



Beacon Hill Townhomes Condominium

Annual Owners Meeting Minutes

November 2, 2016

6:30-8:30 pm Brandywine Hundred Library

1. Call to order: 6:30 pm by Sheila Lamphear
2. Roll Call and Certification of Proxies: establish a quorum
 - a. 12 present, 2 proxies, no quorum (18 are needed)
3. Welcome from President Sheila Lamphear
4. Minutes from Owners Meeting 2015
 - a. Reviewed and approved by all
5. Treasurer's Report: Terri Laccoff
 - a. Full service property manager, Conway Management Group was replaced with Peg Savoia of Savoia Property Management at a substantial cost savings and improvement in services. Council will be taking responsibility for maintenance operations.
 - b. Collection efforts: A Priority Lien or Super Lien has been a highly effective way to decrease delinquencies. Some lenders have paid dues when these liens are placed. In accordance with our Code of Regulations, Peg informs lenders when owners are more than 30 days delinquent.
 - c. Current balances: Operating \$71,000, Reserve \$117,387
 - d. Insurance: increased by \$4,000 for 2017
 - e. Management fee: \$4,000 for 2017 (decreased from \$17,000 from 2 years ago)
 - f. Legal - Collections: Budget at 10,000, but expect to recoup \$8,000
 - g. Capital Improvements: Resurfaced half of Overlook Drive and replaced some deteriorating sidewalk sections. The cost was paid out of Operating account surplus versus funding out of the Reserves. The Reserve account continues to be being funded pursuant to the Reserve Study report.
 - h. Legal - Other: BHTC settled lawsuit against Unit Owner for fence violation on the common elements. Total legal expense to BHTC after the settlement was \$6,500. As

part of the settlement, Owner was permitted to reconstruct her privacy fence 3 feet beyond the original T-Fence.

- i. Condo fee will **decrease to \$185 per month effective January 1, 2017.**
 - j. Proposed Budget for 2017 presented. Offered Owners chance for comment.
 - k. Snow removal: Jay's Landscaping snow maintenance rates to remain the same. Jay's purchased additional equipment to accommodate for extreme snow fall. It is helpful to have the same contractor for landscaping and snow as there is a big commitment to keeping the contract.
 - i. Do not put rock salt on the sidewalks. It is okay on blacktop in between cars.
 - ii. Okay to use ice-melt substance (calcium chloride) on sidewalks, but should still use it sparingly, since all ice melting substances can do harm to concrete.
6. Dick commented that this Council is focused on fair enforcing of our rules. If you are going to make any changes to the exterior, please submit an Architectural request form. Communication with Council ahead of time could save us time and legal fees.
 7. Terri reviewed purpose and meaning of the Existing Violation rule. If a violating structure needs to be replaced, it needs to be brought to Council for approval. Council may choose not to approve rebuilding. This will ensure that existing violations can be remedied in the future without causing undue hardship of making an Owner remove it now. Simple repairs are different and may go forward.
 8. Sheila thanked everyone who takes care of the areas in front of their houses. Magdalene Hofmann and Sheila Lamphear have contributed many hours to landscape maintenance.
 - a. If you have brick pavers beyond your fence, please maintain them or let Sheila or Magdalene know that you do not intend to, and they will be removed. It is a lot of work to maintain the landscaping around pavers and Sheila and Magdalene have been doing this.
 9. Changes to Rules: These were mailed to all owners.
 - a. *Fence Specifications*: Have been updated and made more specific to guide fence construction. Expert opinion was obtained from a fencing expert. Details are on our website or available from Council. Dick elaborated on the details. This will ensure fences have a uniform appearance and conform to the original design.
 - b. *Right of Council to Inspect Exteriors*: Dick explained that there are common elements that need to be inspected for repair or rule violations.
 - c. *Obstruction of Electrical Transformers*: Delmarva requires access to transformers so the area needs to be kept clear of debris and weeds. This to prevent delay in Delmarva doing the work needed and could prevent delays in emergency situations.
 - d. *Storage of Trash and Recycle Containers*: Enclosures must be made from pressure treated lattice or similar wood materials. Owners were reminded that any wooden enclosure OUTSIDE the unit owner's fence OR any re-construction (not minor repair) of an existing wooden structure must be submitted to Council on an Architectural Change Form (ACF) and approved by Council prior to commencement.
 - e. *Prior Approval Needed for Structural/Exterior Changes*: Only Council can approve ACF, not the Management Agent, as previously stated prior to this amendment.

10. Election of one open Council seat.
 - a. No nominations were mailed to Council.
 - b. Sheila asked for a volunteer to serve on Council. Currently there are four members. Five are allowed. No one volunteered. Council will continue with the current 4 members.
11. Owners concerns
 - a. Louise Ludecke: Roof leaking 9 West. It has been difficult to determine the source of the leak. It is not the roof. Maybe the drip edge. Terri will have a contractor evaluate. Owner claims the exterior window frames have been checked and are okay.
 - b. Mary Jane Mallonee asked for an update on Aluminum wiring project. Richard Leach investigated getting an estimate a group rate for crimping. This is the process that is best for assuring the safety of aluminum wiring and must be done by a qualified master electrician. He was not able to find anyone interested in providing a group rate. There are about 50-75 switches/outlets per house, depending on any modifications made. Cost is about \$60 per outlet or switch, or around \$3,500 per unit. Owners can pursue this individually. We have not had any fires in Beacon Hill Townhomes due to aluminum wires. Any electrical work needs to have the proper connections for aluminum wiring. Thank you Richard for your work on this.
 - c. Owner alerts
 - Turn off garden water faucets valves
 - Get furnaces and air conditioners maintained accordingly
 - Don't recycle plastic bags and shredded paper
12. Terri reminded the Owners they can view our monthly financial statements on our community website, *beaconhillcondos.org*, but will first have to request access to view the financial information. Our governing documents, Meeting Minutes and other community forms and info are open to the public without restrictions; therefore registration isn't needed to view those documents.
13. Meeting adjourned at 8:10 pm.