

**ALLENVIEW HOMEOWNERS**  
**Board of Directors' Meeting**  
 Tuesday, July 28, 2020 at 6:30 PM  
 Winding Hill Park, South

Board Member	Term	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.
Meg Kelly	2021	X	C	C	C	X	X						
Jill McCabe	2021	X	A	A	A	X	X						
Bernadette Thompson	2021	X	N	N	N	X	X						
Jacob Fogarty	2022	A	C	C	C	X	X						
Kerri Roeder	2022	X	E	E	E	X	A						
Bryan Simmons	2022	X	L	L	L	X	X						
John Burleson	2023	X	L	L	L	X	X						
Lewis Reagan	2023	X	E	E	E	A	X						
Marie Yagel	2023	X	D	D	D	X	X						

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

*Also in attendance: Joann Davis, administrative manager*

- 1. Call to order:** Meeting called to order by B. Simmons at 6:31 PM.
- 2. Homeowner concerns:** none
- 3. Pool Manager Report – M. Kelly**
  - a. The pool season will end after Labor Day weekend.
  - b. M. Yagel asked about considering another step or railing in the baby pool. The current step is a deep drop. M. Kelly recommends another step in the baby pool.
  - c. There was a recent inspection from the Department of Health and Human Services. There were only minor issues. The baby pool needed to be drained halfway due to a chlorine gas forming; it was drained and then refilled. The electric needed to be inspected. That was done and there are minor repairs that are scheduled and then it will be re-inspected. There is also a weekly bacteria test that will need to be done.
- 4. Approval of minutes from the June meeting:** Motion to approve the minutes by M. Kelly, B. Thompson seconds, motion passes with all in favor.
- 5. Updated C&Rs/By-laws – J. McCabe**
  - a. Konhaus sent out the first mailing of the revised governing documents. Homeowners have the chance to review and submit questions, comments, or concerns by July 31, 2020. Several homeowners have reached out and questions, comments, and concerns were compiled in a document.
  - b. There was discussion about the flag restriction. L. Reagan felt the wording was too restrictive and suggested adopting the language on seasonal decorations and applying it to flags. You can still regulate the size, but say it can't be obscene or used for commercial purposes. This will be added to the list of questions for the attorney.
  - c. There was discussion on the next steps to take. J. Davis will reach out to the attorney about setting up a meeting with the homeowners to review the major changes and answer questions. The documents will then be revised and sent out for voting.
- 6. President's Report**
  - a. The attorney is continuing to work on collections for delinquent accounts. There are two civil action hearings scheduled for August.

- b. 932 Allenview is up for Sheriff's sale in August. The front door was broken and the police were contacted to investigate. The police said it would be okay to clean up the area, so the handyman removed the broken glass. The resale certificate will list the broken door as well as the exterior maintenance that needs to be done.
- c. K. Roeder submitted a letter of resignation from the ACC and the Board due to personal reasons. J. McCabe submitted her resignation from the ACC. M. Yagel is resigning from ACC after completing letters for recent requests. The Board accepts the resignations with regret and is appreciative of the work the volunteers have done.
- d. The Board discussed the role of ACC and the duties involved with the committee. It is a time-consuming committee to serve on. It is a large neighborhood with 291 homes and a great deal of work to consistently monitor issues. There is disagreement with enforcing rules in a black-and-white way or allowing some leeway. There was discussion on modernizing and also having an HOA with structure and rules. The ACC can be flexible, but still require requests for changes. The Board discussed the idea of hiring someone to head up ACC. There was also discussion on revisiting a property management company again. The Board will work on getting committee members and a chairperson.
- e. K. Roeder attending the Upper Allen Planning Commission Meeting that was held recently about the Autumn Chase development and provided the Board with notes from the meeting.

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

- a. The June financials were reviewed. Receivables are down about \$25,000, showing the efforts of the legal firm in collecting outstanding debts. Everything looks good and maintenance expenses are all planned improvements.

## **8. Committee Reports**

- a. Architectural Control – M. Yagel
  - i. ACC requests
    - 1) 2114 Beacon Circle submitted a request to remove arborvitae near the boundary line with 2112 Beacon Circle and replace with two rhododendron and a forsythia. The ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
    - 2) 626 Allenview submitted a request for an exact replacement of front and storm door as well as trim due to rot. The request is also for replacement of rear French doors with similar white pane sliding door. The ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
    - 3) 454 Allenview submitted a request to add a garden at the rear of the property and adjacent to the outside back concrete patio. ACC recommends approval based on the Board's review and determination if the suggested garden is on common ground. If approved, this will set a precedent for residents to plant shrubs on common ground if the area is determined to be common area. There was discussion on allowing the area off of the patio to be planted. J. Burleson motions to deny the request while more research is done on allowing plantings off of the patio areas, J. Fogarty seconds, motion passes with all in favor.
    - 4) 526 and 542 Allenview submitted a request to remove the garden area from between the front concrete sidewalk and driveway and replace with cement. This request was made and approved for 542 in 2017, but never completed. The ACC recommends approval, J. Fogarty seconds, motion passes with all in favor.
    - 5) 718 Allenview submitted a request for an exact replacement of four front windows. There are no grids in the windows. The ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
    - 6) 554 Allenview submitted a request to remove all shrubs and replace with grass. The ACC denied this and stated if removing shrubs, additional shrubs/plantings must be installed. The homeowner withdrew the request.

- 7) 552 submitted a request for a door replacement. M. Yagel recommends approval, J. Fogarty seconds, motion passes with all in favor.
- ii. Resale certificate inspections
  - 1) 309 Allenvue sold and has weeds at the front and both sides of the property. J. Davis was in communication with the homeowner and asked that the weeds be removed, which the homeowner said she would do.
  - 2) 774 Allenvue is up for sale and there are no exterior concerns.
  - 3) 848 Allenvue had received a walk-through letter about weeds and overgrown shrubs, as well as the trash can stored at the side of the home. The homeowner reached out to the Board via email and asked for an exception to keep the trash can at the side of the home due to a health concern. M. Yagel motions to allow the exception with a note made on the resale certificate when the house sells that the trash can must be stored properly, J. Burleson seconds, motion passes with all in favor.
  - 4) 932 Allenvue will be sold at Sheriff's sale in August. There are weeds, a concrete block at the front of the house, a trash can at the side, the soffit is off of the top trim of the house, and the glass of the front door is broken. Those items will be all be listed on the resale certificate and a letter sent once purchased so the issues can be resolved.
- iii. ACC concerns
  - 1) A homeowner submitted an email on behalf of several homeowners about the exterior condition at 330 Wister Circle. In November, the homeowner of 330 Wister Circle was approved to remove the fence and replace it with holly bushes. The homeowner wanted to complete it in the spring; it has not been done yet, but requests have a one-year timeframe for completion. The deck is a concern as well as the unpainted wood and dirty siding. The ACC recommends a letter is sent to the homeowner asking for a plan to fix the deck within two weeks and completed by September 1, 2020. J. McCabe motions to send the letter as recommended by the ACC, J. Fogarty seconds, motion passes with all in favor.
  - 2) Walk through letters have gone out for some single-family homes, the 400s, 500s, 800s, and 900s.
    - a. Quite a few homeowners have reached out and resolved the issues.
    - b. A voicemail was received from 546 Allenvue. She stated that she does not have weeds as noted in the letter and that it's not an appropriate time to trim shrubs.
  - 3) The walk throughs for the 600s and 700s were completed, but the results were not sent to the ACC chair until a month later. Therefore, letters cannot be sent as too much time passed. J. Davis will email the ACC asking that committee members verify the issues listed.
  - 4) 732 Allenvue changed their front door without permission. The ACC requests a letter be mailed to the homeowner asking them to complete an ACC request form by August 15<sup>th</sup> or else fines should be assessed. M. Kelly motions to send a letter as recommended by the ACC, J. McCabe seconds, motion passes with all in favor.
- iv. Other
  - 1) 830 Allenvue was given permission to replace their fence individually, but the homeowner decided it would be best to do it as a whole building. The Board agreed it would be good to wait and see how the neighboring building does with Lowe's replacing their fence.
  - 2) 716 Allenvue was approved for an exact deck replacement, but the railing was mounted to the outside rather than the inside of the deck, resulting in the deck sticking out further than the others in the row. There was discussion on the original deck and how different the change is. It is not something that would have been approved. M. Yagel suggests in the future asking for photos when an exact replacement is requested

to have a before picture on file. M. Kelly motions to send a letter to the homeowners about the deck not being an exact replacement, M. Yagel seconds, motion passes with all in favor.

- 3) During a walk-through a non-American, non-military flag was seen displayed at a townhome. Current regulations only allow for American and military flags. J. Burleson stated in the current pandemic environment, the Board has allowed some things to be let go. L. Reagan stated it's part of exercising discretion and not being able to write a covenant that will cover every contingency. It's important to find a neutral way to agree on something.
  - 4) The weeds and brush behind townhomes were brought to the attention of the maintenance committee. J. Burleson is working with Four Seasons and Dillers to get various areas cleaned up. J. Burleson appreciates the input by the ACC and asks that they continue to provide direction.
  - 5) There has been trash piling up on the curb near odd 600s and 700s. The handyman did remove the items.
- b. Recreation – no report
  - c. Nominating – L. Reagan
    - i. L. Reagan will start looking into reaching out to people to fill committee spots on ACC and to fulfill the rest of K. Roeder's term, which is up in 2022.
  - d. Audit – no report
  - e. Budget – no report
  - f. Maintenance – B. Simmons
    - i. Lawncare update – J. Burleson
      - 1) A homeowner reached out with an observation about the field behind his house needing mowing. The homeowner feels that if he were to allow his yard to get as long as the field, he would receive a letter with a possible fine. The homeowner feels the Association needs to be held to the same standards that apply to the homeowners. The field of concern is an area that is mowed half of the time of the rest of the community, which has been past practice for twelve years. It can be mowed more often, but it would be at an additional cost. The homeowner feels it's the first year that the lack of mowing has been an issue and that perhaps the HOA is not getting what they are already paying for. J. Burleson did look at the field and felt that it looked okay.
      - 2) The ACC expressed concern about not using hand mowers in some areas. Four Seasons does use a combination of hand-held, riding mowers, and weed eaters as they deem appropriate. As long as the area is taken care of properly, that is the concern, not necessarily what equipment is being used. However, we will continue to address areas that are not done well. The continued feedback is helpful and used to troubleshoot any issues. B. Thompson mentioned ruts in her yard from the ride-on mowers. J. Burleson said to please mention it when she sees it and he will look at the area.
      - 3) J. Fogarty said there have been complaints about the day of the week that the lawn is cut. J. Burleson said that it cannot be changed because if Allenvue moves to a different day they will have to change all their client days because of the impact it would have on their schedule.
      - 4) 454 emailed with concerns about the front lawn having the weed eater used. The maintenance committee has pictures from the homeowner and will address the concerns.
    - ii. Tree care update
      - 1) J. Burleson met with Diller's. They are taking care of some immediate tree trimming needs as well as some overgrown weeds/shrubs/trees on common ground behind townhomes.
      - 2) Good's walked through the neighborhood and submitted a proposal for \$42,000.

- 3) Hensch's submitted a proposal after walking the neighborhood for some specified areas of concern at a lower rate than Good's.
    - 4) The maintenance committee is going to take the proposals and walk the neighborhood to see what is listed on the proposals and determine what needs to be done immediately. They will reach out to Hensch's for additional pricing of any items not on their proposal to compare it with the Good's proposal.
  - iii. Paving and sealing – B. Simmons
    - 1) Parvin is currently doing a full depth re-pave as part of the work scheduled for this year. The stone will be graded and rolled before paving. Any curbing that came loose during the excavation will be put back in place during the paving process.
  - g. Publicity – B. Thompson
    - i. Please continue to think about items you would like included in the next newsletter. The goal is to get it out by the end of September. M. Yagel will work on some articles for B. Thompson. M. Kelly will put in a summary of the pool season.

**9. Manager's Report – J. Davis**

- a. Resale certificates were done for 625, 730, and 920. Two are in the process of being done for 309 and 774 Allenvue.
- b. It was brought to the Board's attention there is a group of teens that hang out in the common park area and they leave trash behind. One teen was seen urinating on a tree. J. Davis reached out to the Upper Allen Police. It was recommended the non-emergency line be contacted by anyone who witnesses this.
- c. J. Davis continues to work with the accountant to notify homeowners about dues balances.
- d. The insurance agent quoted the Worker's Compensation insurance with five other carriers and provided the best one he received. It is the same coverage, limits, and based on the same payroll. It will save about \$448 annually from the current policy. In order to make the changes, a new application would be signed and the old policy cancelled. A down-payment would be made for the new policy. It can be switched at any time. The insurance agent also got a quote for \$80,000 in Employee Dishonesty for \$240 annually or \$50,000 coverage for \$150 annually. J. Burleson recommends to accept the Worker's Compensation quote and the quote for the \$80,000 coverage, M. Kelly seconds, motion passes with all in favor.

**10. Meeting Adjourned:** J. Burleson motions to adjourn the meeting and enter into executive session, M. Kelly seconds, motion passes with all in favor. Meeting adjourned at 8:47 PM on July 28, 2020.

**Next Meeting:** August 25, 2020 at 6:30 PM with location TBD

Submitted by: J. Davis