

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of March 10, 2021**

CALL TO ORDER:

This meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on March 10, 2021 by virtual means through the Zoom platform, and was called to order at 7:11 pm.

ROLL CALL:

Gary Burns, Craig Bogle, Sandy Seim, and Kham Chanthayasak were present, establishing a quorum. Rippy Gill of American Management of Virginia (AMV) was also in attendance as the Association's new Community Manager.

OPEN FORUM:

The following individuals were in attendance and given the opportunity to address the Board:

- Sonia Hernandez, unit owner of 1770 Dogwood Dr
- Chrissy Jordan, unit owner of 1772 Dogwood Dr

APPROVAL OF MINUTES:

The October 28 meeting minutes were reviewed by the Board. Sandy motioned for approval, Craig seconded, and the Board voted unanimously to approve the minutes as drafted.

OFFICER REPORTS:

The following officers provided reports:

- President. Gary welcomed Rippy Gill to the community, then proceeded to provide a status of the Association's activities and project updates.

MANAGEMENT REPORTS:

AMV provided a summary of the Management Report and proceeded to walk the Board through consideration of both Unfinished and New Business.

OLD BUSINESS:

- *Approval of FY 2021 Operating Budget* – Gary indicated for purposes of the public record that the Board had approved the FY 2021 Operating Budget by email on December 30, 2020 and that the appropriate notices had been delivered to unit owners.
- *Independent Audits for FYs 2019 and 2020* – Gary reported that audit companies like many other industries were impacted by the COVID-19 pandemic, resulting in delays in completion of the Association's audit for FY 2019 and likely for FY 2020. AMV is expected to monitor and keep the Board apprised.

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- *Parking Lot Painting* – The vendor hired in 2020 to paint parking space numbers and stenciling on parking space wheel stops continues to be non-responsive with respect to unfinished work. The Board asked Rippy to follow up and if necessary consider finding an alternate vendor.
- *Chimney Boxes* – The Board discussed a contract proposal from DCS to complete all remaining work on chimney box repairs and replacements. Kham motioned to approve the contract and use of Replacement Reserve Funds, Sandy seconded, and the Board approved by unanimous vote.
- *Landscaping Improvements* – The Board considered a proposal for landscaping work that include a mix of stormwater drainage improvements, timber box construction to facilitate pending unit sales, and appropriate plantings, with the work to be performed by the Association’s porter. Craig motioned to approve the use of \$8,000 in Replacement Reserve Funds, and Sandy seconded. The Board approved the motion, 4-0.
- *Wood and Metal Railing Repairs* – Gary reported that a contract proposal for the repairs and replacements of all of the Association’s wood and metal railings, as needed, was in development and would be presented to the Board for approval. The Board agreed to consider as a continued matter by email.

NEW BUSINESS:

- *Water Main Repair* – The Board was provided with an update on repairs to a water main outside of 1738 Dogwood that took several days to repair. Rippy is following up with the vendor to discuss the work performed and appropriate invoicing.
- *Roof Repairs* – Rippy provided to the Board an overview of a spate of minor roof repairs that had occurred within days of each other following rain and snow events. No specific action requested of the Board at this time; all repairs proceeding as expected.
- *Unit Plumbing Infrastructure* – Rippy provided a brief overview of several interior plumbing elements that require repairs, and her efforts to distinguish between Association and unit owner responsibilities. No action required of the Board at this time.
- *Special Meeting and Board Elections* – Following the pandemic-related cancellation of the Association’s Annual Meeting in November 2020, and following engagement with legal counsel, Rippy provided to the Board an assessment of how the Board can conduct necessary Board elections using virtual means. The Board took the following actions:

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- Craig motioned “to proceed with Board elections to include electronic and mail-in means through an independent vendor.” Sandy seconded, and the Board approved the motion by a vote of 4-0.
- Sandy motioned to approve the use of “Vote HOA Now” as the vendor to conduct Board membership elections, with the results to be announced at a Special Meeting in April. Craig seconded, and the Board provided unanimous approval.

EXECUTIVE SESSION:

Sandy motioned to enter into Executive Session to consider legal matters; Kham seconded, and the motion was approved unanimously. The Board proceeded in Executive Session at 8:58 pm, then concluded at 9:10 pm without taking any further action.

ANNOUNCEMENT OF NEXT BOARD MEETING:

The next meeting of the Board will occur following the Special Meeting of the Association on March 25.

ADJOURNMENT:

The Board meeting was adjourned at 9:11 pm by unanimous consent.