

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of June 9, 2021**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on June 9, 2021 virtually via Zoom. The meeting was called to order at 7:01 pm.

ROLL CALL

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

OPEN FORUM

No homeowners were in attendance.

APPROVAL OF MINUTES

Minutes from the previous March 10, 2021 and March 25, 2021 meetings were deferred.

OFFICER REPORTS

The following officers provided reports:

- President. Gary provided an update on the community-wide work to repair, replace, and repaint metal and wood railings as needed. He then reported on the status of final chimney box replacements, as well as community-wide landscaping and stormwater drainage improvements. He also reported on the damaged caused by a large fallen tree on the side of 1625 Kenwood Ave and steps taken for cleanup and repairs. Lastly, Gary provided an update on recent real estate activity within the community.

MANAGEMENT REPORT

AMV provided a summary of the Management Report. Gary stated the Association is in good financial shape and will be able to cover the pending, large community-wide projects relating to railing work, remaining chimney boxes, and landscaping improvements. Rippy gave a financial update and reported that community water costs had declined compared to last year.

OLD BUSINESS

- *Chimney Box Repairs* – The Board considered a new proposal after the current vendor declined to proceed with further work, citing an increase in costs. Gary reviewed the terms of the contract proposal and requested approval by the Board for completing remaining repairs and replacements as needed of four chimney boxes. Craig motioned to

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approve the re-allocate previously approved funds to the new vendor; Sandy seconded. The Board voted unanimously to approve the motion and change in vendor.

- *Wood and Metal Railing Repairs* – Gary stated for the record that the Board had approved a contract proposal by Shultz on-line as a continued matter, at a total estimated cost of \$32,000 to be paid for through the Replacement Reserve Fund. Work began on June 1 and is expected to continue through mid-July.
- *Landscape and Tree Care Update* – Gary stated for the record that the Board had approved use of an additional \$20,000 in Replacement Reserve Funds for improvements to stormwater drainage and landscaping. All work continues proceeding within the approved budget, except that the tree removal by 1659 Kenwood Avenue required \$2,500. The City of Alexandria also removed several dead trees along the Kenwood Avenue parking lot perimeter, though a remaining tree now looks to be in bad shape. Gary reported that four trees were being added to the community as part of the landscaping improvements previously approved by the Board.
- *Parking Lot Painting* – Four spaces reserved for units still require the numbers to be painted on their wheel stops. In addition, 15 non-numbered spaces still require “RESERVED” to be stencil-painted onto their wheel stops, as does the “MOTORCYCLES” space. Rippy stated she continues to follow up with the vendor.

NEW BUSINESS

- *Chimney Repair* – Rippy confirmed that AMV is working to secure a vendor to repair the top of a chimney; no Board action is expected to be necessary.

EXECUTIVE SESSION

Gary requested that the Board meet in Executive Session. Craig motioned for the Board to proceed into Executive Session to consider matters of a legal nature, Sandy seconded, and the motion was approved unanimously.

The Board entered into Executive Session at 8:01 pm and exited at 8:07 pm without taking any further action.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board is tentatively set for July 14 and will be confirmed in advance.

ADJOURNMENT

The Board meeting was adjourned at 8:09 pm by unanimous consent.