

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of February 8, 2023**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on February 8, 2023, virtually via Zoom. The meeting was called to order at 7:00 pm.

ROLL CALL

Gary Burns, Sandy Seim, Craig Bogle, Kham Chanthayasak and Pam Shover were present, establishing a quorum. Ernie Lightfoot and Hailey Kinkade of American Management of Virginia (AMV) were both also in attendance.

OPEN FORUM

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

- Amanda McConnell, unit owner of 1653 Kenwood Ave
- Carolyn Campbell, unit owner of 1659 Kenwood Ave
- Pat Heflin, unit owner of 1695 Kenwood Ave

APPROVAL OF MINUTES

Pam motioned for approval of the October 12, 2022 Board meeting minutes; Craig seconded. The motion carried 5-0 and the minutes were approved as written.

OFFICERS REPORTS

The following officers provided reports:

- President. Gary noted that Rippy Gill has left AMV and that Ernie Lightfoot will be filling in her stead temporarily. The roof replacement at 1712 Dogwood has been completed. The Board's information on the electrical project will be updated to show anticipated expenditures. The Bylaws Amendment language has been finalized with a mailing pending.
- Vice President. Sandy reviewed changes being made to the TTBH website.
- Treasurer. Craig expressed concern over diminishing funds in the Replacement Reserve Fund and will be looking into ways to bolster our funds.
- Secretary. Kham had no updates.
- Member-at-Large. Pam stated she will be researching rules for creating a community forum on the Association's website.

MANAGEMENT REPORT

The Board reviewed AMV's Management Report.

OLD BUSINESS

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- *Electrical Project:* Contracts were discussed for the replacement of electrical supply lines at 1649, 1659, and 1661 Kenwood. Components include trenching, breach of a retaining wall, AC unit removals, and installation of new electric lines to the 3 units. Sandy motioned for Board approval of the contracts amounting to \$34,000 of Replacement Reserve Funds, Pam seconded, and the motion carried 5-0.
- *Unit Rooftops:* Gary provided updated information concerning roof inspections underway for planning purposes.
- *Fireplace Inspections:* Fireplace inspections are still underway with 36 of 56 completed.
- *Parking Lots:* Parking lot asphalt patching has been done; the Board will evaluate planning for future resealing or repaving.

NEW BUSINESS

- *Association Website:* Website review and changes are pending over the next month. Ernie suggested keeping the website community-specific. The Board will consider which pages will be private vs publicly available.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board was set for March 8, 2023, at 7:00 pm via Zoom.

ADJOURNMENT

The Board meeting was adjourned at 8:21 pm by unanimous approval.