



Beacon Hill Townhomes Condominium

Annual Owners Meeting Minutes

11/16/15

6:30-8:30 pm Brandywine Community Center

1. Called to order by Sheila Lamphear
2. Roll Call and Certification of Proxies: quorum established 13 owners present, 8 proxies = 20. (18 required)
3. Welcome from President Sheila Lamphear and introduction of council members.
 - a. Vice President: Dick Stausebach, Treasurer: Terri Lacaff and Secretary: Dorothy Hyatt.
 - b. Accomplishments
 - i. New management agent: Conway
 - ii. Roof Replacement completed
 - iii. Trees removed and trimmed
 - iv. Patched pothole at entrance
 - v. New landscaping and snow removal contracts
 - vi. Updated Reserve study
 - vii. Annual audit
4. Minutes from Owners Meeting 2014 read and approved with spelling corrections by all.
5. Treasurer's Report" Terri Lacoff: See attached.
 - a. Savings were realized from negotiating a landscaping and snow removal contract with Jays Landscaping Service
 - b. Savings were realized from contracting with a new management agent, Conway Property Management. Council also has taken a more active role in managing maintenance and repairs to assure repairs are grouped together when possible.
 - c. Our master insurance policy has increased 66% due to past claims and aluminum wiring.
 - d. Terri highlighted the impact of delinquencies on our budget. Council plans to aggressively pursue delinquent accounts so that dues are not inflated to cover these.
 - e. Discussion about aluminum wiring: the issue is the connections between the wiring and outlets and switches. Best practice is to have the connections crimped to eliminate expansion and contraction of the wiring. There is a fuller explanation of this on our

website. Can we make this a requirement of all owners? Not at this point. Would this decrease our insurance? Can we get a group rate on this? Richard Leach volunteered to help investigate.

- f. We will continue to fund our reserve according to our reserve study which was revised this year as required.
6. Budget approved for 2016 with no dues increase.
7. Maintenance and Landscaping Report: Dick Stausebach
 - a. Security lighting has been changed to LED fixtures which last longer and use less electricity.
 - b. Snow removal discussion: Owners expressed dissatisfaction with snow removal and ice treatment. Terri explained that salt application only works if the ground temperature is over 21 degrees and this winter was often too cold for salt to be effective. Council also does not want to pay for salt application if the ice will melt shortly when the sun comes up. Calcium chloride does work at lower temperatures, but the cost is prohibitive.. Owners are encouraged to salt any icy areas around cars. These areas would not be covered by salting the parking lot in any case. Jays has been responsive to our concerns and meeting our expectations for snow removal.
8. Changes to Rules
 - a. Parking: Dick Stausebach explained that guest parking is for short-term guests only, not for owners with more than two cars. See attached.
 - b. Existing violations: Terri Laccoff explained this new rule. If a unit has an existing violation, such as a deck or fence that was not approved, it will be noted in the unit file. If the structure need to be replaced, an Architectural change form must be filled out and council will vote on approving or not approving to replace the violating structure. The goal is to bring back uniformity of appearance to our community without causing the hardship of taking down structures that are already there. See attached.
9. Reserve Study update. Our reserve study helps us plan for future projects such as parking lot paving, roof replacement and siding replacement. It is updated every three years and is available on our website. It specifies expected time frames and funding.
10. Lawsuits: We have two currently involving rules violations. It is council's understanding that details cannot be discussed while they are underway.
11. Election of two council positions: Sheila Lamphear was re-elected to another 3-year term, to end in 2018. No one volunteered to stand for election for the remaining council position. This leaves use with four people serving on council. Three terms will expire in 2017.
12. Owners concerns
 - a. Vacant unit 234 East Court. Currently bank-owned.
 - b. Trees falling into sinkhole: this is state-owned land, will need to contact them for take-down.
13. Adjournment meeting adjourned at 8:29 pm.