

ALLENVIEW HOMEOWNERS
Board of Directors' Meeting
 Tuesday, June 23, 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							
Jill McCabe	2021	X	A	A	A	X							
Bernadette Thompson	2021	X	N	N	N	X							
Jacob Fogarty	2022	A	C	C	C	X							
Kerri Roeder	2022	X	E	E	E	X							
Bryan Simmons	2022	X	L	L	L	X							
John Burleson	2023	X	L	L	L	X							
Lewis Reagan	2023	X	E	E	E	A							
Marie Yagel	2023	X	D	D	D	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 6:38 PM.
- 2. Homeowner concerns:** none
- 3. Pool Manager Report – M. Kelly**
 - a. So far, thirty families have signed up for a pool card. Everyone has been polite, kind, and understanding of the rules implemented. There have been no issues.
- 4. Approval of minutes from the February meeting:** Motion to approve the minutes by M. Yagel, K. Roeder seconds, motion passes with all in favor.
- 5. Updated C&Rs/By-laws – J. McCabe**
 - a. There was discussion on how to proceed with the process, mailings, and a possible meeting between the attorney and homeowners.

M. Kelly motions to approve the final draft copy of the revised Covenants and Restrictions and By-laws, K. Roeder seconds, motion passes with all in favor.

M. Kelly motions to send out a mailing of the final draft copy of the revised documents with a ballot, K. Roeder seconds, motion passes with all in favor.

J. Davis will work with J. McCabe on drafting what will be sent to Konhaus for printing and mailing. It will be sent to the Board for review before going to Konhaus. J. Davis will ask Konhaus if addresses can be pre-printed on the return envelopes.
- 6. President's Report**
 - a. The March, April, and May meetings were cancelled due to COVID-19. Currently, Messiah Village is not allowing outside visitors. St. Elizabeth Ann Seton is not allowing use of the church for meetings. The township is not allowing use of their building for meetings.
 - b. The Board of Directors gathered together on Tuesday, June 2, 2020 at the Allenview pool to discuss the logistics and concerns of opening the pool.
 - c. 932 Allenview is scheduled for Sheriff's sale on August 5, 2020.

7. Treasurer's Report – J. Burleson

- a. The May financials were reviewed. Some of the expected expenses are shown, but the HOA is still in a positive position from a cash standpoint. There is a noticeable improvement in collecting dues. Expenses will continue with upcoming maintenance projects such as townhome painting and paving. There will be a continued acceleration with expenditures which are not unexpected and are things the HOA needs to be doing. There will need to be a genuine conversation about dues before entering 2021.

8. Committee Reports

- a. Architectural Control – K. Roeder, M. Yagel
 - i. Approval of committee members
 - 1) K. Roeder motions to approve the following committee members: Bernadette Thompson, Jill McCabe, Susan Herman, Vivian Williams, Joan Stokes, and Lori Caffarella, M. Kelly seconds, motion passes with all in favor.
 - ii. ACC requests
 - 1) The following ACC requests were reviewed and approved by the Board:
 - a. 454 Allenview was approved to add privacy panels.
 - b. 314 Wister Circle was approved to replace roof shingles.
 - c. 846 Allenview was approved to replace a vertical board in the fence and gate with pressure treated wood.
 - d. 540 Allenview was approved to do an exact replacement of windows and doors, replace garage door, and install a deck.
 - e. 307 Allenview was approved to replace exterior light fixtures, paint siding/trim/shutters/doors, and remove shutters at the front door.
 - f. 308 Allenview was approved to replace aluminum siding with vinyl siding. A separate request to replace shutters was submitted and also approved.
 - g. 2104 Beacon Circle was approved to install a fence in the back yard.
 - h. 325 Allenview was approved to remove a diseased tree.
 - i. 760 Allenview was approved to install an awning.
 - j. 752 Allenview was approved to replace pavers.
 - k. 900 Allenview was approved to have a temporary vegetable garden at the side of the home.
 - l. 902 Allenview was approved to install a knee wall, T1-11 walls, windows, and a new storm door on the patio as well as installation of pavers along the porch wall.
 - m. 2114 Beacon Circle was approved to remove shrubbery. In a separate request, approval was given to add shrubbery around the home, as well as remove a pin oak tree from the back yard.
 - 2) The following ACC request was reviewed and denied by the Board:
 - a. 602 Allenview was denied a request to plant a vegetable garden on common ground.
 - 3) The following ACC requests need final Board decision:
 - a. 918 Allenview submitted a request to install new windows. ACC recommends approval, J. McCabe seconds, motion passes with M. Kelly abstaining.
 - b. 2111 Beacon Circle submitted a request to replace wood lattice with vinyl. ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
 - c. 802-816 Allenview submitted a request for a fence replacement. ACC recommends approval, M. Kelly seconds, motion passes with all in favor.
 - iii. ACC concerns
 - 1) The ACC plans to do a walk through the last week of June. Notification was put in the Allen Views and on the website. The focus will be on exterior maintenance (weeds and shrubs) as well as proper storage of items.

- 2) ACC will focus on one item for their manual of things to be approved. They will be looking at styles of doors for right now.
- 3) There was a question about baby pools being allowed. They are allowed within fenced areas, but may not be in common area to be left there. Someone may take a small baby pool out to use and then store it properly when done.

iv. Other

- 1) 2106 Beacon Circle reached out about a shed on the property that is there from previous owners. The homeowner inquired about a replacement. The ACC agreed they will need to fix the existing shed or if it is removed, they will be unable to replace it since sheds are not permitted in Allenvue.
- 2) 756 Allenvue did paint their siding as requested by the ACC in a letter sent after the 2019 fall walk through.
- 3) 554 Allenvue reached out to the Board via email to acknowledge the exterior maintenance needed at the home. The homeowner is working to hire a landscaper and will submit a request form for any planned changes.
- 4) 309 Allenvue reached out to the Board about possibly needing a dumpster. The rule has been 48 hours for RVs, PODs, and dumpsters. The homeowner was told the dumpster would be allowed for a period of 48 hours in the driveway and to reach out if an extension was needed. The Board noted that the dumpster was still in the driveway past the time the homeowner said it would be removed. It was also noted there is a large television out that the trash company will not take. J. Davis will reach out to the homeowner.
- 5) 830 Allenvue would like to do a fence replacement just for her home. It's preferred to do the whole row, but the Board is okay with her submitting for just her fence.
- 6) 748 Allenvue is working to get quotes for a fence replacement for the 746-760 building.
- 7) 602 Allenvue received a letter denying their request for a vegetable garden. The homeowner responded to say the location of the proposed garden is on their side of the fence where a garden from the former owner is currently located. The proposed garden would have the same dimensions as what is currently there. The homeowner would like to make sure that was taken into consideration. The garden is behind the house up against the common area fence. The landscapers do mow the area, but have a difficult time mowing because it is narrow. ACC has denied vegetable gardens in the past. After discussion, the Board is in agreement that it is common ground and the previous homeowner did not get approval for what they had. K. Roeder motions to uphold the denial, M. Kelly seconds, motion passes with all in favor.

b. Recreation – M. Kelly

- i. M. Kelly motions to approve Trish Connolly and Janie Grohman to the recreation committee, K. Roeder seconds, motion approved with all in favor.
- ii. The yard sale was held on Saturday, June 13th.
- iii. All other community events are cancelled.

c. Nominating – L. Reagan

- i. M. Yagel motions to approve Kirk Yagel and K. Roeder to the nominating committee, J. McCabe seconds, motion passes with all in favor.

d. Audit – M. Yagel

- i. M. Yagel motions to approve John Burleson and Dan Roeder to the audit committee, K. Roeder seconds, motion passes with all in favor.

e. Budget – J. Burleson

- i. J. Burleson motions to approve Marie Yagel and Bryan Simmons to the budget committee, K. Roeder seconds, motion passes with all in favor.

f. Maintenance – B. Simmons

- i. B. Simmons motions to approve John Burleson, Jacob Fogarty, and Lewis Reagan to the maintenance committee, K. Roeder seconds, motion passes with all in favor.
- ii. M. Yagel motions to have the maintenance committee chair approval all handyman invoices, M. Kelly seconds, motion passes with all in favor.
- iii. Tennis courts – J. Burleson
 - 1) The tennis court project was completed. There have been a lot of people playing on the courts. Some are playing pickle ball, which the Board is fine with. The maintenance committee might look into lines for pickle ball in the future.
- iv. Lawncare update – J. Burleson
 - 1) J. Burleson has been closely working with Four Seasons Property Services. Any concerns or complaints are brought to J. Burleson's attention, he looks at the area, and then addresses it with the company if needed. J. Burleson is working with Four Seasons because the islands did not turn out as anticipated. Four Seasons will be addressing the problems by planting some things now and some in the fall. They will be adding green watering bags. More mulch was delivered this year than in the past. Four Seasons was willing to move piles around if needed. J. Burleson said the company is good at communicating.
 - 2) Four Seasons submitted a proposal to remove the tree limb in the park area. It was high at \$480, so J. Burleson talked to Dillers. They will remove the limb for \$200 on 6/24.
 - 3) While doing lawn maintenance, a townhome storm door broke. While no rocks were found, the supervisor did say they would take responsibility and replace the glass. The Board is in agreement Four Seasons is only responsible for the cost of the glass portion. The homeowner discussed wanting a new door. The homeowner would need to complete an ACC request and the cost of the new door would be on the homeowner. Four Seasons is only responsible for the cost of the glass replacement for the current door.
- v. Trees – B. Simmons
 - 1) Good's Tree Care was contacted to do a walk-through of the neighborhood and submit a plan for 2020. Good's was asked to look at some specific trees in the neighborhood during the walk-through: large tree at 464/466 in need of trimming, an opinion needed on the tree in the park that lost a large limb, a tree by 920 in need of trimming, and a tree by 568 in need of trimming.
 - 2) J. Fogarty knows someone who has a tree company and will ask for a proposal for the tree trimming.
- vi. Townhome painting – B. Simmons
 - 1) Fenton has the 2019 and 2020 list and is working on a schedule so letters can go out.
- vii. Paving and sealing – B. Simmons
 - 1) Parvin will begin with sealing the 946-960 lot on July 2nd with a rain date of July 9th. Then they will do the front lot for the 450-458 and 460-470 buildings on July 6th with a rain date of July 13th. Residents were notified by letter. Fenton was notified of the dates and will follow each project to do line painting. Republic Services and the post office were also notified.
 - 2) A homeowner emailed with a concern about a neighbor's car that has been leaking oil. The lot the car is in is scheduled for a full depth re-pave. The homeowner who emailed wants to make sure this doesn't continue on the new blacktop. The Board discussed the concern. While the oil stains the blacktop, it doesn't cause damage.
- viii. White townhome fences – B. Simmons
 - 1) E. Davis is in the process of replacing the ball tops on the white fences with the flat tops to make the fences uniform. The ball tops break easily, are expensive to replace, and

are hard to find. The flat pyramid tops are less expensive, easier to find, and will hold up better. He will also level the posts.

2) Fenton will wash the fences after the toppers have been replaced.

g. **Publicity – B. Thompson**

- i. B. Thompson does not have committee members for approval. J. Davis will look at some possible homeowners to reach out to.
- ii. A summer newsletter was sent to Konhaus for printing and mailing. A copy is also on the website. The next newsletter will be in the fall, so committees will need to be thinking about items they would like in the newsletter and get that information to Bernadette.

9. Manager's Report – J. Davis

- a. A resale certificate was prepared for 742 Allenvue Drive.
- b. A homeowner expressed concern about children skateboarding on Allenvue Drive and into the lots. It is hard in some areas for vehicles to see the skateboarders. A reminder was placed in the newsletter that everyone needs to be aware, both skateboarders and drivers. There are no laws prohibiting skateboarding on public streets. It is prohibited in Township parks. The HOA does not have any rules prohibiting skateboarding.
- c. A letter was sent to 772 Allenvue about fire pits not being allowed in the townhomes and the letter requested they remove the fire pit.
- d. 780 Allenvue reached out about a patio storage shed to put inside her enclosed fence. Those are allowed in the townhomes and the Board agreed it was permissible.
- e. At the beginning of March, Deb Wallet reached out to the Township as a board-appointed community representative for Allenvue about the trash and recycling containers. She found out that only small recycling containers are available. A Google form was created with the intent of placing it on the website and putting notice in the newsletter. However, with the COVID-19 restrictions, that has been put on hold. This will be considered for the next newsletter if the Township is able to handle the requests for new recycling containers at that time.
- f. There was previous discussion on raising the initiation fee and resale certification fee. Both are currently \$200. Bernadette reached out to a realtor for an opinion on Allenvue's fees compared to what he sees in neighboring communities. The realtor stated the resale certificate fee could go from \$200 to \$225 or \$250. The initiation fee could go to \$250. M. Kelly motions to increase both fees to \$250, K. Roder seconds, motion passes with J. Fogarty dissenting.
- g. A new single-family homeowner reached out to ask about a rear fence and what materials are allowed. She also asked if both 4' and 6' fences are allowed. The Board is in agreement that vinyl, wood, and aluminum are allowed, but chain-link is not. The Board is also in agreement that both 4' and 6' fences are allowed. J. Davis did send the homeowner an ACC request form.
- h. Currently, the HOA has common property insurance coverage through Nationwide Insurance, workers compensation insurance through WestGUARD Insurance Company, and Directors and Officers coverage through United States Liability Insurance (USLI) Group. J. Davis and K. Roeder will work on shopping for quotes from other companies.
- i. A homeowner asked about a propane tank that is not enclosed at a single-family home. Typically, an ACC request needs to be submitted for a tank. The tank at the home is on the side between shrubs. After discussion, the Board agreed to not take action and continue the discussion at another time.
- j. A homeowner emailed about their mailbox not staying closed and would like permission to buy and replace the mailbox. Years ago, it was decided to replace the metal mailboxes, which were in bad shape. The building this homeowner is in was where some styles were tried out, including one with knobs. The knobs had a tendency to break off, so the current style was chosen. When the knobs would break, the box would be replaced with the current model found everywhere else in the townhomes. The Board is in agreement that townhome owners may not purchase their own mailbox.

- k. A townhome owner emailed with a concern about their neighbor putting laundry out. The laundry was hung and causing the privacy fence to lean. The neighbor stopped for a while, but when the fence was re-braced, the neighbor started hanging laundry again. The laundry is hung on a string tied to the neighbor's side of the fence and on the patio area; it is not on common ground. The Board is in agreement this is permissible.

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 8:24 PM on June 23, 2020.

Next Meeting: July 28, 2020 at 6:30 PM with location TBD

Submitted by: J. Davis