

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of April 13, 2022**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on April 13, 2022, virtually via Zoom. The meeting was called to order at 7:00 pm.

ROLL CALL

Gary Burns, Sandy Siem, and Kham Chanthayasak were present, establishing a quorum. Craig Bogle 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:

- Jenna Berks, unit owner of 1704 Dogwood Dr

APPROVAL OF MINUTES

To ensure timely review and comment by all members of the Board, consideration of the Minutes from several prior Board meetings was deferred to be voted upon by email as a continued matter. Those meetings included regular Board meetings held on October 13, 2021, and on November 17, 2021, as well as a Special Meeting held on January 12, 2022.

OFFICERS REPORTS

The following officers provided reports:

- President. Gary provided an overview of the state of the community. With the arrival of spring, exterior water spigots are being turned on; visible weeds will be removed. Crape Myrtle treatments will continue. Robert Allen is working to finish several landscaping projects approved but not completed last year, to include some new plantings. The replacement of two unit rooftops have been completed, and Board-approved work on some window boxes and remaining chimney boxes will begin soon. The Board will need to monitor the condition of the parking lot asphalt as well as potential repainting of some unit entry doors. Lastly, the 2021 audit is underway.
- Vice President. Sandy requested the schedule of upcoming community-wide mosquito treatment, to be posted on the bulletin boards. Additionally, following recent roof replacements, she requested that AMV provide a status report on any other rooftops requiring attention.

MANAGEMENT REPORT

Rippy provided a summary of AMV's Management Report.

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OLD BUSINESS

- *Tree Care:* The community's Crape Myrtle trees are being monitored and continually treated to prevent a return infestation of bark scale. Additionally, several trees have been identified as in need of pruning or cut-back; a vendor proposal is coming. Lastly, the dying trees along the Kenwood Avenue parking lot have been reported to the City.
- *Window Box and Chimney Box Repairs:* Final repairs, replacements, and painting as approved by the Board in October will be scheduled as weather permits.
- *Fascia Boards, Rake Boards, and Soffits:* AMV is working to obtain vendor proposals to replace and/or repaint this infrastructure community-wide.
- *Neighborhood Watch Light Outages:* All but two, located at 1742 Dogwood and 1675 Kenwood, have been repaired. AMV will continue to work with Dominion Virginia Power to repair the remaining lights.
- *Unit Entry Doors:* The Board plans to review the condition of unit entry doors to consider repainting where needed.

NEW BUSINESS

- *Fireplace and Chimney Inspections:* Biennial inspections of all units with fireplaces will occur three Saturdays in a row beginning May 28. As per the Bylaws, unit owners must cover the costs of cleanings; the Association will address any structural repairs as needed.
- *Parking Lot Asphalt Care:* Gary noted that the asphalt in the community parking lots was showing signs of its age and that several potholes are appearing which will require attention. AMV will follow up with a condition assessment and options for Board consideration, likely in the summer.
- *Review of Unit Violations:* AMV intends to conduct its annual walk-through of the community in June to monitor any egregious rules violations such as storage boxes outside or other issues in conflict with the Association's Rules and Regulations.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board was tentatively set for May 11, 2022, at 7:00 pm via Zoom.

ADJOURNMENT

The Board meeting was adjourned at 7:46 pm by unanimous consent following a motion by Gary as seconded by Sandy.