

# Beacon Hill Townhomes Condominium

## Beacon Hill Townhomes Condominium Meeting Minutes

Meeting Date: June 2, 2021

Location: 8 West Court

Time: 6:00 pm

Council Members present: Dick Stausbach (President); Terri Lacoff (Treasurer); Charlene Bunnell (Secretary); Tim Panfile (Member-at-Large).

Owners present: Elaine Sherman, Dorothy Hyatt, Eugene Zeng, Richard Leach

Charlene requested an additional item to the Agenda: 200 East security light direction.

**1. Meeting was called to order at 6:02.**

**2. Minutes from 5/5/2021, were read by Council members and approved.**

**3. Treasurer's Report:**

Unit 102 is in legal collection. All other accounts are in order.

**4. Old Business:**

a. 213 East has a large shrub inside Unit's patio that is obstructing light fixture beam. Council agreed to remove it at the Association's expense.

b. 216 East requires a minor fence repair due to fallen tree from last summer. Dick will look at the fence to see if he can fix it or if we need to hire someone.

c. Common elements landscaping neglected by Owner(s): Terri pulled weeds behind 101's privacy fence. Charlene suggested moving the pavers behind 101 to construct a retaining wall around the drain in the back of East Court between Units 216 and 218 which often fills with debris.

d. Power washing quotes: Dick found PSP Cleaning, LLC on Angie's List and (along with Terri) met Curtis on 5/24 to obtain a quote. Charlene and Tim presented quotes from Total Power Wash and Precision Pressure Wash with whom they met on Tuesday, 6/1. All of the contractors were given the same BHTC plot plan indicating the service areas to assist them in their quoting. Council discussed and asked about the chemical solutions used. Tim will call and clarify the solutions and request references of prior work, proof of insurance, certificate or license, and workman's compensation. Dick suggested that we have one area, such as the side of the brick that needs work completed to determine if we are satisfied with the work. If so, then we continue. No motion was made to proceed with power washing and a specific company to contract with.

e. Annual meeting of unit owners. Tim talked to the Brandywine Library, but the conference rooms will be closed until probably autumn. The reference librarian suggested using one of the outdoor pavillons. Dick noted that we used to use Church of the Holy Child, and Tim will contact the Church to see about availability. We will continue to look for a venue.

f. Security light at 200. Dorothy requested again that the security light on her unit be redirected to the back of the cul-de-sac so that it is not a floodlight on her deck and so that it illuminates the cul-de-sac a bit more. Council agreed to reposition the light on Dorothy's unit.

## 5. New Business

a. Council Member guidelines when having a one-on-one discussion with an owner in matters involving rule compliance, ACF, violations, etc. Terri asked that Council members take into consideration talking to owners about issues that might be construed as speaking as a Council member rather than as another unit owner. Elaine suggested that in such a situation that the Council member write a follow-up email to the owner about the situation and, if speaking as Council member, copy all of Council for record-keeping.

b. Clarifying roles and responsibilities of each office. Charlene inquired about the Property Maintenance Coordinator title that Terri has used in her reports and if that title/position should be assigned to an officer position or become its own entity. Dick explained the history. After our Property Manager, Tabitha, left Conway Property Management, Council voted to contract Savoia Property Management ("Savoia") in April 2016 for our financial recordkeeping and administration duties only. Savoia did not offer full service property management, so Council would handle maintenance operations as it once had done in earlier years. Dick noted that Terri assumed most of the responsibilities for routine maintenance work and violations. All major projects and fines are presented to Council for discussion and decided as a whole. Dick also noted that we used to have court representatives that helped with minor work or questions. Elaine Sherman suggested that we have maintenance committee to provide specifics for the contractors and to check their work as a way to share responsibilities. She volunteered to help on that committee with Terri. Dick, as Council President, recognized the committee. Both Richard Leach and Elaine noted that Council could communicate more diplomatically with residents.

c. Unit shrub removals and/or drastic cutting due to unmanageable size. Turf Landscaping was ready to do the annual shape and trim. Terri noted that many shrubs were at such unmanageable sizes that any trimming in an attempt to reduce them would result in bare branches and expect the shrubs to go through an ugly stage. Charlene suggested that we form a landscape committee, as the Association once had, to address these issues to ensure proper trimming as well as to maintain seasonal plantings and care of court entrance beds. Dick acknowledged that Turf was not a plant/shrub landscaper but more of a lawn company. Dorothy Hyatt volunteered to be on that committee with Charlene. They will walk the property to assess and specify trimming/shaping needs for the annual trim by Turf.

d. Terri had recommended Council consider a resident at 106 Center as a possible one-man committee to help on matters of property maintenance and project planning; however, that recommendation was withdrawn.

- e. Fence update at 236 East Court. Tabled for a later meeting directly with the unit owner
- f. Maintenance. Proposal for the removal of the white pine at rear of 119 Center; cherry behind 228; cut tree limbs at rear of 217-219 East (a limb is resting on top of the Unit's roof); cut leaning limb at the rear of 236 and others in the vicinity; and remove logs behind 216 and 236. In relation to the trees, 215 will be asked to remove the lights around the tree. Estimate by Popular Tree Service is \$5,800 to address these issues. It will be in about 2-3 weeks.

g. Violations

213 East – noise violation. Council will refrain from sending warning this time as it was prom night.

220 East - A warning letter will be sent to owner due to tenant having torn trash bags and food scraps at rear patio.

228 East - Court planted a red maple without permission and too close to the privacy fence. Dick will write a letter requesting that it be moved to the open ground right by the unit and to transplant it in the fall.

**6. Owner's Concerns:**

- Elaine Sherman submitted a request for a new porch light above her front door entrance. Council approved the request.

Meeting adjourned at 9:16 pm.

Respectfully submitted,  
Charlene Bunnell, Secretary