

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of February 9, 2022**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on February 9, 2022, virtually via Zoom. The meeting was called to order at 7:01 pm.

ROLL CALL

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

APPROVAL OF MINUTES

The Board reviewed the Minutes from the following prior Board Meetings: October 13, 2021; Nov 17, 2021; and Jan 12, 2022.

Evelyn motioned to approve the minutes without changes and *en masse*. Sandy seconded the motion, which was approved unanimously by the Board.

OPEN FORUM

No members of the Association requested to address the Board during Open Forum.

OFFICERS REPORTS

The following officers provided reports:

- President. Gary provided an overview of current and pending activities. Of note, investigation of a leak at 1756 Dogwood Dr indicated the Association would have to replace the roof, requiring a Board vote. In addition, Gary discussed continued efforts to ensure Dominion Power repairs numerous neighborhood watch lights that are out or flickering. He also stated that the Board may need to consider repairs to and resealing of the asphalt in the parking lots, as it is showing signs of deterioration.

OLD BUSINESS

Roof Repairs: AMV provided an overview of work to be performed to the roof at 1756 Dogwood Dr. That roof has been repaired on several previous occasions; unfortunately a new leak has emerged and the roof has reached the end of its useful life. AMV has secured replacement proposals from three vendors. Following review, members of the Board requested clarifications on the proposals as one included extra work outside the scope of the work required. Further consideration was tabled as a continued matter to be completed by email.

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of February 9, 2022**

NEW BUSINESS

- *Tree Pruning and Removals:* The Board discussed the condition of a large Holly tree by 1760 Dogwood Dr which has developed a concerning lean following recent snowfall. AMV presented a vendor proposal totaling \$1,416 for the pruning of the tree and the removal of a hanging branch elsewhere. Given the very high cost, the Board directed AMV to secure other proposals. Additionally, AMV was requested to report to the City of Alexandria a large, declining tree located in its easement along Dogwood Dr which could cause damage to surrounding parked vehicles.

- *Future Maintenance Needs:* In addition to the parking lot asphalt discussed earlier, Gary identified additional projects requiring the Board's attention and future consideration. These include (1) caulking of original window installations, (2) re-painting of unit entry doors, (3) the completion of landscaping improvements deferred from last year, (4) the completion of repairs to window boxes and wood chimneys also deferred from last year, and inspections/repairs to fireplaces and chimneys.

EXECUTIVE SESSION

Sandy motioned for the Board to enter into Executive Session to consider matters of a legal nature. Evelyn seconded, and the Board voted unanimous approval.

The Board proceeded into Executive Session at 7:27 pm and exited at 7:56 pm. The Board took no action following the Executive Session, but noted for the record its unanimous approval by email on January 24, 2022, of payment of all of the Association's outstanding legal fees and judgements.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board was tentatively set for March 9, 2022, at 7:00 pm via Zoom.

ADJOURNMENT

Gary motioned for the Board to adjourn, Sandy seconded, and the Board voted unanimous approval to adjourn at 7:58 pm.