# CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on 11 October 2023, virtually via Microsoft Teams. The meeting was called to order at 7:05 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 are present, No members required an excused absence.

**Ernie Lightfoot** of American Management of Virginia (AMV) was also in attendance.

# HOMEOWNER FORUM

The following unit owners were in attendance:

* **Pat Heflin**, unit owner of 1695 Kenwood Avenue

# APPROVAL OF MINUTES

The Board reviewed the minutes for its meeting held on 20 September 2023. **Sandy Seim** motioned to approve the minutes; **Pam Shover** seconded the motion. The Board voted 5-0 to approve the minutes

NOTE: Once minutes are approved, the minutes are to be 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. Reported were that 3-4 major areas require additional cost that will delay the sidewalk repairs.
	+ Roof replacement, roof repairs, and wood repairs must be prioritized.
	+ The letter about the proposed bylaw changes was held b/c the annual meeting notice had to go out first.
* Treasurer. **Craig Bogle** noted a decline in the funds in the account and noted that the decline was “the payment due to Milton” (roof repairs).
* Secretary. **LaNola Stone** proposed that the board put together a Standard Operating Procedure (SOP) complete with job descriptions and responsibility/duties written out

which is known and available to the member at all times and available to pass on to any

new future board members to future-proof the running of the board. Also noted that she is “Standing by” to receive financial information to help make a Communication Action Plan (CAP) and/ or infographics about the proposed HOA increase so that the members of the community have a better understanding of the “why” of such a large increase.

**Ernie** said that AMV had a “Board Members Handbook” that he would send **LaNola** so she could customize it for TTBH and make sure that historical information could be included in this. **Gary** pointed out that the bylaws and Rules and Regulations spell out the job descriptions. **LaNola** agreed to compile once received from AMV so that a

“packet or PDF” could be handed to each incoming board member so that they understand their role and duties. **Craig** also agreed that a document or “road map” on larger projects would help to share and document **Gary’s** immense Institutional

Knowledge and help others on The Board to share the burden on our president. **Gary** replied that that he didn’t disagree but knowing what to do “just comes with experience” and the “more time you spend on the board the more you see and the more you learn.” and noted that he did try to inject a lot of his institutional knowledge in the making of the Rules and Regulations and encouraged all to read through it (noting that it is a very large document but spells out what units have what features and, e.g. what to do if there is a water leak, etc).

# MANAGEMENT REPORT

**Gary Burns** provided a summary of AMV’s Management Report.

* Review of the operation budget
* $45K in the Money Market, $75K in cash in the operating account at the end of September.
* Attention brought to “Equity” that is reported “retained earnings -$42,125.36. This balance is rolled over operating reserve or replacement reserve. Essentially there is no money in the operating reserve and our replacement reserves are down and that is why we have proposed such a large increase this year in fees.
* Take away, we are in the black (vs last year -$42K) but we have to be careful.
* As board members always check where the money is going on these reports. Gary encouraged The Board to ask questions if there is ever anything on AMV’s

Management Report that doesn’t look right so we can ensure that all expenses are coded correctly. AMV will fix it. Also noted that AMV shifted financial institutions and this changed the way they accepted fees from members, etc.

# OLD BUSINESS (summaries given by Gary Burns)

* **Crape Myrtle tree treatments**: TBD Bark scale residue still exists at 1632 Kenwood.

Also a good amount of yellow jackets. Getting a quote for taking the tree out. Board situational awareness only. No votes taken. AMV is to follow up.

* **Minor Roof Repairs**: $16, 950 the board approved for the work and all the work is done. NOTE: 12-13 Fascia boards needed to be replaced and that added $5K. …It will now need to be $21K. **Craig** asked for clarification on the increase that requires Board approval.

**Gary** said that the estimate needs to be approved… which approves the project…

additional expenses do not need to be approved if they are part of the approved project, only if the project changes). Transparency just needs to be present. **LaNola** asked if there is a number and **Gary** deferred to **Ernie**. **Ernie** said it was up to the president's discretion… AMV will move forward with that approval as not to hold up a job. **Craig**

clarified the question: “What’s the scope of increase that is within the president’s

authority vs The Board’s authority. Clearly if the price doubled that would require a Board vote.” Gary clarified that there is not a rule and the job of President requires

judgment and discretion as to when to return to the Board for a vote. **Sandy** clarified that on the increase in question (above), the work was already being done.

* **Roof Replacement:** Discussion of the 1760 Dogwood cost of $13,300 to replace the rooftop. $4K additional for the roof boards was not in the original estimate. The work is now done. **LaNola** was concerned that “as experts” assessing a roof that failed through the ceiling, why did they not include the boards in the original estimate. **Sandy** pointed out that the contract said that roof boards were not included. **Pam** asked to assure that the entire surface was replaced, and Ernie replied that all was replaced, nothing could be

saved. For Board situational awareness only.

* **Minor Wood Repairs**: Work suspended because they found $4K more than approved… may be up to $7K for the 24 Units. Chimney Repairs included. (work ⅔ done but halted for board approval).
* **Concrete Repairs**: POSTPONED (see above)
* **Window Replacement:** Windows order and the work is moving forward.
* **Chimney Replacement:** TBD 1615 Kenwood as a test case for relacement of firebox and such for the chimney repair. $3500 per unit. The work will be done by Friday letting the board fully know the cost and scope of the project.
* **Update on Bylaw Ratification:** Still at this time there are 45 votes to ratify the proposed Bylaws amendment. 15 more are needed for it to pass. A revised mailer was prepared to be sent out in an attempt to get the needed votes. For Board situational awareness only. No votes taken.
* **Status of 2023 Annual Meeting/ Board Election Planning:** 1 person running for 2 slots LaNola Stone and Craig Bogle’s positions are up for reelection. Oct 11 to November 6th for voting. For situational recap and awareness only. Note: **LaNola** said she regretfully

decided not to run for her position because of the weight of her family issues with her elderly parents.

# NEW BUSINESS

* **FY 2024 Budget Approval:** Bylaws give a formula for the amount for upper and lower units (4 pages into the Bylaws). The price increase at a 9% increase is Upper Units,

$403.27; Lower Units, $351.21. Total Budget: $417K.

* + 48YO Community and costs may keep going up to maintain.
	+ **Pam** noted that the 5-Year Plan called for a healthier reserve and the increase will help with this and a “special assessment” will reflect negatively on property value and the health of the community if someone were to sell their unit.

**o Craig** noted that this increase is not out of line with the surrounding community.

* **Craig and LaNol**a said that they will help craft the letter.
* **Ernie** was asked to send a draft of a “fee increase” letter.

# EXECUTIVE SESSION

Not Held

# ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board/ and election results is set for 8 November 2023, Following the Annual Meeting.

# ADJOURNMENT

The Board meeting was adjourned at 8:24 PM by unanimous consent following a motion by

**Sandy Seim** and seconded by **Craig Bogle**. The Board voted 5-0 to adjourn the Board meeting.