

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of September 21, 2021**

CALL TO ORDER:

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on September 21, 2021 virtually via Zoom. The meeting was called to order at 7:02 pm.

ROLL CALL:

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

OPEN FORUM:

The following individual was in attendance and given the opportunity to address the Board:

- Jenna Berk, unit owner of 1704 Dogwood Dr

APPROVAL OF MINUTES:

Minutes from the previous March 10, 2021; March 25, 2021; and June 9, 2021 meetings were deferred.

OFFICER REPORTS:

The following officers provided reports:

- President. Gary provided a status of the Association's activities and project updates.

MANAGEMENT REPORT

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

UNFINISHED BUSINESS:

The following items were considered:

- *Chimney Box Repairs* – Following up on chimney box repairs which had been completed earlier in the summer, Gary stated that the Association's vendor had identified some additional defects requiring attention but had proposed cost estimates that require additional scrutiny. The Board agreed to follow up on this action item as a continued matter with further potential consideration by email.
- *Wood and Metal Railing Repairs* – While all work has been completed, the vendor has agreed to revisit the balcony for one unit to potentially reperform the painting of metal

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railings. Following that action, the Board anticipates all work on this project will be completed.

- *Tree Care* – The Association is continuing treatments of its Crape Myrtle trees and shrubs for a recurring infestation of Bark Scale. The trees have been treated three times but continue to have some level of infestation. CLS will return again, apply a dormant oil on all trees, and continue treatments as needed in the new year. AMV was requested to follow up with CLS to ensure the tree in front of 1653 Kenwood is included in the treatments. The Association’s porter will power-wash all affected surfaces in the Common Elements in mid-October.
- *Landscaping Improvements* – Most work had been completed on landscaping improvements throughout the community as previously authorized by the Board. However, some work remains and will require additional funds. Included in this was a unit owner request to reconstruct and improve the area behind the Kenwood mailboxes, which involves improvements to the stairwell timbering located there, and is a more extensive and costly project than originally envisioned; a proposal has been requested from Shultz. Gary stated he would provide a detailed report, and the Board agreed to consider as a continued matter.
- *Gutter Cleaning* – Rippy presented a proposal from the Association’s vendor of the past several years, which includes a significant cost increase. Members of the Board requested that she obtain other cost proposals and to reengage the current vendor for lower pricing to be considered by the Board.
- *Parking Lot Painting* – Rippy stated that she was finalizing proposals by alternate vendors to complete parking lot painting that had been approved in 2020, with Board consideration planned at the next monthly meeting. Because the previous vendor underperformed and could not complete the work as agreed upon, Gary stated that a severance agreement had been reached to pay \$2,000 for work performed to date, then proceed with a new vendor.

NEW BUSINESS

- *Procedures for Virtual Meetings* – The Board discussed a change in Virginia statutes, effective in July 2021, which requires certain procedures to be adopted to continue conducting meetings by virtual means. The Board then reviewed a resolution drafted by the Association’s legal counsel which would meet the new requirements. Craig motioned for approval of the resolution and all of its provisions, and Sandy Seim seconded the motion. The Board voted unanimously to approve the resolution.
- *Request for New Stairwell Handrails* – The Board reviewed a request from a unit owner to add additional handrails to certain stairwells within the community. Each stairwell

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already has a handrail, and questions were asked about infrastructure that would be required as well as the additional safety benefits to be provided. The matter was tabled for future review.

- *Preparation for Annual Meeting and Board Election* – The Board agreed that the Association’s annual meeting should be conducted in November but virtually, given the ongoing pandemic. The Board also agreed that the Board election to fill one seat should be conducted virtually again with the previous vendor, Vote HOA Now. Rippy agreed to follow up to begin making arrangements with the vendor and to prepare unit owner notifications. Sandy motioned to conduct a virtual Annual Meeting and a virtual Board election, Craig seconded, and the motion was approved unanimously.
- *Unit of Deceased Owner* – The Board was notified that a wellness check by the City of Alexandria Police resulted in the discovery of a deceased unit owner within the unit. Ownership of the unit remains in probate, and AMV is following up as needed.
- *Preparation of Fiscal Year 2022 Budget* – Gary stated that the Board needs to start contemplating a budget for the next fiscal year, to include whether or not an increase in condo assessments might be warranted. AMV will take for action to help ensure the Board can discuss at the next meeting.

EXECUTIVE SESSION:

Sandy motioned to enter into Executive Session to consider legal matters; Craig seconded the motion which was subsequently approved unanimously. The Board proceeded in Executive Session at 8:19 pm, then concluded at 8:42 pm without taking any further action.

ANNOUNCEMENT OF NEXT BOARD MEETING:

The next meeting of the Board will be on October 13 at 7:00 pm through the Zoom virtual meeting platform.

ADJOURNMENT:

The Board meeting was adjourned at 8:43 pm by unanimous consent.