

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of March 13, 2024**

Call to Order

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on March 13, 2024, virtually via Microsoft Teams. The meeting was called to order at 7:06 p.m.

Roll Call

Board members present included: Gary Burns (President), Sandy Seim (Vice President), Craig Bogle (Treasurer) and Pam Shover (Member at Large). Hailey Kinkade represented American Management of Virginia.

Homeowner Forum

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

- Amanda McConnell, 1653 Kenwood Ave asked that the Board consider options for holding the next annual meeting either in person or as a hybrid (in person/virtual).
- Pat Heflin, 1695 Kenwood Ave, attending for information.
- Daniel Duckwith, 1601 Kenwood Ave, asked about his request for window replacement.

Approval of Minutes

The minutes of the October 11, 2023, meeting were reviewed by the Board members. Pam Shover moved to approve, Sandy Seim seconded, and all members voted aye for approval.

Officers Reports

The following officers provided reports:

- President: Gary Burns provided an overview of community de-winterizing efforts and reiterated a continuing commitment to monitor crape myrtles for bark scale infestations.
- Vice President: No report
- Treasurer: Reported nothing unusual or concerning regarding finances
- Member at Large: No report

Old Business

Roof Repairs. The Board noted for the record that it had previously authorized by unanimous email vote, 4-0, the replacement of two roofs because of continuing leaks, 1691 Kenwood Ave and 1744 Dogwood Drive, using resources from the Replacement Reserve Fund.

Sidewalk Replacements and Repairs: Work approved by the Board but deferred from last year will be completed this year.

Parking Lot Repairs: The patching of potholes will be started when weather permits and will be done by our porter. Curb and speed bump repainting will be scheduled as weather permits and will be done by our porter.

Neighborhood Watch Lights: Watch lights are being checked regularly and outages will be reported to Dominion Energy as needed. All but one has been repaired to date; the last behind the 7-11 store remains tagged with work to be done soon.

Perimeter Fence: The damaged fencing by 1697 Kenwood Ave has been replaced.

Bylaws Amendment: The Bylaws Amendment making window and door replacements an owners responsibility has been ratified by the required number of unit owners and will be filed by the Association's attorneys with the City of Alexandria.

Fascia Boards: Additional repairs/replacements will continue as needed.

New Business

Fireplace Replacements and Repairs: The Board will be considering this year which fireplaces may need complete replacement or internal repairs, based on the reports received last year from our chimney vendor.

Landscape Improvements and Repairs: There will be limited landscaping repairs and planting done this year in keeping with budget constraints.

Request for Reasonable Accommodation: The board voted unanimously (Pam Shover motioned, Craig Bogle seconded) to approve a request for reasonable accommodation from the owners of 1702 Dogwood Drive for a limited area dog enclosure, subject to the Board stipulating the area to be enclosed and that this approval does not convey with the unit.

Preparation for Annual Meeting: The Board agrees that it will consider various modes of holding the Association's 2024 annual meeting.

Interior Repairs Relating to Common Elements: The Board discussed; Pam moved then Sandy seconded a motion to approve funding for interior repairs associated with roof leaks at the units having roof replacements (1691 Kenwood Ave and 1744 Dogwood Drive) to be funded from Replacement Reserve Fund in the amount of \$5,000. The motion passed unanimously.

Executive Session

Pam Shover offered and Craig Bogle seconded a motion to move into executive session to consider matters of a proprietary nature and also relating to unit owner accounts. The motion was approved unanimously and the Board entered Executive Session at 8:05 pm.

The Board exited executive session at 8:20 pm without taking further action.

Next Board Meeting

The next Board meeting is tentatively scheduled for April 10, 2024, at 7 pm.

Adjournment

The meeting was adjourned by unanimous consent at 8:30 pm.