

**Townhouse #4 Delta  
Board Meeting  
November 29, 2025**

Meeting called to order by Dave Sims at 10:02 AM

Board members present: Jan Endicott, Barbara Kelley, Kathy Burton, Dave Sims.

Residents in attendance: Joann Casciato, Sharon Wilcox, Ann Uphoff, Marilyn Charles, David Hackleman, Meddie Sims, Sally Jones, Frank Peterson, and Carene Svoboda.

Minutes from the Annual Meeting of November 14, 2025 were reviewed and a motion to accept the minutes was made and seconded. The motion carried.

#### Election of New Officers

David Hackleman has stepped up to volunteer as a board member to fill the position of Architectural Chair which has been vacant for several months due to Jim Scheel's inability to continue in the position,

Marilyn Charles has stepped up to volunteer as a board member to fill the position of Treasurer as Jan Endicott's term expires at the end of this year. Marilyn reports that her college degree is in math and she worked as a teacher for a number of years. Later she worked as a bookkeeper for a steel manufacturer in charge of accounts payable and receivable. Ultimately she returned to teaching but clearly has the skill set required for this position.

A motion was made by Barbara Kelley to bring both of these volunteers onto the board. The motion was seconded by Jan Endicott. A vote was taken and unanimously approved.

It should be noted that we are all extremely appreciative of the willingness to serve displayed by these two residents.

#### Financial Report

Jan Endicott handed out a financial statement, and a net worth statement, and a spreadsheet showing expenses of the current year and for the proposed year to come. These documents are available from Jan Endicott upon request. Also provided was a proposed schedule of dues for the coming year which includes a proposed increase of 12%. This increase in dues is made to contribute to our reserves so that we can cover the cost of a future new roof. This increase will contribute approximately \$50,000 to our reserve account. A discussion ensued regarding the relative benefits of fee increases vs an occasional special assessment. Some say that annual increases of 12% eventually raises the fees so high that we cannot attract new buyers, whereas an occasional special assessment might be easier of residents to handle. The increase of 12% was originally set for a 3 year period, not meant to go on indefinitely into the future. Our sources of income include the monthly dues as well as a new buyer's fee which is currently equivalent to six months dues. Kathy Burton made a motion for the board to approve a 12% assessment. Jan Endicott seconded the motion. A vote was taken and was approved unanimously.

## Bookkeeping Service

Jan Endicott has explored the possibility of hiring an accounting firm to perform a quarterly review of our finances as a support to our treasurer. A firm called Books to Go has provided a proposal that would cost an estimated \$600 per quarter. A discussion ensued as to whether or not we need this service. It was initially explored because we had no resident in mind to step up as Treasurer and it was thought that the position might be intimidating to a person with little experience. Knowing that there would be support from an accounting firm might entice more residents to consider volunteering. Now, however, we have a candidate with a great deal of experience and it appears that said support might not be needed. Marilyn Charles agrees to see how it goes and assess whether or not she needs support. She will be working with the outgoing treasurer for mentoring for the first few months of service.

## Comcast Renewal

Our contract with Comcast for internet, television, and telephone service expires at the end of this year. Dave Sims has been negotiating with them for a contract renewal. If the contract is not renewed by the end of the year, rates would increase. The renewal price is 7% lower than our current contract and includes improved service. A digital video recorder (DVR) is included for serving two rooms (or two television sets) over the term of the contract of five years. An optional add-on of either Showtime or HBO would cost \$5 per service per member if this option is selected. After some discussion of the merits of these add-ons and the logistics of adding a DVR if desired, a vote was taken to renew the contract without the option of Showtime and/or HBO. Residents who want these or other additions can purchase those separately.

## Resident Input/Comment

One resident asked when leaf collection will begin. Barbara Kelley (Landscape Chair) responded that we only have Tom Cornilles' crew on Thursdays. Of course, this past Thursday was Thanksgiving, so we had no service. The clean up has begun, first with some front yards then with some back yards. Next week back yards will again be addressed, along with some gutters. Some progress should be made each Thursday with a goal of completion by the end of December. Barbara Kelley will have her monthly meeting with Tom Cornilles on December 1 and will be discussing moss treatment for our roofs as well.

Sally Jones commented that she has survived a special assessment without any negative impact. She also thanks everyone present for an interesting meeting.

Carene Svoboda stated that she will be collecting cash donations to provide a Christmas Bonus to the two employees of Tom Cornilles who work so hard for us throughout the year.

Frank Peterson reports that he is looking to gather up any cans of surplus touch up paint so that it can be delivered to David Hackleman (incoming Architectural Chair) who will oversee dispersal to residents as needed.

Dave Sims reminds us that our ByLaws require us to hold an Organizational Meeting within 10 days of an election of a new board meeting. A meeting time will be set in the near future.

Motion to adjourn was made and seconded. Motion Carried. Meeting adjourned at 11:20 AM.

Respectfully submitted,

Kathy Burton  
Secretary  
Townhouse # 4 Delta