

**Beacon Hill Townhomes Condominium  
Meeting Minutes**

Meeting Date: September 29, 2020

Location 8 West Court

Time: 6:00 p.m.

Council Present: Dick Stausbach (President); Terri Laccoff (Treasurer);  
Charlene Bunnell (Secretary); Tim Panfile (Member-at-Large)

**1. Meeting was called to order at 6:04 pm.**

**2. Minutes from 1/28/2020 were approved.**

**3. Treasurer's Report:**

2019 Year-End Annual Review of Financials are published on our website:  
*beaconhillcondos.org*

**4. Old Business:**

- a. 120 Center backyard depression: Terri removed some weed clumps and filled in with dirt and seed. We will see if everything takes. Landscapers finally began to mow the weed clump.
- b. 216 East: Contractor is still pending for fence repair because of tree down during May storm. Contractors in general are backlogged.
- c. Power washing still being investigated for the siding. We want a "soft" power wash that will clean but will not damage the siding.

**5. New Business:**

- a. 2021 Budget: Terri reviewed the proposed 2021 budget, noting her addition of a unit monthly contribution per budget item as some owners have in the past queried what their monthly fee covers, the two primary costs being insurance and reserves. She also explained the reserves policy as required the Delaware Uniform Common Interest Ownership Act.
- b. Violations:
  - i. **217 East** was sent a violation notice for the white storm door that was installed without an ACF. Owners have until October 4 to bring the door into color compliance.
  - ii. **236 East**: Owner was fined \$100.00 for interference with contractor performing his work mandated by Council. The privacy fence has been in disrepair since 2018 and is currently held in place by a string. This particular issue is ongoing.
  - iii. **117 Center** received a \$25.00 fine for weeds.
  - iv. **230 East** planted more shrubs on the common elements without approval. Council decided not to address the issue at this time.

- c. Maintenance:
- i. **1 West's has an interior leak** on the side of the brick wall. Allen Enterprises LLC, the most recent contact, has promised to get us an updated quote since we have discovered during a visit by Lane Roofing there is a large crack in the chimney crown and part of the flute is missing. Lane Roofing has not followed up with their quote even though Terri made follow-up call requesting it.
  - ii. **112 Center's front window shutters** have caulk on them from some sort of repair owners did. Council will send a letter to send owners to remove caulk and take responsibility if shutter needs replacing.
  - iii. **Security Lights on Overlook** side of end units. The repair update: the "strobe light" effect on 101 requires a new fixture, and it appears that the center light fixture also needs replacing. Electrical work is also needed at 100 Center. Terri contacted ATR Electrical, and the work will require a bucket truck. Also a new light fixture will be installed for 200 as will two high power center light fixtures for 201 and 202. Fixtures have been ordered, and when they arrive, ATR Electrical will come in for the repair and installation of the light fixtures.
  - iv. In the back yard, **213 East has a large shrub** that blocks security light. Council members will take a look as well as large shrubs in 110 to determine if they present any problems.
  - v. **Advance Pest Control:** we have had problems with them coming out when they say they will, and they have often mixed up units. Also, they did not do an effective job of removing hornets' nest at 217 this summer. Terri will explore other companies to do the termite inspection. Once we have a contact, we are considering having the owners take the responsibility to call and arrange the inspection rather than go through Peg to sign up for a date/time.
  - vi. **Landscaping & weed control:** we discussed the mowing. Jay's (whom we used to use) and Turf Management merged, and now Jay's does PA locations, and Turf does DE ones. Charlene noted that the field is not cut as short as it should be. Lynch is our contact at Turf; unfortunately, Dick has had difficulty in getting him to return calls. Terri and/or Dick will contact Jay's who has been better at responding.
  - vii. **Snow service contract renewals:** Dick plans to talk to George from Jay's. Dick wants to rewrite the existing contract, but Lynch (Turf) has not responded.
  - viii. **Trash containers:** Trash containers are mandatory; putting out trash in bags alone is too often inviting for our friendly neighborhood wildlife.
- d. Annual Meeting Packet: We discussed contents of a packet to be mailed to owners that will include the proposed 2021 budget and a statement from Peg Savoia (property management). Terri will e-mail us the copies. Because of COVID-19, we do not know at this time where and when we can hold our annual meeting safely. Owners will be notified with this packet that we are looking for a site and that once we have one, a date/time for meeting will be announced.

Meeting adjourned at 8:25.

Respectfully submitted,  
Charlene Bunnell, Secretary