

# **Annual Meeting Minutes of the Beacon Hill Townhome Condominiums**

**Wednesday, December 1, 2021**

The meeting was called to order by Dick Stausebach at 7:12 pm.

1. Roll Call and Certification of Proxies: 18 present; 2 proxies. Quorum is met with 20.

Units represented in person include:

West Court: 7, 8, 15

Center Court: 101, 103, 113, 114, 115, 119, 124

East Court: 200, 202, 204, 208, 210, 226, 228, 236

Units represented by proxy include:

West Court: 10

Center Court: 118

Units represented by email include:

West Court: 3, 11, 13, 20

Center Court: 104, 105, 110, 122, 123

East Court: 203, 215, 219, 230

2. Proof of Notice of Meeting or Waiver of Notice.
3. Reading of Minutes from October 30, 2019 Annual Meeting. Minutes were approved.
4. Treasurer's Report. Terri noted that we have had a surplus due to change in property management companies in 2015/2016 and with the hiring Peg Savoia as bookkeeper. In 2015, the condo fee was \$195 per month. In 2017, the monthly fee began to decrease due to the probability of Peg Savoia remaining as Financial Manager, reduced maintenance costs, improved quality of repairs, and collected delinquencies. Operating closing balance at end of 2022 is projected over \$74,000.

Question: Geralyn Long (228) asked who decides if the Association has a property management company. She had concerns about fallen trees not being cleared quickly. Terri explained that some of the cuts were emergencies where the obstruction is cleared with partial tree logs moved back away from the property into the brush area for eventual clearing when we have scheduled tree services performed. Geralyn also noted that she received a NCC map noting boundaries when she had her deck built and if we could use that to determine who takes care of what trees. Dick replied that we'd have to have a new survey to determine exact boundaries and that such surveys are expensive.

In response to general and various comments, Dorothy Hyatt (200) noted that Council determines budget and that community concerns are best addressed at Council meetings rather than an Annual Meeting.

Elaine Sherman (119) asked about the cost of insurance, which has been increasing; it is projected at \$38,000 for 2022. Terri said that our current insurer, Miller's, almost dropped us in 2015 but ultimately didn't. Council did obtain quotes in 2015 with only two companies willing to quote; those quotes came in at extremely high rates. Few companies will accept us because of the risk associated with the original aluminum wiring which is still in most units. Loretta Battaglia (204) noted that she had her home changed to copper despite the expense, and Tim Detwiler (208) added that pig-tailing reduces risks. Elaine asked if the Association could assist owners. Dick and Terri said it would be too costly. In answer to Loretta's question about what caused the insurance company to consider dropping us, Dick and Terri noted that it was a law suit and a fire in 2015. Terri said that no insurance companies would take us. Loretta and Eugene Zheng (236) suggested that we could get quotes at other companies. Dick asked Loretta if the insurance company she works for would consider insuring us. Although it deals with commercial, she will inquire. Dick noted that a condominium complex on Gov. Printz pays over \$100,000 for insurance.

Geralyn asked how long council members serve. Terms are 3 years, and there is no term limit for Council members.

#### 5. Committee Reports

- a. Charlene, Landscaping: thanks to landscaping volunteers, Magdalene and Dieter Hoffmann and Dorothy Hyatt who have done much this fall to address significant lawn depressions, remove limbs/yard waste from tree trimming, and entry bed weeding/planting.
- b. Dick asked if unit owners would pick up bramble blown about when walking the grounds and noted that Evergreen's yard waste is picked up every week.

In connection with lawn depressions, Elaine asked if the 2018 Reserve Study's goals were met and if the ground causing the depressions is unstable. Terri noted that the uneven grading was due to construction debris that was buried as units were finished in the 1970s. With burying debris, the ground begins to compact creating uneven surface ground. However, we should not experience a sink hole. Elaine asked if the grounds could be assessed for that danger. Geralyn inquired about sinking grounds by her house and Sheila's (226). Dorothy suggested that we put the issue on the agenda for a Council meeting.

#### 6. Election or Appointment of Inspectors of Election.

Question was asked about staggered terms, and as noted, 3 years is the maximum per term. Eugene suggested that on-floor nominations be accepted; however, those unit owners who submitted their vote by mail would not have the ability to respond to floor nominations. Dick and Terri explained that Council determined this approach because we do not always have a quorum at Annual Meetings to officially elect Council members. For this election, Council volunteers submitted their candidacy by Nov. 10, and their names, along with Annual Meeting information, were sent to for owners to vote either by mail/proxy or in person at the meeting.

Dorothy suggested that we follow the rules of Council officers to serve for three years as set in the Rules and Regulations. Eugene seconded. Dick noted that should a Council member resign

before his/her term ended, another person could be elected at the Annual Meeting with that term beginning 3 years, thus creating staggered terms. Paulette Moore (15) called for a vote on the motion that Council members have a 3-year term. The motion passed. Elaine and AJ Dougherty (101) abstained.

7. Election of Council Members.

Loretta made a motion that we vote for election of members. Dorothy seconded. Terri commented that we had an owner attending who was delinquent in condo fees and thus not eligible to vote in accordance with the Code of Regulations. Dorothy commented that we will give her a provisional ballot.

Charlene counted the votes that were collected at the meeting and that votes that were sent via e-mail to Peg. Eugene witnessed and verified. Final tally with nominees listed in alphabetical order:

Charlene Bunnell, 20  
Amy Eachus, 19  
Terri Lacoff, 20  
Tim Panfile, 20  
Dick Stausebach, 19

All nominees are elected to Council.

8. Old Business.

No old business

9. New Business.

Owners' Concerns:

Elaine Sherman from 119 Center Court provided the following comments and requested that they become part of the minutes of this meeting. She stated that she was taking the opportunity to express thoughts regarding Council and that it seemed especially appropriate since two other unit owners, Sheila Lamphear (226) and Paulette Moore (15) disseminated information at this meeting relating to the importance of being a community of caring neighbors. In Elaine's words:

*I regret not submitting my name as a candidate for Council since it may have been an opportunity to address or enact changes for the BHTC Community: One, a property management company should be hired as our agent for contractors. The monthly condo fees might increase but it would guarantee risk management by contracting with qualified vendors. I believe there are potential safety and liability concerns about the way some things are being repaired/addressed. Additionally, we should have an annual audit of the books as it is good business practice to ensure checks and balances are in place, and it demonstrates that fiduciary responsibilities are being met.*

*I would like to see Council:*

- *focus on pride of ownership with consistency in how our buildings and grounds look.*

- *approach unit owners in a positive, constructive manner and work toward productive resolution.*
- *show respect and discretion in all interactions with unit owners and limiting discussions to relevant facts.*
- *consistently be inclusive and sensitive to the diverse backgrounds of unit owners.*
- *utilize current technology for communication so as not to not delay business.*
- *consider rotating Council positions for those in successive terms.*
- *be respectful of each other on all matters.*

Dick Stausebach asked Elaine if she meant a full annual audit. Elaine responded with whichever would be a transparent review of the finances/books.

Dorothy suggested that the question regarding a full audit come before a Council meeting. Terri and Dick explained that a financial review is generally considered satisfactory for organizations that don't issue a lot of checks or have complicated organizational structures. Discussion continued regarding the benefits of both. Terri noted that the Code was amended to state that we do not need an annual audit. Tim Detwiler suggested that perhaps the more thorough financial audit could be done every three or five years with the less costly financial review the other years.

Paulette commended all who have served on Council over the years and also that members should be leaders and do the job with grace and civility.

Motion was made to adjourn the meeting; it was seconded and passed. Meeting was adjourned at 9:15 pm.

Respectfully submitted,

Charlene Bunnell  
Council Secretary