

**Terrace Townhouses of Beverly Hills  
Board of Directors Meeting  
Minutes of September 20, 2023**

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**CALL TO ORDER**

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on 20 September 2023, virtually via Microsoft Teams. The meeting was called to order at 7:04 p.m.

**ROLL CALL**

All members: Gary Burns (President), Sandy Seim (Vice President), Craig Bogle (Treasurer), LaNola Stone (Secretary), and Pam Shover (Member-at-Large) were present, establishing a quorum.

All members of the board are present, No members required an excused absence.

Hailey Kinkade of American Management of Virginia (AMV) was also in attendance.

**HOMEOWNER FORUM**

The following unit owners were in attendance and briefly addressed the Board:

- Pat Hefflin, unit owner of 1695 Kenwood Avenue
  - attending no comments made, “Just observing”

**APPROVAL OF MINUTES**

The Board reviewed the minutes for its meeting held on 9 August 2023. Pam Shover motioned to approve the minutes; Sandy Seim seconded. The Board voted 5-0 to approve the minutes

NOTE: Once minutes are approved, the minutes are to be posted to the TTBH website.

**OFFICERS REPORTS**

The following officers provided reports:

- President. Gary Burns provided an overview of the state of the community and the planned agenda for the meeting.
- Treasurer. Craig provided an overview of the Association’s finances reporting that the Association currently has about \$71,000 and the budget is on target to date. It was noted that these figures included the paid electrical project invoices, leaving no outstanding invoices from that project. Summary “It appears to me that we continue to be severely underfunded” and we need to do the best we can with what we have. Replacement Reserve Study suggests we have at least \$100K in the bank at the end of 2024 and we are not on the path to achieving this.

**OLD BUSINESS (summaries given by Gary Burns)**

- Insurance: Added to agenda. Changing vendors at the last meeting was contingent upon “Apples to Apples” comparison with State Farm. After such, continuing with Erie

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Insurance remained the TTBH insurance provider. For situational awareness only, no action needed.

- Crape Myrtle tree treatments: All Crape Myrtle but one are reported in good shape with the exception to the one outside 1637 Kenwood. This tree is exuding an extreme amount of sappy and attracting hornets and the like en masse and the unit owner reached out to Gary and AMV with a safety concern. It was also noted that the unit has small children. Pest Now came to exterminate the Yellow Jackets, no nest was found but they continue to be attracted to the sappy regardless. The arborist, CLS, confirmed that this is the only tree in the TTBH community but they have seen this elsewhere and are consulting with the Virginia Department of Agriculture to find a solution. In the meanwhile, as a temporary measure, the Board will use consumer product to kill the pests until CLS finds a solution. Stone noted other trees in the area that have hornets. AMV to note that in the measures going forward. For Board situational awareness only. No votes taken. AMV is to follow up.
- Roof Repairs and Preventive Maintenance: About \$17K of work that was approved at the last meeting was done. For Board situational awareness only. No further votes taken since this was all voted on in the last meeting.
- Minor Wood Repairs: Following the deferral from the last meeting pending a walk-through, by email the Board voted 5-0 to approve wood repairs across the community. There was some additional wood rot, etc found in the walk through and during the approved repairs. This resulted in some increased cost. This will now cost up to \$14,700 total. For Board situational awareness only. No further votes taken since this was all voted on via email [Pam motioned to approve, “the amount of \$10,735 in Replacement Reserve Fund expenses necessary to maintain, repair, or replace capital infrastructure at 24 units across the community” the Board has provided unanimous 5-0 approval for the \$10,735 contract.] Originally approved: \$10,735 from the estimate... the repairs could be about \$4K more. (Craig clarified the numbers in addition to the summary).
- Sidewalk Repairs: Was also part of the walk through. the repairs were voted on via email. LaNola motioned to “approve \$10,500 in concrete and sidewalk repair (which includes both the current contract proposed as well as and \$600 in additional work to eliminate tripping hazards as we discussed on the walk about.” Pam seconded the motion and the motion was approved with a 5-0 vote. NOTE: “For the record, because one of the concrete repairs involves caulking the steps into my unit, I recuse myself from the vote for that one particular line item.” ← Sandy Seim The work will continue AFTER the minor wood repairs are done.
- Window Replacement Request: After discussion with counsel, Gary suggested approving the up to \$7,000. Craig clarified that this is for windows and installation. Gary made a motion to replace the windows at 1611 Kenwood Avenue at association expense up to \$7000. LaNola seconded the motion. Sandy and Craig clarified that if there is a change in

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color or style that costs upward of \$7000, that will be at the homeowners expense. The motion was approved with a 5-0 vote.

- Bylaw Amendment: At this time there are 45 votes to ratify the proposed Bylaws amendment. 15 more are needed for it to pass. A revised mailer was prepared to be sent out in an attempt to get the needed votes. For Board situational awareness only. No votes taken.
- Annual Meeting and Board Election Planning: The board chose to continue with a virtual format for the third year. The same vendor for conducting the election was also approved by the Board. A mailer will be sent soliciting candidates. LaNola Stone and Craig Bogle's positions are up for reelection. Oct 11 to November 6th for voting. For situational recap and awareness only. No further votes taken.
- FY 2024 Budget Preparation: Discussion of 9.5% in HOA fees. This help replenish the replacement/ reserve fund. The other option is a special assessment or to "run out of money." LaNola suggested putting together a communication action plan and Craig said he'd reach out to supply the details. Craig also suggested there could be another option of having a 6% increase of fees and then do an additional special assessment of \$20-30/ month for a year so it is temporary. Gary's concern for the special assessment is what it will do to the perception of the health of our community and lawyers need to be involved in special assessments. LaNola Suggested that if the intent is to temporarily raise, then lower fees when the replacement/reserve fund is replenished, that should be communicated to the members of the community. The Board will discuss and approve at a later date. This was just to open the conversation.

**NEW BUSINESS**

- Neighborhood Watch Lights and Street Lights: Thank you to Sandy and her household for walking around and inspecting the lights. There are a number of lights that are either out or flickering. Two street lights also need repairs. Dominion power is making repairs we can only notify. For situational awareness only.
- Roof Replacement: 1760 rooftop failed during an "extreme weather event" and needed immediate action. There was a ceiling collapse. Two options were voted on; a patch (\$3800) OR a replacement (\$13,300). Interior repairs are \$3,500. LaNola opinion was to skip the "Band Aid" and just replace. Pam agreed and noted that if part of the roof has failed, another part may be ready to fail and maybe ask for unit owners to inspect their attics so we can catch this earlier. Craig clarified that this is just one unit, \$13,300. Gary confirmed that the price has gone up. Craig asked that we maintain competing quotes to keep our cost down. Pam motioned to approve replacement of the roof at 1760 and also the interior repairs at a cost of \$16,800 from the replacement/ reserve fund. Sandy seconded the motion. The motion was approved with a 5-0 vote.

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**EXECUTIVE SESSION**

AMV asked to speak to the Board in an executive session. Sandy motioned to enter into Executive Session to discuss legal nature as requested by AMV. Pam seconded, and the Board voted 5-0 to enter Executive Session at 8:04.

The Board exited the Executive Session at 8:15 with no actions taken.

**ANNOUNCEMENT OF NEXT BOARD MEETING**

The next meeting of the Board tentatively set for 11 October 2023, at 7:00 pm via Microsoft Teams.

**ADJOURNMENT**

The Board meeting was adjourned at 8:16 by unanimous consent following a motion by Gary Burns and seconded by Sandy Seim. The Board voted 5-0 to adjourn the Board meeting.