

**ALLENVIEW HOMEOWNERS**  
**Board of Directors' Meeting**  
 Tuesday, January 28, 2020 at 6:30 PM  
 Messiah Village, The Martin Conference Room

Board Member	Term	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Gregory Bowden	2020	X	X	A	X	C	X	X	A	X	A	A
John Burleson	2020	X	X	X	X	A	X	X	X	X	X	A
Marie Yagel	2020	X	X	X	X	N	X	X	X	X	X	X
Meg Kelly	2021	X	X	X	X	C	X	X	X	X	X	X
Jill McCabe	2021	X	X	A	X	E	A	X	X	X	X	X
Bernadette Thompson	2021	X	X	X	X	L	A	X	X	X	X	X
Kerri Roeder	2022	X	X	A	X	L	A	X	X	X	X	X
Bryan Simmons	2022	X	X	X	X	E	X	X	X	X	X	X
Vacancy	2022					D				V	V	V
Vivian Williams	2022	X	X	A	X		A	X	A			

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

*Also in attendance: Amber Ferree, homeowner, Paul Hayes, homeowner, and Joann Davis, administrative manager*

**1. Call to order:** Meeting called to order by B. Simmons at 6:30 PM.

**2. Homeowner concerns:**

Amber Ferree, 715 Allenview

Ms. Ferree submitted a request for a replacement door. The ACC met and recommends approval. The Board will discuss the request under committee reports. B. Thompson will send Ms. Ferree a letter to let her know if her request was approved.

Paul Hayes, 505 Allenview

Mr. Hayes and his wife own 505 Allenview, which they rent. They received an ACC letter about repairing their fence. They had someone look at the fence, which is pulling away. The concern is the electric meter attached to the fence along with the neighbor's electric meter. If they repair their fence, it will impact the neighbor's fence. They are trying to figure out how to do it in a way that is equitable. Mr. Hayes suggests putting a post at the corner of the fence in order to resolve their issue. Mr. Hayes showed a photo of the fence with the current post and explained where he would like to put a new post in. They are not able to independently fix their fence without it having effect on the neighbor's fence. After discussion, it was decided Mr. Hayes would reach out to some general contractors and share his findings with the Board. The Board can then determine the next step in communicating with the neighbor and how to proceed with the repair.

*Mr. Hayes and Ms. Ferree exited the meeting.*

**3. By-laws/C&Rs Update – J. McCabe**

- a. J. McCabe motioned to go into executive session to discuss a recent meeting with the attorney, M. Kelly seconds, motion passes with all in favor.

Motion by J. McCabe to resume regular meeting, M. Kelly seconds, motion passes with all in favor.  
 Regular meeting resumes at 8:00 PM.

**4. Pool Manager and Committee Report – M. Kelly**

- a. The pool is going to open on 5/23. The pool picnic will be on 5/30. The pool will tentatively close on 9/13. It will depend on weather and availability of monitors.

- b. The pool committee will be meeting again in February.
- c. The automatic pool cleaner will be delivered when the pool is opened and filled.
- d. M. Yagel will purchase four new lounge chairs for the pool.
- e. M. Yagel asked that the pool committee revisit the idea of earlier pool hours, even if just on the weekends.

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

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

- a. The attorney has a new paralegal. J. Davis, the accountant, and J. Burleson will be meeting with the attorney and the paralegal regarding collections.
- b. The Board is in agreement they will hold their first Board meeting on February 25, 2020, the week after the Annual Meeting on February 18, 2020, rather than waiting until March.

**7. Treasurer's Report – J. Davis on behalf of J. Burleson**

- a. The December financials were reviewed. The statement represents the change in how the HOA operated in 2019. There was a reduction of about \$36,500 in receivables. The total equity went down due to expenses in the townhomes, which increased. The townhomes did major maintenance projects to include parking lots and concrete.

**8. Committee Reports**

a. Architectural Control – B. Thompson

i. ACC requests

- 1) A request was submitted from 715 Allenvue for a front storm door. The ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
- 2) An email was submitted from 458 Allenvue for a change to the front door, which would include frosted panels. The homeowner was sent an ACC form requesting that it be completed.

ii. ACC concerns

- 1) A letter was sent to 903 Allenvue Drive giving thirty days to replace missing siding on the top, side of the home.
- 2) The ACC noticed a light post at the rear of 738 Allenvue Drive. The Board discussed the light, which is within the fenced area. K. Roeder motioned to accept the light, M. Yagel seconds, motion passes with all in favor.

iii. Other

- 1) The February ACC meeting was canceled, which would have taken place on the date of the Annual Meeting. The committee scheduled meetings for the remainder of 2020 and assigned hosts for each meeting.
- 2) The committee is researching various items in order to put together guidelines for homeowners when making changes to their property. Items include: doors and sidelights, front and storm doors, decks (stain and style), outdoor lights, windows, fences, garage doors, and shutters.
- 3) Paint colors on homes must be approved by ACC. There was discussion regarding how much leeway would be given with colors in one row. Each ACC member will review their assigned section for door and shutter colors.
- 4) The committee discussed the idea of placing barrels of salt at the mailboxes for salting of sidewalks. There are concerns about cost, maintaining the barrels, vandalism, and excess use of the salt.

- b. Recreation – M. Kelly on behalf of T. Connolly
  - i. There will be an Easter egg hunt in April. A bunny costume was purchased and received. B. Simmons will donate plastic eggs.
- c. Nominating – G. Bowden
  - i. Four people submitted information sheets by the deadline of January 4, 2020. Since the vacant seat was not filled, that will be on the ballot as a 2-year term along with three, 3-year terms. The number of votes will determine the term limits.
- d. Audit – no report
- e. Budget – J. Davis on behalf of J. Burleson
  - i. There will not be a dues increase for 2020. A copy of the proposed budget went out with the annual meeting information. J. Burleson is prepared to discuss the 2020 budget at the annual meeting.
- f. Maintenance – B. Simmons
  - i. Snow removal
    - 1) Shope's was directed not to plow with the January 7<sup>th</sup> snow storm because it was not greater than 3". They did salt the hills that are a known problem. Shope's shoveled the following day and salted again.
    - 2) There was a snow and mixed precipitation storm that hit mid-January.
      - a. One homeowner emailed with concerns about the parking lot in the 900s, saying it is a "skating rink." The homeowner felt the service provided does not match the dues increase. In that particular area the water runs down the lot and freezes in certain areas, getting so deep it doesn't melt easily. The homeowner would like to see the Board revisit the policy when there is an ice storm since it is a safety issue for the entire community.
      - b. One homeowner emailed to express disappointment with both the HOA's handling of the ice as well as the single-family homeowners. The homeowner referenced the Upper Allen Township snow and ice ordinance and felt that several single-family homeowners did not comply with the ordinance. The homeowner did state the HOA is also responsible for removing the snow and ice within 24-hours after a storm regardless of accumulation amount\*. The homeowner recommended sending the township information out to everyone in the neighborhood.
        - i. The Board acknowledges the weather did not follow the forecast and there was a delay in getting salt out to the affected areas.
  - ii. Handyman
    - 1) Two homeowners emailed at separate times that the park trash is not being emptied on a consistent basis and left to overflow. B. Simmons will speak with F. Lemmon. The handyman has been doing work out-of-state for his painting company and not in the area regularly. B. Simmons will discuss the needed commitment to the HOA.
    - 2) Recently, some mailboxes were damaged. K. Roeder said a homeowner asked her about putting in the key boxes that other neighborhoods have. The Board discussed it and said it is cost prohibitive.
  - iii. Signs
    - 1) J. McCabe reviewed the drafts of the snow/ice sign and parking sign with the attorney. The Board is in agreement that 15 of the snow/ice signs should be ordered to place on the eleven posts of the signs to each townhome lot and by the park area, with some extras in case a replacement is needed. There needs to be further discussion on the towing sign. J. Davis will discuss it with the attorney when meeting with him.
- g. Publicity – no report

**9. Manager's Report – J. Davis**

- a. Resale certificates were prepared for 700 Allenview Drive.
- b. Information was sent to the webmaster to update the website with election and annual meeting information.
- c. Mrs. Kathy Coffey of 301 Allenview provided an update to the Board of the lighting situation with the church. She attended a previous meeting to discuss the situation with the Board. The church is willing to add more shields if the HOA would consider splitting the cost. The Board is not willing to split the cost.
- d. Republic Services was contacted after it was reported Christmas trees were not being picked up. A truck was scheduled to pick the trees up.
- e. A potential home buyer reached out to ask for a recommendation on an attorney to use when looking to purchase in an HOA. The HOA does not give recommendations on attorneys to use, but did state the importance of thoroughly reading the governing documents for each HOA as they are all different. The person was directed to the documents on the website for Allenview and told that if they were going to potentially purchase in Allenview and had further questions to reach out again.

**10. Meeting Adjourned:** M. Yagel motions to adjourn the meeting, K. Roeder seconds, motion passes with all in favor. Meeting adjourned at 9:04 PM on January 28, 2020.

**Next Meetings:** Annual Meeting on February 18, 2020 at 7:00 PM in the Community Room at Messiah Village.  
Board meeting on February 25, 2020 at 6:30 PM in The Martin Conference Room at Messiah Village.

Submitted by: J. Davis