

**Terrace Townhouses of Beverly Hills**  
**Board of Directors Meeting**  
**Minutes of August 9, 2023**

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**CALL TO ORDER**

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on 9 August 2023, virtually via Microsoft Teams. The meeting was called to order at 7:09 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 were present.  
Ernie Lightfoot of American Management of Virginia (AMV) was also in attendance.

**OPEN FORUM**

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

- Lisa Anne Sweeney & Adam Tabaka, unit owner of 1661 Kenwood Avenue
  - Wanted to relay Koodos to Robert (TTBH Porter) on a job well done replacing the downspout torn up during the electrical repairs.
- Amanda McConnell, unit owner of 1653 Kenwood Avenue
  - Asked the board to be aware and address standing water in her back yard... & hole in the downspout. Board Member (Gary) said Robert would be sent to work on fixes... Board Member (Pam) asked McConnell to take pictures of the issues and also report to officially report these to AMV
- Pat Heflin, 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 14 June 2023. Pam Shover motioned to approve the minutes; Sandy Seim seconded. The Board voted 4-0 to approve the minutes.  
NOTE: LaNola Stone did not vote per rules of the board. LaNola was not a member of the board at the time of the June 2023 meeting. It was also noted that once minutes are approved, the minutes get 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

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that these figures included paid Electrical Project invoices, leaving no outstanding invoices from that project.

**MANAGEMENT REPORT**

Jointly with Gary Burns, Ernie Lightfoot provided a summary of AMV's Management Report.

- Review of the operation budget
- Landscaping following the electrical project needs to be reclassified as "repair work" (replacement/ reserve fund). Ernie Lightfoot said the change would be made.
- Alexandria City made a significant "upgrade" to the sewer system and passed the costs to its users. The TTBH Sewer bill increased approximately \$5,000. It was noted that the bill tied to the water usage and generally water use is up 300% in the summer months (May-Sept). The question was asked: "What percentage on the sewer bill was due to the 'upgrade'?" The answer was not immediately available and Ernie said Hailey would be asked to provide that answer.

**OLD BUSINESS**

- Fireplace repairs – 1615 Kenwood Ave: 1615 Kenwood will be treated as a test case for the fireplace/ chimney repairs throughout the complex. 56/90 units have fireplaces and the repairs fall under the board's responsibility. All but 4 units have had their chimneys inspected and a number of those inspected will have to be repaired and the test case will help determine the best way to proceed en masse.
- Bylaws amendment: Gary Burns provided a status of a proposed amendment to the Bylaws. Responses to the proposed amendment are still incoming. To date, 42 votes are in favor of the change in the bylaws and there are four votes against the proposed changes. "Response continues to be high but it will take some time to secure the 60 votes required to ratify the proposed amendment."
- Roof repairs: The Board has a preliminary assessment of the condition of the Association's rooftops, including several which require immediate repairs. It was determined that \$17,000 of replacement/ reserve fund be dedicated to these repairs so they can be scheduled. Pam Shover makes a motion to sign off on the repairs and to schedule them. Craig Bogle seconds the motion, approving the repair work. Ernie is to follow up and schedule the repair with the vendor MA total Construction.
- Crape Myrtle Scale Treatments: CLS continues to treat the Crape Myrtle for bark scale. The last treatment cost \$800. A tree was also trimmed to lessen impact on a balcony.

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**NEW BUSINESS**

- **Minor woodwork repairs:** The vote to do these repairs was delayed to get more information to all the members of the board. MA total Construction is the vender
- **Concrete replacement:** A proposal of \$9,900 to make repairs to the TTBH community sidewalks was made. This would include the replacement of some slabs, Fixing a concrete stoop, “wear down” to eliminate tripping hazards from raised slabs, and calking. The cost of the above would come out of “repair budget.” The vote to do these repairs was delayed to get more information to all the members of the board.
- **Contract Proposal Review – Insurance & Waste Disposal:**
  - **INSURANCE CONTRACT:** After the review of various proposals and a just a few hundred dollars in saving by switching from Erie Insurance to State Farm, it was determined that TTBH continue with the current vendor, Erie, because of the unclear information in State Farm’s proposal that could end up costing TTBH much more than the savings. Craig Bogle suggested that side by side comparison be made to be sure the policy coverage comparisons are equivalent. If it were equal, only then should a change be made. Pam Shover makes a motion to continue with Erie Insurance Contract. Sandy Seim seconded the motion. Following a vote, the motion passes unanimously, approving the Erie Insurance contract for the next year.
  - **WASTE DISPOSAL CONTRACT:** TTBH’s current vendor is American Waste Management and there are no complaints about their work but their contract is up for renewal. After the review of various proposals and a just \$150 in saving by switching from American Waste Management to the unknown vendor, Patriot, it was proposed that TTBH continue with the current vendor. Pam Shover makes a motion to continue with the American Waste Management contract. Sandy Seim seconded the motion. Following a vote, the motion passed unanimously, approving American Waste Management’s contract for the next year.
- **HOA NOW HOA Annual Meeting Virtual software:** It was discussed whether or not to hold this year’s annual meeting/ voting in person or continue to do this virtually. Ernie Light foot from AMV contributes that all the places AMV manages hold their meeting virtually now. Because of the high level of participation in the voting last year and ease of attending for our community members, Sandy Moves to conduct the voting virtually. Pam seconds the motion. Following a vote, the motion passes 5-0, unanimously.
- **Window Replacement Request:** A unit requested original/damaged window replacement, Motion to replace window was not made pending more information. Windows Now is the proposed vendor. LaNola Stone asked for more information.

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- **2024 Budget Preparation:** There was discussion of 9.5% increase in HOA fees or a special assessment to increase the current replacement/ reserve fund. No motion was made or decision made. LaNola suggested a communication plan was necessary to inform the resident about that large of an increase and she and Craig Bogle agreed to work on one if this motion is made.

**OUTSTANDING QUESTIONS**

- LaNola Stone asked for a few minutes to address looking forward and “Future Proofing” TTBH. LaNola was told that the board was in favor of information gathering and would support affordable future proofing ideas. LaNola read a handful of ideas off her list.
  - Is the board open to an architectural school using our Complex for a revitalization project (submitting proposals at no cost to TTBH)? The Board said they would support this path of inquiry.
  - Would the board consider putting in EV charging stations from a company like Charge Point. The Board seemed intrigued at the idea of having EV charging on site, There was not time to discuss details.
  - Would the board consider the idea of using our roofs as a solar farm to generate income? Third-party ownership (available in VA) so this would cost TTBH nothing. This was briefly touched on.

**EXECUTIVE SESSION**

No Executive Session was held.

**ANNOUNCEMENT OF NEXT BOARD MEETING**

The next meeting of the Board was tentatively set for 13 September 2023, at 7:00 pm via Microsoft Teams.

**ADJOURNMENT**

The Board meeting was adjourned at 9:28 by unanimous consent following a motion by Gary Burns as seconded by Sandy Seim.