

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of January 12, 2022**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on January 12, 2022, virtually via Zoom. The meeting was called to order at 7:00 pm.

ROLL CALL

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

OPEN FORUM

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

- Lisa Sweeney and Adam Tabaka 1661 Kenwood Ave

APPROVAL OF MINUTES

Noted for the record, on October 19, 2021, the Board approved by a 5-0 vote via email as a continued matter the Minutes for the following Board Meetings: March 10, 2021; March 25, 2021; June 9, 2021; and September 21, 2021.

Board deferred consideration of the Minutes from Board meetings held on October 13, 2021, and November 17, 2021.

OFFICERS REPORTS

The following officers provided reports:

- President. Gary provided an update. Notification of the FY 2022 increase in condo fee assessments will be mailed by AMV, with late fees waived for January. Major snowfall this month damaged several trees however Association infrastructure was spared. On account of the weather, some previously discussed work will be deferred to spring, to include work on chimney boxes, window boxes, and parking lot painting.
- Vice President. Sandy addressed outages of neighborhood watch lights. Dominion Power has been requested to respond multiple times to date.
- Treasurer. Craig reported the Association's overall finances are healthy although the Replacement Reserve Fund balance has decreased slightly from repairs to metal and wood railings and other work completed in 2022.

MANAGEMENT REPORT

Rippy provided a summary of AMV's Management Report.

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OLD BUSINESS

- *Crape Myrtle Treatments:* Horticultural oil treatments were applied in early December to continue to combat a bark scale infestation. Additional treatments will be coordinated in the spring as needed in conjunction with the planned pruning of all the crape myrtle trees.
- *Window Box and Chimney Box Repairs:* Further repairs, replacements, and painting have been deferred to warmer temperatures in the spring.
- *Gutter Cleaning:* Completed in December.
- *Annual Audit:* Work continues, the audits will be shared with the Board when completed.
- *Neighborhood Watch Light Outages:* Repairs are pending after multiple calls to Dominion Power
- *Snow Removal Services:* The Board provided unanimous approval to renewing the Association's contract with CLS, at no additional costs, for services during the 2021-2022 winter.

NEW BUSINESS

- *Fireplace & Chimney Inspections:* Gary mentioned these inspections are typically performed every two years by the Association but were deferred recently on account of warm weather and lack of fireplace usage. Rippy will follow up with the new unit owners of 1661 Kenwood to discuss questions or concerns they may have relating to their unit's fireplace.

EXECUTIVE SESSION

Gary requested that the Board proceed to Executive Session to consider matters of a legal matter. Sandy motioned accordingly, and Kham seconded.

The Board proceed to Executive Session at 7:35 pm, and exited at 7:57 pm with no actions taken.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board set for February 9, 2021, at 7:00 pm via Zoom.

ADJOURNMENT

The Board meeting was adjourned at 7:50 pm by unanimous consent.