

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of June 14, 2023**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on June 14, 2023, virtually via Zoom. The meeting was called to order at 7:08 pm.

ROLL CALL

Gary Burns, Sandy Seim, Craig Bogle and Pam Shover were present, establishing a quorum. Kham Chanthayasak announced her resignation as she has sold her unit. 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:

- Carolyn Campbell, unit owner of 1659 Kenwood Ave
- Pat Heflin, unit owner of 1695 Kenwood Ave
- Amanda McConnell, owner of 1653 Kenwood Ave
- LaNola Stone, unit owner of 1651 Kenwood Ave
- Lisa Sweeney and Adam Tabaka, unit owners of 1661 Kenwood Ave

APPROVAL OF MINUTES

The minutes for the Board's February 8, 2023; March 8, 2023; and April 23, 2023 monthly meetings were considered *en masse*. Pam motioned to approve those minutes, Sandy seconded, and the Board approved the minutes 4-0.

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, noting that the Association currently has about \$54,000.

MANAGEMENT REPORT

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

OLD BUSINESS

- *Electrical Project*: The status of work for the replacement of electrical supply lines at 1649, 1659, and 1661 Kenwood was discussed. While work has begun, problems had been encountered resulting in further delays and great frustration on the part of the

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community. Gary stated that he would continue to follow up with AMV and that the Board would continue to meet monthly until that project was finished.

- *Window Box and Chimney Box Repairs:* AMV is continuing to coordinate with a vendor to complete a consolidated assessment of all the Association's fireplaces – some of which will require replacement and others repair. Further consideration was suspended pending the completion of the electrical project at 1659 Kenwood Ave.
- *Unit Rooftops:* The Board has 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.
- *Amendment to the Bylaws:* Gary provided a status of a proposed amendment to the Bylaws. Response continues to be high but it will take some time to secure the 60 votes required to be ratified.

NEW BUSINESS

No new business was discussed.

EXECUTIVE SESSION

Sandy motioned to enter into Executive Session to discuss legal correspondence, the delinquent status of several unit owner accounts, and the appointment of a new Board member. Craig seconded, and the Board voted 4-0 to enter Executive Session at 8:11 pm. The Board exited Executive Session at 8:33 pm.

Following executive session, the Board took the following actions:

1. *Assignment of Bad Debt.* Gary motioned to treat the remaining balance for Unit Account #38185 as Bad Debt, to be treated accordingly by the Association's property management. Sandy seconded, and the Board voted 4-0 to approve the motion.
2. *Appointment of New Board Member.* Gary motioned to appoint LaNola Stone, unit owner at 1651 Kenwood, to the Board to fill the vacancy created by the resignation of Kham Chanthayasak until the next Annual Meeting of the Association, at which point an election would be held. Craig seconded, and the Board voted 4-0 to approve the appointment.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board was tentatively set for July 12, 2023, at 7:00 pm via Zoom.

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ADJOURNMENT

The Board meeting was adjourned at 8:38 pm by unanimous consent following a motion by Gary as seconded by Pam.