still required. When there is a change in the deed, a resale certificate is needed.

10. Other Business

- a. Update on the rewriting of the C&Rs – J. McCabe and J. Burleson
 - i. The recommendation is that the secretary is a member of the Board of Directors. The secretary can then delegate to the administrative manager the job of taking the meeting minutes. The Board will elect someone new as secretary at the October meeting.
 - ii. Administrative Manager will remain the official title for J. Davis's position.
 - iii. J. McCabe posed several questions to the Board. The Board agreed that with the new by-laws, voting rights should be suspended if dues are not paid. This also goes for the use of common facilities and voting rights. B. Simmons stated that if you cannot vote, you also cannot be on the

Board of Directors. There was discussion on the role of the President and whether the President can vote. The board agrees with only nine people, the President should vote. J. McCabe is going to look into whether a President can put forth a motion.

- iv. J. Burleson recognized the tremendous amount of work and time J. McCabe has put into working on the rewriting of the C&Rs and by-laws. B. Simmons stated the board has taken on a lot and a great deal of work has been done.

11. Meeting Adjourned: J. Burleson motions to adjourn the meeting, G. Bowden seconds, motion passes with all in favor. Meeting adjourned at 9:25 PM on September 25, 2018.

Next Meeting: October 23, 2018 at 6:30 PM in the Martin Conference Room at Messiah Village

Submitted by: J. Davis