



Beacon Hill Townhomes Condominium

Meeting Minutes

February 28, 2017

Location: 8 West Court @ 6:00 PM

Minutes to be posted on website: [Beaconhillcondos.org](http://Beaconhillcondos.org)

Present: Sheila Lamphear, President; Dick Stausebach, Vice-President; Terri Laccoff, Treasurer; Dorothy Hyatt, Secretary

Owners: Mary Jane Mallonee, 115 Center; Sonja Djurdevic, 216 East

1. Called to order by Sheila Lamphear at 6:02 pm
2. Reviewed and approved minutes from January 31, 2017
3. Treasurer's Report: Presented by Terri Laccoff and approved.
  - a. Our 90 day aged balance has improved significantly since 2016 and stands at \$2,788
  - b. Reserve fund is at \$130,000 and we are making contributions according to our Reserve Study recommendations.
  - c. Operating account has \$92,000
  - d. Our taxes and annual audit are in process
4. Committee Updates: None
5. Old Business:
  - a. Follow up on repairs:
    - i. 204 East: Flashing at balcony roof line and door overhang shingles. Terri is working on hiring a contractor for this and other repairs to be done at the same time.

- ii. Discussed exposed PVC sump pump pipe between 204 and 206 is cracked and repaired with duct tape. Dorothy will discuss with owners to figure out which unit it comes from. After discussion, concluded that sump pump pipes are the responsibility of the owner, although Council can contract to have them repaired and bill the owner.
    - iii. Erosion of dirt behind curbs: Will evaluate at our Spring walk-around inspection as this has occurred in front of several units and may be the result of curb replacement.
    - iv. 4 West: Gutter leak
    - v. 9 West: Dining room leak; we are still unclear as to the origin of the leak and will have contractor investigate.
    - vi. Shutters for several units: Planning is under way to choose color scheme
    - vii. 114 Center: Recently replaced storm door is scraping against door overhang. Contractor to make recommendations.
  - b. Survey Status: Dick is getting estimates for a survey of the land across Mousley road to include 2 stakes. One proposal from Vandemark and Lynch is \$500
  - c. Tree removal: Previously agreed to have Jays take down decaying tree across Mousley Road for \$750.
  - d. Tree trimming: Branches from single home neighbor on Lighthouse Lane are overhanging our fence and will be trimmed. Other trimming needs will be evaluated on our walk-around, including tree in front of 204 East.
  - e. Dog stations: Looking for options. We may choose one with a bigger container.
  - f. Rental agreements/addendum: Owners are in process of returning. One extension was granted. Some owners had informal rental agreements and are now getting leases signed. Dick agreed to provide a standard lease if needed.
  - g. Water problem/sinkhole problem on the side of 226 East: Council agreed to have Pipe Pros investigate the drainage pipes with a camera and sensing unit that can also mark and repair damage if present. This is a less expensive option than digging everything up with a back-hoe.
6. New Business
- a. Rule change: Fine for Rental Agreement Addendum; agreed by email vote to decrease the fine for not providing the rental agreement addendum from \$500 per month to \$100 per month.
  - b. Action Requests/Architectural change forms: None
  - c. Brandywine Fuel Oil Discount Program: First group discount fuel delivery is scheduled for March 1<sup>st</sup>.
  - d. Maintenance work order

7. Owners Concerns:
  - a. Sonja, 216 East requested we look at the side-walk in front of 214 East. There is a crack that may be caused by tree roots pushing up the sidewalk.
  - b. Two owners have requested clarification of responsibility for the waterline from the main into the house. This will affect insurance coverage. Dick will investigate and respond.
8. Newsletter: Terri has drafted a Spring newsletter. One of our concerns is the installation of cables by the cable providers that are unsightly and damage siding. We will be noting incorrect cable installation as a pre-existing violation. Owners need to ask Council before installing so we can provide guidance to the cable providers. Our experience is that they will install it the easiest way possible without regard to how it looks unless they are made to do otherwise.
9. Next meeting: March 28<sup>th</sup>, 6 pm, 200 East Court.
10. Spring Walk around inspection April 25<sup>th</sup>, 5:30 pm. No council meeting will be held in April. Walk-around may take more than 1 day.
11. Adjournment: meeting adjourned at 7:50 pm.