

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of March 8, 2023**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on March 8, 2023, virtually via Zoom. The meeting was called to order at 7:00 pm.

ROLL CALL

Gary Burns, Sandy Seim, Craig Bogle and Pam Shover were present, establishing a quorum. Kham Chanthayasak had an excused absence. Hailey Kinkade of American Management of Virginia (AMV) was also in attendance.

OPEN FORUM

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

- Carolyn Campbell, unit owner of 1659 Kenwood Ave
- Amanda McConnell, unit owner of 1653 Kenwood Ave

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.

OFFICERS REPORTS

The following officers provided reports:

- President. Gary provided an overview of the state of the community to include landscape work that has started and is planned for the spring. The website updating is in process and should be completed before the next meeting. The Bylaws change proposal should be mailed before the next meeting.
- Treasurer. Craig provided an overview of the Association's finances. He stated he is working on a capital budget report.

MANAGEMENT REPORT

AMV's Management Report was viewed by the Board.

OLD BUSINESS

- *Fireplace Inspections*: Gary requested AMV to provide a spreadsheet showing inspections done by unit and what units remain to be inspected.

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- *Unit Rooftops:* The Board is awaiting a vendor condition report on all roofs in the community, to be used for future planning.

NEW BUSINESS

- *Association Website:* Gary appointed Sandy and Pam to review and compare the HOA Access (current) website vs AMV proposal, and to make a recommendation for action to the Board.
- *Annual Inspection:* For information, an AMV walkthrough of the community is planned for May 3.

EXECUTIVE SESSION

Pam motioned to enter into Executive Session to discuss matters of a legal nature. Sandy seconded, and the Board voted unanimously to enter Executive Session at 7:51 pm.

The Board exited Executive Session at 8:20 pm. No subsequent action was taken by the Board.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board was tentatively set for April 12, 2023, at 7:00 pm via Zoom.

ADJOURNMENT

The Board meeting was adjourned at 8:21 pm by unanimous consent.