

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of October 13, 2021**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on October 13, 2021, virtually via Zoom. The meeting was called to order at 7:02 pm.

ROLL CALL

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

APPROVAL OF THE MINUTES

Minutes from the previous March 10, 2021; March 25, 2021; June 9, 2021; and September 21, 2021 meetings were deferred. The Board agreed to review and consider by email as a continued matter.

OPEN FORUM

No unit owners were in attendance for the Association Meeting.

OFFICER REPORTS

The following officers provided reports:

- President. Gary Burns provided a status of the Association's project updates and new contractor proposals, along with key points for the proposed Fiscal Year (FY) 2022 Operating Budget for the Association.
- Treasurer. Craig Bogle provided a summary of the proposed FY 2022 Budget.

MANAGEMENT REPORT

AMV provided a summary of the Management Report and proceeded to walk the Board through consideration of both Unfinished and New Business.

UNFINISHED BUSINESS

The following items were considered:

- *Preparation of the FY 2022 Operating Budget*: The Board discussed cost increases that impacted the FYs 2020-2021 Budgets, which will need to be addressed in FY 2022. AMV recommends a minimum 2% increase in condo assessments. After discussing several proposals, the Board reached a consensus on a 3% raise in HOA fees. To allow

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for administrative adjustments to account for the increase, the Board agreed to consider approval of the FY 2022 Budget by email in the coming days.

- *Annual Meeting and Board Election:* The Board discussed preparations for the Association's Annual Meeting scheduled to take place on November 10, 2021. Notices have been mailed for an online/mail-in ballot for the Board Election, as well as for the Annual Meeting. Rippy will confirm all unit owner contact information in advance of the Annual Meeting, which will be hosted via Zoom.
- *Tree Care:* The Board discussed the status of the ongoing treatment of crape myrtle trees that are infected with bark scale. CLS will continue treatments through the end of the year. Following that, the Association's porter will power-wash all surfaces covered by black residue caused by the tree infestations.
- *Gutter Cleaning:* The Board reviewed gutter cleaning proposals from two different vendors, Maple Leaf, which is the current vendor, and King Contracting. Evelyn motioned to approve two gutter cleaning services through Maple Leaf; Craig seconded; and the Board voted unanimous approval.
- *Chimney Box Repairs:* The Board discussed final repairs to or replacements of chimney boxes at two locations totaling \$2,500, and of window bays at six units totaling \$7,100. Sandy motioned to use \$9,600 from the Replacement Reserves Fund to fund the repairs as proposed by Total Construction LLC, Craig seconded, and the Board voted unanimous approval.
- *Parking Lot Painting:* The Board discussed proposals from 3 different vendors for parking lot painting that remains incomplete. However Board approval was deferred pending further vendor information to be obtained by AMV.
- *Landscaping Work:* The Board discussed landscaping projects, to include additional plantings, landscape work to help with rainwater drainage, and the reorganization/repairs at the Kenwood Ave mailbox area. The Association's Porter would continue with plantings and drainage improvements; Schultz has submitted a proposal for construction behind the Kenwood Ave mailboxes. Evelyn motioned to approve \$16,300 in Replacement Reserve Funds to perform the described work, Sandy seconded, and the Board voted unanimous approval.
- *Wood and Metal Railing Repairs:* The Board is monitoring some outstanding tasks that remain to be completed for the rehabilitation of all wood and metal hand railings.
- *Actions Required for Unit of Deceased Owner:* Following a wellness check and the discovery of a deceased unit owner by the City of Alexandria Police Department, the Association will need to replace the unit entry door. The Board and AMV will monitor

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the situation as it develops and will assist the decedent's family as appropriate in matters affecting the unit.

NEW BUSINESS

There was no new business discussed.

EXECUTIVE SESSION

Sandy motioned for the Board to enter into an Executive Session to consider legal matters involving unit owners; Evelyn seconded the motion, which the Board approved by unanimous vote.

The Board proceeded in Executive Session at 8:35 pm, then concluded at 8:54 pm without taking any further action.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board will be an Organizational Meeting following the Annual Meeting, which is scheduled for November 10, 2021, at 7:00 pm.

ADJOURNMENT

The Board meeting was adjourned at 8:56 pm by unanimous consent.