

# Beacon Hill Townhomes Condominium Newsletter

March - April 2011

## Join us on Facebook!

Council has created an official page for the BHTC community on Facebook. The page is named **Beacon Hill Townhomes Condominium Association** and it will be used to communicate important information to community members in real time. Some examples of its use will be reminders about special trash pickups, emergency arrangements for snow removal, or reminders about issues in the community.

Note that this is an official page for BHTC business, and while comments and feedback are welcome, any misuse including but not limited to commercial solicitations, spam, or personal attacks will result in users being banned from the page.



Our page appears as a Non-Profit Organization in Facebook search. Become a fan today to stay up-to-date on the latest information!

## Rules & Regulations Updates

At the February Council meeting, an updated version of the rules and regulations document was adopted which is included with this newsletter. This new version includes some minor language changes and incorporates the new rules adopted at the September Council meeting regarding dog waste and Council meeting recordings.

A more comprehensive overhaul to our rules and regulations is in the works and is scheduled for completion sometime this summer. That new document will provide more specific guidelines on several areas and will be provided to Unit Owners and residents in the newsletter immediately following its adoption.

If you have items you would like considered for that rules and regulations update, please contact a member of Council with your suggestions or email [bhtcfeedback@gmail.com](mailto:bhtcfeedback@gmail.com).

## Pre-Paid Escrow Account Update

As of February 23, we have received and processed 34 unit owners' credits and/or waivers, leaving us with 38 unit owners to either return their forms or contact us regarding a waiver. The total refunded (or credited to accounts of unit owners in arrears) has been \$12,721.

Second notices were sent out in early February to all unit owners who had not yet responded. As a reminder, the community voted in favor of liquidating this account at our last Unit Owner meeting in October. The vote included a contingency that the liquidation should be completed by April 30, 2011.

If you have not received any forms from Aspen Property Management or need them resent to you, please contact Aspen ASAP and request another copy.

Final notices will be sent out to unit owners in early March.

## Save the date!

### BHTC Community Yard Sale

This year's yard sale has been scheduled for:

Saturday, May 14, 2011  
8:00am - 2:00pm

Raindate:

Saturday, May 21, 2011  
8:00am - 2:00pm

## Inside this issue:

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To submit a news story or idea for the next issue, email [bhtcfeedback@gmail.com](mailto:bhtcfeedback@gmail.com) or contact Darin Reffitt at 302-529-9663.

# Community Updates

## President's Message



As promised in our last newsletter, I'd like to give a brief update on our 2011 annual plan progress to date.

Our January objectives were to kick off the pre-paid escrow account liquidation and to begin collecting

information for our unit owner/tenant database. Both of these projects began on time and we have made significant progress on both (see our pre-paid escrow liquidation update on page 1).

One key objective for March was to get our 2010 taxes filed, and we completed that task ahead of schedule in early February.

We've been working with Aspen to improve our financial statements and increase transparency by both reorganizing the information and by adding a year-to-date vendor payment report for easier analysis of payments to vendors over time.

Finally, we're on track to begin our reserve study on April 1, and our new landscaping provider will be onsite beginning later this month for spring cleanup and to begin our comprehensive lawn maintenance program.

Council remains committed to improving the community and to making BHTC a great place to live. If you have any questions or comments please feel free to email me!

## 2011 Budget Adjustment

In January, Council became aware of changes that FHA<sup>1</sup>, Fannie Mae<sup>2</sup>, and Freddie Mac<sup>3</sup> made following the market slump of 2009, which resulted in our condominium association being non-approvable by their standards.

Specifically, all three mortgage guarantors now require that our budget allocate at least 10% of annual income to reserves. BHTC was only allocating 5.7%, above the requirements of the State of Delaware in the Unit Property Act, but insufficient for the requirements of those three organizations.

The sale of one of our units was being held up by this issue, and Patterson-Schwartz, the area's leading real estate company, was involved in the sale. Council researched and discussed the issue considering the following:

- Fannie Mae, Freddie Mac, and FHA account for approximately 90% of the mortgage market<sup>4</sup>, so failure to adjust our budget could have serious impact on our property values;
- FHA approval costs an estimated \$1,500, which we could save by modifying our budget to enable this FHA sale at no cost to us;
- Since Patterson-Schwartz was involved, we needed to move fast to save the sale and ensure realtors would continue to be willing to list units in BHTC.

As a result, Council acted in accordance with Code of Regulations, Article V, Section 14, "Action Without Meeting" to adopt the following motion:

"I move to revise our budget and reallocate \$6,860 from the capital project category to the reserve contribution category in order to meet the Fannie Mae, Freddie Mac, and FHA reserve requirement of 10% of income being allocated to reserves. This will give us a total annual reserve contribution of \$15,500, or 10.03% of all income received (not including anticipated unpaid assessments). This will reduce our capital project budget to \$32,740, or approximately 10 roofs."

Motion was made via email on 1/20/2011 and was unanimously approved. BHTC is now an approved community and can be found as such on FHA's website.

The revised budget is available to registered users on *Neighborhood Link* as well as available upon request to Aspen Property Management.

Sources:

1 [http://www.hud.gov/offices/hsg/sfh/condo/faqs\\_condo.pdf](http://www.hud.gov/offices/hsg/sfh/condo/faqs_condo.pdf)

2 <https://www.efanniemae.com/sf/guides/ssg/relatedsellinginfo/condogls/pdf/projectreviewsummaryfaq.pdf>

3 <http://www.freddie.mac.com/learn/pdfs/uw/condoprojectanalysis.pdf>

4 <http://www.lender411.com/mortgage-articles/1513/FHA-Volume-Sign-of-%26%23039%3BVery-Sick-System%26%23039%3B-Fannie,-Freddie,-FHA-Account-for-90%25-of-Mortgage-Market/>

## Welcome to the Neighborhood!

Council would like to send a warm welcome to the following new unit owner:

**Jennifer Jones**  
**123 Center Court**

Welcome to Beacon Hill!



# Safety & Security

## The Spy in your Hand

Your smartphone may be sharing your secrets. Using “spyware” that sells on the Internet for as little as \$15, other people can hijack your phone. This allows them to hear your calls; see your text messages, e-mails, photographs and files; and track your location through constant GPS updates.

Your phone can even be turned into a surreptitious microphone. “When the phone is off—in a pocket, purse or on a table—it can remotely be turned on so conversations around the phone can be heard,” says Tim Wilcox, owner of International Investigators Inc., an Indianapolis security firm.

The world now has about 370 million smartphones, they include BlackBerrys, Androids, iPhones and others that easily accept apps and have ample processing power. Security experts say millions of them may already be infected with spyware; the risk for basic “dumb” cellphones is far less.

Mobile phone spyware is illegal in the United States but is sold by websites operating overseas. With at least 600 variations of the app out there, all it takes is a credit card to make an instant wiretapper. Often that person is a suspicious spouse, an overly protective parent or a jealous coworker. “But it’s certainly possible for scammers to use it for identity theft,” says Wilcox.

The spy’s challenge is to install the program in your phone. With some types of software, this is accomplished by getting you to click on an enticing link in a message the spy has sent to your phone. With other types, spies must get their hands on your phone for perhaps 10 minutes. Entering a code to the phone “downloads the spyware with no indication,” says Richard Mislán, a professor of cyber forensics at Purdue University.

If your phone becomes infected, a text message alerts the spy when you make or receive a call, with no unusual signs on your end.

So is your phone infected? Here are some warning signs:

- Your bill may show texts to unknown phone numbers, often occurring at the same time as legitimate calls. It’s at these numbers, surreptitiously dialed by the spyware, that someone is monitoring you.
- The battery is warm when the phone isn’t in use, or it dies quickly — this may mean power is being drained by the spyware.
- Your phone flickers when not in use.

Confirming a spyware infection isn’t easy. The phone needs to be sent to a lab where experts look for a few lines of identifying programming code. “With the typical smartphone having up to 300,000 lines, it’s finding a needle in a haystack,” adds Wilcox, whose company charges \$2,200 for such jobs. The work can take eight days.

The best prevention: Use a handset pass code to lock your phone and prevent anyone else from using it. And never open links in e-mails sent to you by unknown parties.

*Excerpt from AARP article by Sid Kirchheimer. Full article available at [http://www.aarp.org/money/scams-fraud/info-01-2011/scam\\_alert\\_smartphones\\_tap\\_conversations.html](http://www.aarp.org/money/scams-fraud/info-01-2011/scam_alert_smartphones_tap_conversations.html)*

## Stay Safe Walking at Night

Walking at night can be dangerous. It is important to take every precaution possible if it is necessary to walk at night. Follow the safety steps below when walking at night:

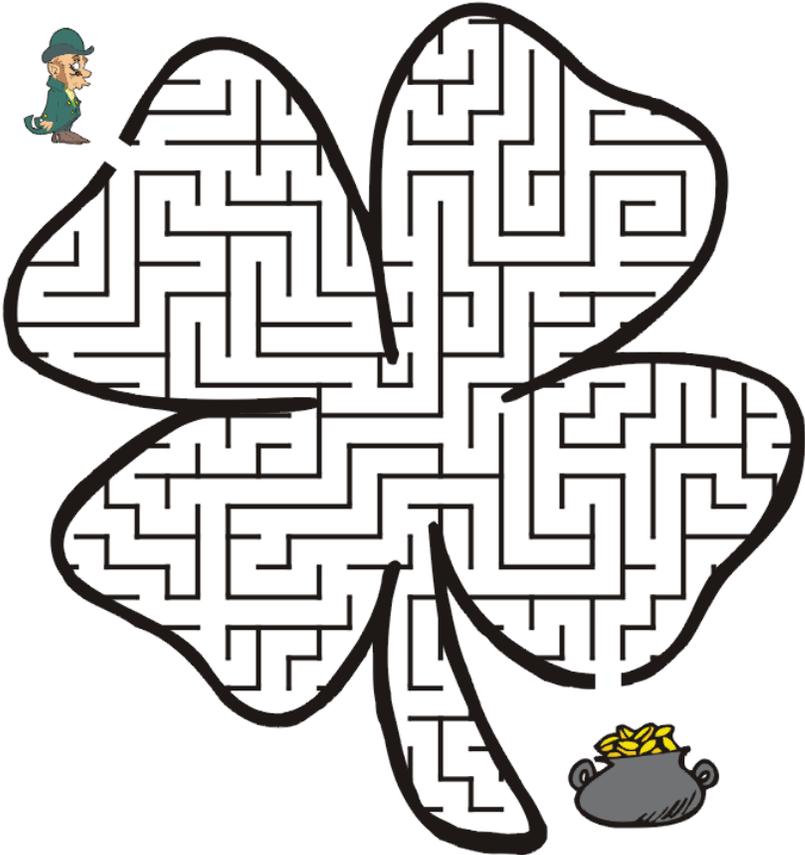
- Walk with a friend or co-worker if possible. Try to avoid walking alone. If you walk to or from work, try to find someone who walks in the same direction as you and walk together.
- Walk on main streets if possible. Walk in lighted areas. Avoid dark unlit areas as much as possible.
- Wear reflective or brightly colored clothing. It can be difficult for drivers to see someone walking along the roadside, especially in dark areas. Wearing bright clothing will provide more visibility and can help prevent accidents.
- Carry a cell phone. Make sure you have your cell phone at all times when walking so that you can call 911 if the need arises.
- Walk on the side of the road opposing traffic, if you must walk in an area where there is no sidewalk.
- Carry a flashlight when walking. A flashlight can help provide visibility in dark areas.
- Walk directly to the nearest house or business if you feel you are being followed by someone either on foot or by vehicle. Call 911 immediately if you feel you are in danger.



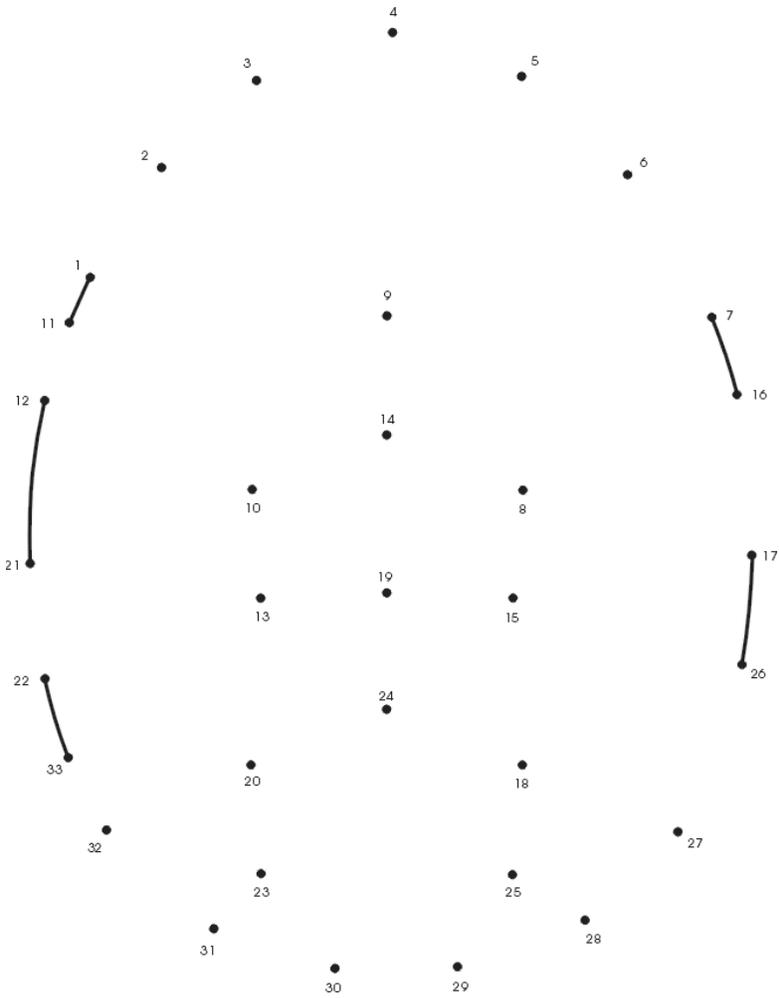
*Source: [http://www.ehow.com/how\\_2314326\\_stay-safe-walking-night.html](http://www.ehow.com/how_2314326_stay-safe-walking-night.html)*

# Just for Kids!

Help the leprechaun find his way through the four leaf clover maze to find a pot of gold Source: [www.printactivities.com](http://www.printactivities.com)



**Connect the Dots!**  
Source: [www.printactivities.com](http://www.printactivities.com)



## Word Search - Gardening Tools

Find the gardening words as listed at the bottom of this page in the spring gardening word search grid. The words could be forwards, backwards, up, down, or diagonal. Circle each letter separately and many letters may be used in more than one of the gardening words as they intersect. When the Gardening Word Search puzzle is complete, read the left over letters starting at the top left and reading down to the bottom right to learn an interesting gardening tip.

Source: [www.printactivities.com](http://www.printactivities.com)

### Word List:

BROOM	PRUNING SAW
GARDEN HOSE	PRUNING SHEARS
GLOVES	RAKE
HAND TROWEL	SHOVEL
HEDGE SHEARS	SPREADER
KNEE STOOL	SUNHAT
LAWNMOWER	TANK SPRAYER
LEAF BLOWER	TILLER
LOPPERS	WATERING CAN
POLE PRUNER	WHEELBARROW

D	O	N	O	T	P	R	T	A	H	N	U	S	U	N
R	E	Y	A	R	P	S	K	N	A	T	E	E	G	V
E	S	P	O	L	E	P	R	U	N	E	R	R	L	W
G	R	R	W	K	E	L	E	N	D	S	I	N	O	A
T	A	H	A	E	S	S	E	P	T	R	M	L	V	S
I	E	R	T	N	G	R	P	V	R	O	R	A	E	G
W	H	E	E	L	B	A	R	R	O	W	U	W	S	N
N	S	E	R	E	V	E	T	R	W	H	E	N	R	I
G	G	R	I	E	E	H	B	I	E	N	S	M	S	N
S	N	D	N	U	R	S	I	N	L	G	T	O	R	U
H	I	E	G	D	L	E	A	F	B	L	O	W	E	R
O	N	R	C	M	A	G	N	T	W	I	E	E	P	P
N	U	T	A	E	R	D	R	E	D	A	E	R	P	S
M	R	O	N	K	N	E	E	S	T	O	O	L	O	N
T	P	H	E	S	O	H	N	E	D	R	A	G	L	S



Color me!

Source: [www.printactivities.com](http://www.printactivities.com)

# Recipe & Community Lighting Project

## Honey Baked Ham

### Honey Baked Ham

#### Ingredients:

Traditional Bone-In Butt Half Ham	Cinnamon
Dark Brown Sugar (to taste)	Nutmeg
6oz Ginger Ale	Baking Pan
1 Can Pineapple Rings in Heavy Syrup	Toothpicks

#### Directions:

Rinse ham and place in baking pan. Pour ginger ale over ham. Pin pineapples to ham with toothpicks (you will probably not use them all). Mix brown sugar with heavy syrup from can of pineapples and pour over the ham. Sprinkle ham with nutmeg and cinnamon (about 1 Tbs each). Use a spoon to evenly mix the mixture in the bottom of the pan. Cover with foil and bake.

Note: packaging on ham should have baking instructions. Normally baking 25 min for each pound at 325 degrees.

Source: <http://www.cooks.com/rec/view/0,1927,139164-233200,00.html>

## Community Lighting Project

After an unfortunate delay we are pleased to report that our community lighting has been fully-inspected and repaired, and our new LED fixtures have been installed facing Overlook and in a few other locations in the community.

The remaining fixtures have been tested and repaired as needed, and as those older fixtures begin to fail, they will also be replaced with the newer and more energy-efficient LED lighting.

Now that our initial work is completed, we as a community need to analyze our current lighting and make some additional decisions regarding the amount of lighting that shines throughout our parking areas and out onto Overlook Drive.

As you may have noticed, when our new LED lighting was put up, the high-intensity floodlights that were installed in 2009 were removed. This was done so that we could gauge the effectiveness of the new LED lights and look at the electric consumption that those new lights would enable us to save.

Council has since heard from a few residents who are concerned about insufficient lighting on what we refer to as the dog walk area, specifically that those resident do not feel comfortable walking on

the area across Overlook Drive at night.

We are looking at various options for improving that situation, beginning with repositioning the new LED lights to shine out further from the buildings, as well as options for additional lighting that may be more energy-efficient than what was put up in 2009.

But, as always, Council needs to balance the needs of the community against the budget dollars available. While we consider the safety of the community our number one priority (and one of the most important in protecting our property values) we want to ensure that we have enough light to meet the needs of the community without wasting money unnecessarily on both fixtures and electricity.

With that in mind, we'd really like to hear from you, the community we serve, over the coming weeks to express your comfort or concerns with our current lighting. Are there areas you feel need more light? Are you satisfied with what we have today? Please email us at

**bhtcfeedback@gmail.com** to offer your opinions, or comment on our new Facebook page. We'll be making decisions at our meeting on March 29, so your feedback between now and then is vital. Thanks in advance for your participation.



# Community Information and Notices

## Council Contacts

### President

Darin Reffitt - 103 Center Court  
302-529-9663 | dmreffitt@gmail.com

### Vice President

Joy Falconer - 112 Center Court  
302-475-8404 | joyfalconer@gmail.com

### Treasurer

Justin Edelson - 101 Center Court  
302-290-7600 | jkedelson@gmail.com

### Secretary

Virginia Mas - 16 West Court  
302-375-6264 | vmas.bhtc@gmail.com

### Member-at-Large

Sheila Lamphear - 226 East Court  
302-475-7937 | sglamphear@gmail.com

### Property Manager:

Aspen Property Management  
Allison Fenwick  
410-620-2598  
info@aspenspropertymgmt.com  
www.aspenspropertymgmt.com

## Palmatary's Curbside Recycling

Reminder: If you wish to continue voluntary curbside recycling service after March 31, you need to contact Palmatary's to sign up directly. If you wish to begin curbside recycling with Palmatary's you may do so beginning in April. The cost will be \$6.00 per month per unit.

Please contact Palmatary's ASAP to sign up, in order to allow them adequate time to assign our community to a recycling route.

We will keep all residents informed of any expected changes as the impacts of the Universal Recycling Law (which becomes effective on September 15, 2011) become more clear.

Palmatary's can be reached at 302-652-2270 or by email at palmatarysanitation@verizon.net.

## Just a Thought

"Dictionary is the only place that success comes before work. Hard work is the price we must pay for success. I think you can accomplish anything if you're willing to pay the price.

-Vince Lombardi



## Scheduled Meeting Dates

Council meetings are generally held at 6:30pm on the last Tuesday of the month. Agendas, including discussion items and location, will be distributed/mailed no less than 14 days prior to the meeting date each month. Scheduled meeting dates appear with the monthly events on page 8.

Unit owners are encouraged to attend our Council meetings. You are also welcome to submit agenda items to the Council for consideration. If you would like to opt-in to receive your agendas and meeting announcements via email instead of receiving a paper version, please email your request (from the email account you would like used as your contact point) to Virginia Mas at [vmas.bhtc@gmail.com](mailto:vmas.bhtc@gmail.com).

## New Landscaping Company & Hedge Trimming Opt-Out Form

BHTC has contracted with Brickman as our new landscaping vendor for 2011. Included in our contracted services with Brickman are turf maintenance, turf fertilization and weed control, general property care, and bed landscaping and shrub pruning. They are also able to handle any tree pruning, planting, or removal needs that we may have at an additional cost.

As in previous years, unit owners who do not want their shrubs pruned by our landscaping company may submit an opt-out form to the management agent. Please note that in accordance with the community's Rules and Regulations, if a unit owner fails to maintain his/her shrubs after opting out, Council reserves the right to have them maintained by our landscaping vendor regardless of the opt-out form.

If you want to opt-out, please return the enclosed form to Aspen Property Management no later than March 31, 2011.

## Yard Waste Pickup

Yard waste pickup will occur on the following dates in 2011:

March 11	July 8	October 14
April 8	August 12	November 11
May 13	September 9	December 9
June 10		

Remember that weeds from your flower beds are not considered yard waste. Tree trimming bundles should not exceed 4' in length and should be bundled with string.

# Bimonthly Calendar

## March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 	9 	10	11	12
13 	14	15	16	17 	18	19
20  	21	22	23	24	25	26
27	28	29 <b>BHTC</b>	30	31		

### March Events:

- March 8: Fat Tuesday/Mardi Gras
- March 9: Ash Wednesday
- March 13: Daylight Saving Time Begins
- March 17: St. Patrick's Day
- March 20: First Day of Spring
- March 20: Purim
- March 29: Council Meeting\*
- March Flower: Daffodil
- March Birthstone: Aquamarine

## April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 	18 	19	20	21	22 	23
24 	25	26 <b>BHTC</b>	27	28	29	30

### April Events:

- April 1: April Fool's Day
- April 17: Palm Sunday
- April 18: Passover Begins at Sundown
- April 22: Earth Day
- April 22: Good Friday
- April 24: Easter
- April 26: Council Meeting\*
- April Flower: Daisy/Sweet Pea
- April Birthstone: Diamond

\* Council meeting dates are tentative and subject to change. See distributed agendas for actual dates/times.

**Visit us on the web!**

[http://www.neighborhoodlink.com/Beacon\\_Hill\\_Condo/home](http://www.neighborhoodlink.com/Beacon_Hill_Condo/home)

**Find us on Facebook!**

Beacon Hill Townhomes Condominium Association



**Beacon Hill Townhomes Condominium  
Rules and Regulations 2011**



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## **Living in a Condominium Community**

This revision of the Association's rules of conduct is offered in the spirit of making Beacon Hill Townhomes Condominium (“**BHTC**” or the “**Association**”) an even better place to live. The following rules and regulations (the “**Rules**”) are approved by your condominium Council and were written based on comments, suggestions, and advice offered by you as condominium owners and tenants (collectively, “**Residents**”). These Rules are designed to make living in our community pleasant and comfortable. In living together, all of us not only have certain rights, but we also have obligations to all our neighbors. You will find that these Rules are in no way designed to be unreasonably restrictive. In fact, these Rules involve no more than what the laws of our state, city, and county require, or what we should naturally impose upon ourselves as good neighbors. We live in a beautiful area and we all have decided to make this our home as well as a good investment. Your Council has approved these Rules so that all of us can continue to enjoy life at BHTC.

### **YOUR ASSOCIATION REQUESTS THAT YOU READ THESE RULES CAREFULLY, AND ABIDE BY THEM.**

If there is a problem that markedly affects your enjoyment of living in the community, consider taking the following suggested steps:

- 1) First, discuss the problem frankly and courteously with the parties involved.
- 2) If reasonable compromise cannot be worked out informally, then contact the current management agent (the “**Property Manager**”) in writing, using an Action Request Form, who will contact Council.
- 3) If a Rule violation is involved, the procedure is as follows:
  - a) Residents will be given ten (10) days to respond to a violation notice.
  - b) After the ten days, a second notice will be sent to Residents with an appropriate penalty as designated by Council or the Property Manager.
  - c) After thirty (30) days, the violation will either be corrected by the Association and all costs will be charged to the Resident and/or a penalty, minimum of \$100 per occurrence, will be assessed to the Resident.

If you do not feel that your violation has been handled satisfactorily, you may attend the next scheduled Council meeting to discuss your feelings and offer suggestions. You may also request a hearing with Council in accordance with Article X, Section 6 of the Code of Regulations (the “**Code**”).

Join your neighbors in making BHTC living a truly enjoyable and mutually supportive experience. The Association reserves the right to add, alter, or amend these Rules as the need may arise.



**Antennas:**

No outside television or radio aerial, antenna, satellite dish, or any other aerial or antenna for reception or transmission, shall be maintained upon any townhouse unit or upon any of the common elements without prior written consent of the Council. Outside cable boxes provided through Verizon FIOS are permitted as long as they are within the confines of the privacy fence and below the height of the privacy fence.

**Balconies:**

Nothing will be stored upon any balcony or patio, nor shall the cooking or preparation of any food be permitted upon any balcony or upon any portion of the common elements, except with the consent of Council. Pets may not be kept on balconies unless the owner is present on the balcony. Painting and maintenance of the balconies is the owner's responsibility.

**Clothes Lines:**

Outdoor clothes dryers or clotheslines shall not be permitted at anytime. No clothing, laundry, or the like shall be hung from any part of the townhouse unit, or upon any of the common elements, or from any balcony or patio.

**Condominium Fees:**

Condominium monthly fees are due on or before the first of the month. A late fee of \$20.00 per month will be assessed to cover notices and bookkeeping fees after the fifteenth of the month. If condominium fees are more than four months delinquent, your mortgage company will be notified, proceedings in Court will be filed, and a demand for one year of condominium fees prepaid will be required per Article VIII of the Code, Sections 5 & 8. In addition, the process for handling delinquent accounts shall be as follows:

Property Manager will send late notices on balances that become 30 days, 60 days, and 90 days past due. At 90 days, Property Manager will send the final notice, which states that unit owners have 15 days to pay the balance before the matter is turned over to an attorney. At 105 days, the matter will be turned over to our attorney. Property Manager will then file in JP Court which will cost \$75.00. If a judgment is received, Property Manager will go to the Superior Court for wage garnishment and/or a lien on the property.

**Contractors:**

The maintenance, repair and replacement of the common areas are at the discretion of Council. As such, Residents may not impede any contractor that has been engaged by the Council to repair, replace, or maintain any common element. Any Resident that ceases, deters, compounds, or requests additional contractor services will be liable for additional incurred expenses billed to BHTC. If you have a concern about the work performed by a contractor, you may submit concerns in writing to the Property Manager.

### **Council Meetings:**

Council conducts monthly meetings that unit owners are welcome to attend. Meetings are generally held at 6:30 p.m. (ET) on the last Tuesday of the month. Agendas, including discussion items and location, will be distributed/mailed no less than 14 days prior to the meeting date each month. For unit owners that are unable to attend, Council meeting minutes are posted to the Neighborhood Link website once approved at the following meeting. Please note that no digital or analog recordings of any type (video, audio, photographic, etc.) may be made in Council meetings without the express consent of Council to be established by majority vote of Council prior to recording beginning.

### **Landscaping:**

The landscaping company will maintain the entrances to the courts and common areas. The shrubs will be pruned also. If you do not want your shrubbery trimmed by the landscaping company, make sure you keep it trimmed. Please continue to plant flowers and shrubs in the front and back of your unit. It makes a world of difference to the appearance of our neighborhood.

### **Leasing:**

Any owner of a townhouse unit that leases such unit shall, promptly following execution of the lease, provide a copy of the lease to the Property Manager and provide a copy of these Rules to the tenant(s).

### **Noise:**

No offensive activity shall be carried out within the townhouse unit or in the common areas, nor shall anything be done which is or may become an annoyance to the neighborhood or the other Residents. Please use common sense and courtesy in consideration of your neighbors, particularly regarding music and parties, as noises carry readily to and from balconies, patios, and open windows.

### **Parking:**

Each unit has two (2) parking spaces, which have been marked with the corresponding unit number. Please instruct your guests to park in the guest marked spaces on your court or in the parking spaces on Overlook Drive. No double parking behind vehicles parked in numbered spaces is permitted. A towing service has been obtained for those Residents that disregard this rule. No vehicles shall be parked in a manner that unreasonably interferes with or impedes another Resident from using their designated parking spaces. **Emergency vehicles must have access and ample room in case of fire or medical assistance.** Parking is not permitted on the north side of Overlook Drive (Naaman's Road side); nor should the cul-de-sac be blocked. Parking is not permitted along any yellow painted curb area.

**Pets:**

Pets are not permitted upon the general common elements of the community unless on a leash and accompanied by an adult. All pets must be registered with the Council and shall otherwise be registered and inoculated as required by law.

Dogs should be walked on the dog walk across the street on Overlook Drive to keep all the yards and other common elements free from dog waste. Please promptly remove any waste from the common elements. Pets must be leashed or supervised at all times. Do not let your pet loose to wander in your neighbors' yards. Owners who allow their dogs to freely roam and/or who fail to clean up dog waste from the common areas will be subject to violation notices and increasing fines (first violation – violation notice; second notice - \$25 fine; third notice - \$50 fine; fourth notice and thereafter - \$100 fine).

The Council has the right to order any Resident whose pet is a nuisance to remove it from the premises. The Council, after granting a hearing to the Resident affected, shall have the exclusive authority to declare any pet a nuisance. We love animals, but please keep them under control. Please do not let your dog's continuous barking disturb your neighbor; put the dog in your unit.

**Signs:**

Signs of any description for business or “for sale” may not be posted on the common elements. See Article IX, Section 3, Sub F.

**Snow:**

Snow removal service will be provided. All cars must be removed from the parking area for removal of snow when possible. Do not use rock salt on the sidewalks as this will disintegrate the concrete and cause it to break up. Please use kitty litter, sand, or a non-salt ice melt sold in retail stores.

**Structural/Exterior Changes:**

No structural alteration, construction, addition, or removal of any townhouse unit or the common elements shall be commenced or conducted, per Article X, Section 1 of the Code of Regulations.

Council must approve any changes regarding decks, fences, windows, sidewalks, patios, etc. Please do not risk a fine and/or removal of any improvement or alteration that does not meet the requirements set by the Code; consult the Council first.

Maintenance of the patio fence is the individual unit owner's responsibility. Repairs must be made within thirty (30) days, or the repair work will be contracted to an outside firm by Council, and the charges will be assessed to the unit owner.

All privacy fences must be board-on-board type and constructed to written specifications enacted by the Council. The specifications can be obtained from the Property Manager upon written request.

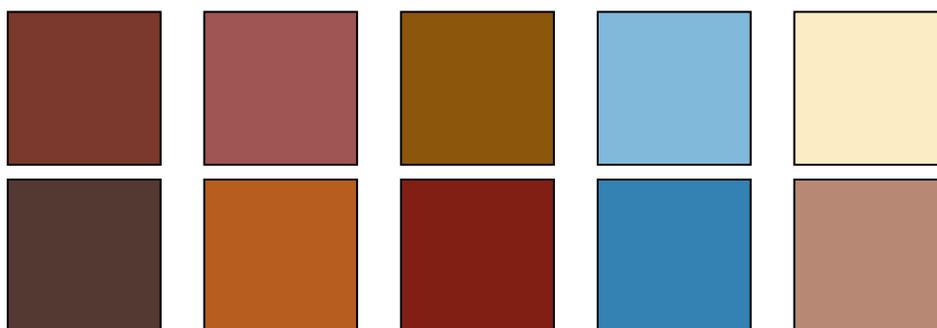
Painting of fences is allowed in a dark brown color to match trim on window frames. Contact the Property Manager for recommended paint colors from selected vendors.

Window maintenance and replacement is the owner's responsibility. Any new windows to replace the old ones must have brown casings. Hardware stores have glass and screens for replacement purposes.

Painting of the front door is the owner's responsibility. We encourage you to coordinate your front door's color with your shutters, siding, or other earth tone colors. White is not permitted. Contact the Property Manager for recommended earth-tone paint colors.

### **Recommended Color Palette**

**Doors** – may be either wood or may be painted a solid earth tone color. Some example acceptable earth tones are presented below:



**Decks** – Trex may be used in the construction of decks as long as they are the color of natural wood or dark brown. Wood may be left natural, or painted /stained to closely match one of the following:



**Suggestion** – if concerned about color choice, residents may seek pre-approval from Council before painting their doors or fences. *Shutters may not be painted.*

### **Swimming Pools:**

Swimming pools for small children are permitted as long as they are emptied each evening or kept secure within your privacy fence. Our first concern is for the safety of children.

**Trash and Recycling:**

Trash cans must be kept in the back of the unit, not by the front door, and must be within the confines of your privacy fence or concealed by lattice if directly behind your patio fence. Lattice must be at least as high as the trash can and must either be a natural wood color, or painted dark brown to match the fence.

Trash pick-up is on Fridays; place your trash in front of your unit no earlier than Thursday evening. Write your unit number on your trash cans and lids. If an unusual amount of trash (boxes, debris, etc.) will be set out, please notify the sanitation service prior to collection. Refrigerators and freezers cannot be collected during routine trash pick-up.

Trash must be sealed in heavy-duty bags or in containers as animals may tear the bags or the bags may rip when picked up. Any clean-up that is necessary because of the owner's trash will be assessed to the unit owner.

Recycling pick-up is every other Thursday and is at the unit owner's discretion and expense. Place your recycling in front of your unit no earlier than Wednesday evening. Please do not leave emptied trash and recycling cans out in front of your unit for more than 24 hours.

**Vehicles:**

No non-operational vehicle or other vehicle on which current registration plates are not displayed – trailer, truck, camper, house trailer, boat, or the like – shall be kept upon any of the general common elements. Moreover, no repair out of the ordinary maintenance of automobiles or other vehicles may be carried out on any of the common elements or within or upon any townhouse unit.

All cars must have current license tags and be operational.

No driving or parking of any type of motor vehicles on the common elements is permitted. Violators will be assessed ground repairs.

**Window Air Conditioning Units:**

Window Air Conditioning Units are not permitted.

**Wood Burning Stoves:**

Wood burning stoves and fireplaces must be registered with the Council to determine insurance liability and proper installation per the Code of Regulations.

**Council approved guidelines as of 02/23/11.**

**Council Members:**

- Darin Reffitt, President
- Joy Falconer, Vice President
- Justin Edelson, Treasurer
- Virginia Mas, Secretary
- Sheila Lamphear, Member-at-Large



Beacon Hill Townhomes Condominium Association

Repair / Improvement Type	Responsibility	Comments
Roofing	BHTC	
Siding	BHTC	
Sidewalks / Concrete / Curbing	BHTC	
Shrub Trimming & Maintenance	BHTC	Unless owner opts out.
Tree Trimming & Maintenance	BHTC	
Doors, Individual Units	Owner	Earth tones to match siding and shutters (no white) Brown or Earth tones to match siding and shutters (no white)
Exterior Door Trim & Moldings	Owner	White
Windows	Owner	Brown
Windows, Basement, Window Wells	Owner	
Exterior Window Trim / Sash	Owner	Brown
Gutter Replacement	BHTC	
Gutter Cleaning	BHTC	
Parking Lot Asphalt / Paving / Stripping	BHTC	
Parking Lot Maintenance	BHTC	
Snow Removal	BHTC	
Deck / Patio Maintenance	Owner	
Privacy Fence Maintenance	Owner	Product approval required for replacement
Deck / Fence Sealing / Staining	Owner	Natural stain / no paint
Sump Pumps	Owner	
Sump Pumps Pits	Owner	
Security Lights	BHTC	
Signage	BHTC	
Security Light Timers	BHTC	
Leaf Removal	BHTC	
Trash Removal	BHTC	
Plumbing - Water Supplies	Owner	
Plumbing - Water Drain / Waste	Owner	Common drain elements excluded
Shutters	BHTC	
Lighting / Front & Rear Door	Owner	
Soffits & Fascia	BHTC	
HVAC Systems	Owner	
Duct Cleaning / Chimney cleaning	Owner	
Structural Repairs / Masonry	BHTC	
Dryer Ducting	Owner	Prior approval required / Brown exterior color
Doorbells	Owner	
Pest Control / Termites	BHTC	
Pest Control / bats, wasps, ants, elderbugs, carpenter bees	Owner	
Pest Control / Birds External	BHTC	
Pest Control / Birds Internal	Owner	
Basement Flooding / French drain, sill plate, adjacent foundation grading, plumbing penetrations	Owner	
Balconies / gutter, wrapping, roofing	BHTC	
Balconies / structure, railings, door, trim	Owner	Railings Black or Brown / Door & Trim Brown
Front door canopy / roofing	BHTC	
Front door canopy / maintenance	Owner	Brown or color to match siding
Dining room Bump outs / Roofing, siding	BHTC	
Dining room Bump outs / Windows, trim	Owner	Brown
Recycling	Owner	



# Service Directory

## Aspen Property Management

Allison Fenwick **410-620-2598**  
PO Box 858  
Elkton, MD 21922

Fax: 443-303-8890  
E-mail: [info@aspenpropertymgmt.com](mailto:info@aspenpropertymgmt.com)  
Website: [www.aspenpropertymgmt.com](http://www.aspenpropertymgmt.com)

## Cable

Comcast **800-266-2278**  
FIOS **888-881-8161**

## Electric

Delmarva **800-898-8042**

## Fire & Ambulance

**911**  
Talleyville Fire Co **302-478-1110**  
Police **302-573-2800**

## Holly Oak Towing Co.

**302-792-1500**  
AAA Service Center

## Palmatary's Sanitation

**302-652-2270**  
Weekly Friday pick up  
Please call for special pick up or to participate in curbside recycling.

Dear Beacon Hill Homeowner:

Spring is right around the corner and with that comes spring cleaning. We are excited to announce that we have contracted with a new landscaping company, Brickman, and they will begin servicing our community in March.

As in previous years, our landscaping provider will be pruning shrubs around the community twice, once each in June and September. This will include pruning shrubs directly in front of homes, unless the unit owners have opted out of having their shrubs pruned by the community.

You do not need to do anything if you want Brickman to prune your shrubs.

If you would like to opt-out of having Brickman prune the shrubs in front of your home\*, please return this form with the below completed.

  X   I would like to opt-out of automatic pruning by Brickman and understand that it will be my responsibility to maintain the shrubs/hedges in the front of my home as required in our community's Rules and Regulations.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please complete and return to Aspen Property Management by March 15, 2011. If you have any questions, please feel free to contact Aspen Property Management.

Sincerely,

Allison Fenwick  
Aspen Property Management

\*Disclaimer: Per the community's Rules and Regulations, if unit owners fail to maintain their shrubs after opting out, Council reserves the right to have them maintained by our vendor regardless of this opt-out form.