

**ALLENVIEW HOMEOWNERS
Board of Directors' Meeting**

Tuesday, November 24, 2020 at 6:30 PM
Mechanicsburg Brethren in Christ Church

Board Member	Term	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.
Meg Kelly	2021	X	C	C	C	X	X	X	X	X	X		
Vacant	2021		A	A	A					V	V		
Bernadette Thompson	2021	X	N	N	N	X	X	A	A	A	A		
Trish Connolly	2022		C	C	C					X	A		
Jacob Fogarty	2022	A	E	E	E	X	X	X	A	A	X		
Bryan Simmons	2022	X	L	L	L	X	X	A	X	X	X		
John Burleson	2023	X	E	E	E	X	X	X	X	X	X		
Lewis Reagan	2023	X	D	D	D	A	X	X	X	X	X		
Marie Yagel	2023	X				X	X	X	X	X	X		
Kerri Roeder	2022	X				X	A						
Jill McCabe	2021	X				X	X	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 6:32 PM.
2. **Homeowner concerns:** none
3. **Approval of minutes from the October meeting:** Motion to approve the minutes by M. Kelly, J. Burleson seconds, motion passes with all in favor.
4. **President's Report** – none
5. **Treasurer's Report** – J. Burleson
 - a. The financials were reviewed. Bank balances remain strong and positive. Our net income is a minus, but it is favorable to a year ago. Receivables remain strong and down.
6. **Committee Reports**
 - a. Architectural Control – T. Connolly
 - i. ACC requests – The committee recommends approving the following requests:
 - 1) Two requests were submitted for 2109/2111 Beacon Circle. One was for an exact replacement of the gutters. The other is to replace the existing garage doors with galvanized steel insulated doors in the color claystone. M. Kelly motions to approve, J. Fogarty seconds, motion passes with all in favor.
 - 2) A request was submitted from 552 Allenview for a window replacement with grids. M. Kelly motions to approve, J. Fogarty seconds, motion passes with all in favor.
 - 3) An emergency request was submitted from 509 Allenview for a roof replacement. A choice of two colors, both close to what is currently on the roof, was given. The Board is okay with either color choice. M. Kelly motions to approve, J. Fogarty seconds, motion passes with all in favor.
 - ii. ACC concerns
 - 1) Letters continue to be sent out to homeowners with signs that are not for sale or for rent signs.

- 2) A townhome owner received a letter regarding a fire pit. Fire pits and chimineas were prohibited from being used through a policy that the Board of Directors passed during their meeting on July 27, 2010. There is a statement on the website under the news and alerts section. The homeowner complied with removing it and in wanting to abide by the governing documents, asked what is acceptable in the townhomes. In 2014, a motion was passed allowing patio tables fueled by 15-gallon or less propane tanks, not wood burning, outside of the home.
 - 3) A letter was sent to 772 Allenvue for a playhouse stored at the front of the home. The homeowners had 10 days to store the playhouse properly and did not comply. A fine of \$100 was imposed and another 10 days given to comply. A letter was sent certified mail and it was received.
- b. Recreation – M. Kelly
 - i. T. Connolly has resigned from the recreation committee to be able to focus on being the ACC Chair.
 - c. Nominating – L. Reagan
 - i. There will be three vacancies to fill, all with three-year terms. M. Kelly and B. Thompson are not running again.
 - ii. The Board reviewed the prospective board member information sheet to go out and it was approved.
 - d. Audit – M. Yagel
 - i. The audit for 2019 was completed. The Board confirmed they are still comfortable with an audit every other year.
 - e. Budget – J. Burleson
 - i. The budget committee met to draft a budget for 2021. J. Burleson reviewed the draft. The committee discussed a possible increase of dues. The decision was to not increase the dues with the way the current climate is. The Association could go another year without an increase in dues, which will be the fourth year it has remained the same. With an aging community, there are many maintenance needs coming up. M. Kelly motions to approve the budget as submitted, J. Fogarty seconds, motion passes with all in favor.
 - f. Maintenance – B. Simmons
 - i. Regarding townhome painting, Fenton Lemmon has been ill and unable to paint. The HOA reached out to James Costello, who submitted a bid, and the bid was accepted. Mr. Costello has not completed any of the paper work necessary to begin working. B. Simmons was in touch with Fenton Lemmon recently and Fenton said when the weather breaks in the spring, he would get the painting completed. He anticipates the earliest would be the end of April. The townhomes have not been painted since 2017. The painting schedule was adjusted and will need to be adjusted again. The hope is to do two years' worth of homes in 2021 and again in 2022 so that by 2023 the painting cycle is finished and can then begin again.
 - ii. J. Fogarty said he was pleased with how the current lawn care company cleaned up the leaves in the back of the townhomes.
 - iii. J. Burleson said Four Seasons sent a renewal contract. Last year, the Association signed a one-year contract for lawn and snow. The new contract is asking for a three-year commitment on lawn and snow. J. Burleson's concern is that the HOA hasn't seen how Four Seasons does with snow removal, so he would prefer a one-year contract for snow. He is recommending a three-year contract for lawn service, which actually comes in about \$1,000 less. The three-year lawn contract would be for \$76,159.30. The islands Four Seasons redid was outside of the normal contract. One of the islands they did not do a good job with and the expectation is that they will resolve that. They have been a pleasure to work with and J. Burleson feels good about the relationship. There were problems, but they addressed them. M. Yagel motions to approve a one-year contract for snow removal and a three-year contract for lawn care, J. Fogarty seconds, motion passes with all in favor.

g. **Publicity – M. Yagel**

- i. After discussion, it was decided that due to the number of mailings that will be going out to homeowners, there will not be another newsletter until the spring.

7. Manager's Report – J. Davis

- a. Resale certificates were done for 644 and 784 Allenvue Drive.
- b. Fence replacement letters went out to two buildings. One person has responded in the 700-712 building and said he would be fine if there was a replacement and will just wait to see if others express interest or move forward with a bid. In the 818-830 building, one homeowner had replaced his gate and some of his fencing with approval. Another homeowner sought a bid for her fence from Elliott Fence and would consider saving money to do a replacement in the future. A third homeowner said they do not have the money at this time to do a replacement.
- c. A letter was sent to the 601-613 building because there has been an issue with someone using another resident's marked parking space.
- d. A letter was sent to the 615-627 and 701-709 buildings regarding dog waste left in the common area between the buildings.

8. Updated C&Rs/By-laws

- a. Jill McCabe worked on finalizing the governing documents. The Board was provided a copy of those documents as well as a copy of the instructions for completing the ballot to vote. B. Simmons was given a draft cover letter to revise. There was discussion on when to send the mailing of the revised governing documents out. The conclusion was to wait until the beginning of January. M. Yagel motions that board members review all documents and submit feedback to J. Davis no later than 12/11/2020, M. Kelly seconds, motion passes with all in favor.

9. Meeting Adjourned: M. Yagel motions to adjourn the meeting and enter into executive session, M. Kelly seconds, motion passes with all in favor. Meeting adjourned at 7:31 PM on November 24, 2020.

Next Meeting: December 15, 2020 at 6:30 PM at location TBD