

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of April 23, 2023**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on April 23, 2023, virtually via Zoom. The meeting was called to order at 7:02 pm.

ROLL CALL

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

OPEN FORUM

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

- Pat Heflin, unit owner of 1695 Kenwood Ave
- Lisa Sweeney and Adam Tabaka, unit owners of 1661 Kenwood Ave
- LaNola Stone, unit owner of 1651 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 and the planned agenda for the meeting.
- Treasurer. Craig provided an overview of the Association's finances.

MANAGEMENT REPORT

Jointly with Gary, Ernie provided a summary of AMV's Management Report.

OLD BUSINESS

- *Window Box and Chimney Box Repairs*: Hailey is coordinating with a vendor to complete a consolidated assessment of all the Association's fireplaces – some of which will require replacement and others repair.

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- *Unit Rooftops:* The Board has received a preliminary assessment of the condition of the Association's rooftops, including several which will require repairs during the summer. Further action will be considered once the current electrical project is completed.
- *Pest Treatments:* Pest Now has begun regular pest treatments in the community. Further, the Board continues to monitor the Crape Myrtle trees for a recurrence of Bark Scale infestation.
- *Amendment to the Bylaws:* Gary provided a status of a proposed amendment to the Bylaws. Response has been high but it will take some time to secure the 60 votes required to be ratified.

NEW BUSINESS

- *Maintenance Inspection:* AMV's Ernie Lightfoot will conduct a walk-through of the community to identify any maintenance needs, likely to occur the week of April 28. Gary identified several wood rot issues that need attention.
- *Annual Inspection for Unit Violations:* AMV's Hailey Kinkade will conduct a walk-through of the community to identify any unit violations requiring the Board's attention, likely to occur the week of April 28.

EXECUTIVE SESSION

Gary motioned to enter into Executive Session to discuss proprietary matters and the delinquent status of several unit owner accounts. Sandy seconded, and the Board voted unanimously to enter Executive Session at 7:49 pm.

The Board exited Executive Session at 7:57 pm with no actions taken.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board was tentatively set for June 14, 2023, at 7:00 pm via Zoom.

ADJOURNMENT

The Board meeting was adjourned at 7:58 pm by unanimous consent following a motion by Gary as seconded by Sandy.