

Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of September 14, 2022

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on October 12, 2022, virtually via Zoom. The meeting was called to order at 7:00 pm.

ROLL CALL

Gary Burns, Sandy Seim, Craig Bogle and Pam Shover were present, establishing a quorum. Kham Chanthayasak had an excused absence. Rippy Gill of American Management of Virginia (AMV) was also in attendance.

OPEN FORUM

The following unit owner was in attendance and briefly addressed the Board:

- Virginia Nicolaidis of 1673 Kenwood – No comments
- Amanda McConnell with Adam – no comments.
- Lisa Sweeney and LaNola Stone thanked the Board for the ease of access and notification of the meeting.

APPROVAL OF MINUTES

September 14th meeting minutes approved with edits, 2nd para to read ‘were’ and not ‘was’ in last line. Sandy’s surname misspelled.

August 15th, 2022, Minutes are pending approval. Management requested to submit minutes via email for approval of the Board.

OFFICERS REPORTS

The following officers provided reports:

- President Noted that the bylaws need updating.
Landscaping is coming to an end for the season – multiple new plant installs at several home entrances – they will need some watering.
FY 2023 budget needs approval.
Rodent sightings have been attended to with, yet another PestNow visit occurring today. Porter also participating in mitigation.
Hurricane Ian remnant storm visit brought some damage to the TTBH rooftops - 2 roof leaks. Emergency repairs took place.
Other projects are winding down.
Winterization in the form of garden hose removal and shutting down of most spigots.
Electrical Project – 1659- has been pending for a while...soon to be addressed.
- Vice President. No comments currently

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- Treasurer: Walked site with Pam and PestNow technician and is satisfied with work being performed by PestNow.
One station was moved to the Burke and Herbert side of the community.

- Member at Large: Shared her appreciation of the work performed by Gary, and Craig.
Wondered if PestNow visits regularly – informed that, yes, the contract calls for monthly visits

MANAGEMENT REPORT

Rippy provided a summary of AMV’s Management Report.

OLD BUSINESS

Electrical – 1659 - 4 vendors have been contacted. Final quote from Peake should be available this week. (PSE, MONA, KOLB and Critical Peake all contacted.) To be reviewed further via Board email.

Underground trench should be dug in its entirety per future activity regardless of which units are upgraded this year.)

CHAT Questions

Lisa – how much notice to be given to owners – highly unclear due to so many outside variables such as the city, Dominion, etc.

LaNola – Is there a standard operating procedure for these types of repairs? - President explained that the aging of the community infrastructure does not clearly allow for clear determination of each eventuality.

Fireplace Cleanings – Chimney Doctor performed poorly with questions as to whether all t or any cleanings actually occurred. New vendor, Top Hat, is performing better, offering detailed reports. Board is not happy that the prior vendor has received most of the payment – one invoice remains unpaid as directed by Rippy.

NO FURTHER CLEANNG CHARGES ARE TO BE IMPOSED ON ANY ACCOUNT - NO ACCOUNT WILL BE CONSIDERED DELINQUEST BASD ON THESE SURCHARGES.

Roof Leak Repairs & Replacements

Recent remnants of Hurricane Ian impacted some rooftops – 1669 and 1671

One repair/replacement was authorized as an emergency measure.

Sandy motioned (Pam, 2nd) to approve Roof work for 1669 and 1671. Unanimous approval.

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BUDGET for 2023

Gary thanks the Board Treasurer for his input and work on the budget.

Treasurer, Craig Bogle explained that with inflation and other increasing costs, a 5% percent assessment increase would be necessary for the 2023 fiscal year.

New amounts would be \$369 for Tier one and the \$306 would rise to \$321.96 for the 2nd tier of homes. The Board also alluded to the fuel surcharge to be imposed by ADS was delayed by Mgt to not begin until January 2023 CLS, the Grounds contractor, also is imposing fuel surcharges. Inflation is at a significant higher rate and as such expenses and costs have risen dramatically.

Gary Burns motioned to approve the FY 2023 Budget with the 5% increase with Sandy offering a second and a full Board approval occurred. **AMV To prepare a mailer by Nov 15th with final approval to occur by Gary.**

ANNUAL MEETING – Nov 16th, 2022, to fill 2 seats/terms coming to an end – VP and the Member at Large positions.

First mailer has already been prepped and sent out the printer. Offers details about the call for candidates, the virtual platform and dates when voting can commence.

BYLAW Revisions Pending

Legal Counsel, Rees Broome, has reviewed and recommends some more recent updates post the last changes in 2008.

- Counsel will provide the proposal to update the bylaws.
- Involves a review of areas of authority including clarification of window replacements. Weighed in on whether a special assessment might be necessary to replace all remaining original windows...new changes have occurred in state statutes since the last 2008 revision.
- Proposal will be for a mere \$1500 and will not be incurred until next year when the final documents are being submitted to the local governing authorities.
- Although the Board can approve rules, bylaws need a two third membership approval – 60 members of the community must vote in favor.
- Board will work with Counsel to offer a virtual platform for voting.

Pam Shover motioned to accept the steps to revise and update the Association Bylaws as recommended by Legal Counsel. Craig seconded the motion. All in agreement.

*Gary and Rippy to touch base with Jessica Lawless, assigned Counsel.

NEW BUSINESS

No new business to add

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ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board was tentatively set for November 16th, 2022, at 7:00 pm via Zoom.

ADJOURNMENT

The Board meeting was adjourned at 8:30 pm by unanimous consent following a motion by Craig as seconded by Sandy.

Minutes Recorded by: Rippy Gill & Hailey Kinkade