

# Beacon Hill Townhomes Condominium

## Council Meeting Minutes

Meeting Date: Tuesday, Jan. 25, 2022

Location: ZOOM meeting

Time: 6:00 pm

**Council Members present:** Amy Eachus (President); Tim Panfile (Vice-President); Terri Lacoff (Treasurer); Charlene Bunnell (Secretary); Dick Stausebach (Member-at-Large).

**Owners present:** Elaine Sherman (119), Dorothy Hyatt (200), Mary Thurman (210), Eleanor Marshall (203 & 215), Kathy Hinson (11), Loretta Battaglia (204)

1. Meeting was called to order at 6:00 by President Amy Eachus.
2. Treasurer's Report: Terri Lacoff presented the financial standings as of December 2021.

TD Bank Operating Account balance @12/31/2021 is \$116,640.00

2021 **Projected** Budget Deficit \$15,454.00

2021 **Actual** Budget Deficit is \$6,819.00

Capital Reserve Account balance @ 12/31/2021 is \$381,014.00

Reserve Study Report recommended balance @ 12/31/2021 is \$370,384.00

She also queried the other Council members as to where they stand on hiring full time property management based on a scale of 1 (not likely) to 5 (very likely): Dick, Terri, and Tim responded with 1, not likely; Amy and Charlene with 3, each stating interest but also uncertainty. Terri explained her question was to help her with direction in expense planning.

3. Minutes from Executive Meeting of October 18, 2021 were read and approved. [They are uploaded onto the BHTC Neighborhood Link website: <http://www.beaconhillcondos.org/neighbors> ]

4. Old Business: There was no old business.

5. New Business:

a. **Council members' roles/responsibilities**

Charlene suggested that Council divide maintenance and vendors among the members. We agreed that members should communicate work requests/completions with all of Council to keep everyone in the loop. In addition, we should share knowledge of routine maintenance needs and property layout (electrical boxes, cables, etc.). After discussion, we agreed that it makes sense to have designated point people to meet with contractors as contractors prefer consistency. Also, Council acknowledged that we should have a member back-up if that point person is unable to meet when needed.

Owners requesting work such as sidewalk repair, tree issues, etc. will be informed of when that work can be completed with other like work so that Council can group similar projects together for service. It is important that a Council member look at a problem to understand what is needed, especially if

inside the unit, and to determine what is covered by the Association and what is owner's responsibility.

Other maintenance points: Council will communicate via e-mail to each other the following:

- When meeting with contractors for estimates
  - Estimates of work proposed
  - Results of work completed
- b. **BHTC recordkeeping system.** Although our current recordkeeping system is good as Terri has two flash drives as backups as well as paper files of unit and community documents, Charlene suggested that the Association purchase an external hard drive on which to store documents. She will gradually scan and convert non-digitalized data to it as well as uploading past Association's electronic data. Also, she will scan the Dec. 1, 2021 Annual Meeting voting documents
- c. **Neighborhood Link BHTC website administrator/editor access.** Terri, currently the Administrator for the Neighborhood Link, noted that the site has changed its policy to allow for two (2) administrators/editors. Council determined that Terri and Charlene should hold the site's administrative positions as Treasurer and Secretary. Terri noted that a laptop is preferable to a phone for editing. Only unit owners are allowed to register to the site.
- d. **Vendor list.** Terri sent all Council members the list of our vendors which we will use to determine which member oversees (as point person) which maintenance service.
- e. **Vendor contracts in place.** We have the 2022 Turf Landscaping/Snow Removal contract that is an extension of 2021 as Dick arranged a 2-year service.
- f. **Termite inspection.** Several units did not schedule for the termite inspection. Council will consider changing the Rules to note that any units not having an annual inspection must re-pay the Association for the inspection cost (\$35.00 with Will's for 2022) as well as for any future treatment that may be required. For now, we will send those unit owners another notice to schedule. Terri added that the agreement with Will's is, if a Unit needs a chemical treatment, we pay for that service and then that Unit will have a warranty as long Will's continues doing the annual inspections. No pest control company will provide a blanket warranty without doing a treatment first.
- g. **Stop sign.** Dick had called DelDot, and the sign is now replaced.
- h. **Violations:** Terri noted that 228 was incurring late fees for not paying the fine for planting a tree in the commons area too close to the privacy fence. Council determined that the fine should be paid, but that the tree could be moved in the spring to the center of the open space between it and 226 or along the back. Unit 230 is also in violation with a tree on the common elements without prior approval from Council.
- i. **Asphalt Replacement.** We discussed the quote obtained from American Paving (AP) on asphalt replacement at Center Court. Terri met with the representative on Jan. 11. Some key points from their discussion:
- Square footage for Center Court is 16,000 feet.
  - Because of the Court's unevenness and curb height inconsistencies, the representative suggested milling 4 inches only at curbs and troubled areas.

- To avoid hitting water levels as has happened in the past, the remaining areas will have a 2 inch layer that will be blended in with the milled areas rather than being milled at 4 inches.
- The work including striping the parking spaces.
- Quote for the job is \$24,000.00.
- For an additional \$800.00, AP will number the parking curbs.
- To mill the entire court to 4 inches would be an additional \$10,000.00

We agreed that the quote looks good but would like a second estimate. Tim will get another quote to compare with American Paving. Timing is critical: temperatures need to be around 50 degrees for the project but ahead of pollen/tree flowering time, so we are looking at perhaps late March/early April.

#### **6. Owner's Concerns:**

- Dorothy alerted us that sometimes Peg's emails go to spam for some people, which may be why some owners did not respond for termite scheduling. However, Peg did send out a USPS letter to those units. Tim volunteered to go to those specific units to remind them.
- Elaine suggested a single email account for owners to use to forward the message to all Council, thus simplifying the sending to all members individually or just one member who then needs to forward it to the others. We will look into that option. She also noted that the "No Soliciting" sign is faded and perhaps needs to be replaced.

Meeting adjourned at 7:35 pm.

Respectfully submitted,

*Charlene*

Charlene Bunnell, Secretary