

**Terrace Townhouses of Beverly Hills**  
**2019 Annual Meeting of General Membership**  
**Minutes of November 19, 2019**

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**WELCOME AND INTRODUCTIONS**

The Annual Meeting of the General Membership of the Terrace Townhouses of Beverly Hills was held on November 19, 2019, at the Fairlington Presbyterian Church in Alexandria, VA. Members of the Board of Directors presented and introduced themselves as follows: Gary Burns, President; Craig Bogle, Secretary; and Carol Anderson, Member-at-Large.

**DISCUSSION ON COMMUNITY SECURITY WITH SGT CYNTHIA HURLEY, ALEXANDRIA POLICE DEPARTMENT**

Gary Burns introduced Sgt. Cynthia Hurley, the City of Alexandria Police Department's (APD) liaison to the Association, for a discussion on community security and update following a recent mass tire slashing incident that impacted the community in September. Sgt Hurley stated the following:

- A total of 82 vehicles were damaged.
- A suspect was taken into custody and charged; however as of November 17, the individual had been released and has moved from the area.
- The Commonwealth Attorney has received 36 inquiries for restitution. Not all those impacted had received follow-up from law enforcement or knew to file claims. Sgt Hurley encouraged community members to send in restitution requests.
- Following the incident, APD foot patrols have been increased in the community to help deter criminal activity. Residents should contact APD if seeing anything suspicious.
- The City's non-emergency number is (703) 746-4444 and can be called for parking issues or for noise ordinance concerns. Sgt. Hurley advised citizens who would like to petition for speed bumps or other changes to City roads to contact City Hall.
- Lastly, Sgt. Hurley cautioned the community to be aware of on-line, phishing, and other scams.

**CALL TO ORDER**

Board President Gary Burns called the meeting to order at 7:48 pm. Secretary Craig Bogle confirmed that the meeting was properly noticed.

**ROLL CALL**

Members signed in prior to the beginning of the meeting. A quorum was established and verified by Beth Huck, the Association's Community Manager with American Management of Virginia (AMV).

**APPROVAL OF MINUTES**

Attendees were requested to read the 2018 Annual Meeting Minutes, which were distributed at sign-in with meeting materials. Trish Hartford requested that minutes be distributed in advance of future meetings. Mary Jo Duckwitz requested a spelling correction. Colin Chaperon motioned to approve the minutes as amended; Sandy Seim seconded. The motion was offered for a vote by the General Membership and was approved with one vote in dissent.

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**OFFICER REPORTS:**

On behalf of the Board, Gary Burns provided an overview of the Association's health, completed and ongoing projects, and an update on the Association's finances, as follows:

- Association Membership:
  - New members were welcomed, including several in attendance.
  - There have been five sales since April and 34 sales since January 2015. Property values have increased; sales of lower units have increased from ~\$320,000 in 2018 to ~\$370,000 this year, and upper units have increased from ~\$360,000 to ~430,000.
  - Currently 58 units are occupied by their owners and 32 are leased, which is a favorable unit owner-to-tenant ratio and a sign of a health Association.
- Board Communications: Gary noted the following improvements in 2019 that were implemented from comments and feedback received at the 2018 Annual Meeting:
  - Board meetings are now held in public locations versus private Board member residences to facilitate greater access and transparency.
  - An official Association website has been established at [www.ttbhalexandria.com](http://www.ttbhalexandria.com).
  - The Board conducted a May mailing that included a 2019 Parking Referendum and a proposed Landscaping Committee to promote greater community involvement.
  - A Landscaping Committee was formally established in August; appointed members are David Hartford, Kathryn Pagoni, and Beth Kramer.
- Parking Update: The results of community referendums on parking were discussed. The votes resulted in a "split decision" with a majority favoring parking permits but opposing the use of towing as an enforcement mechanism. Accordingly:
  - No parking permits will be established at this time without the administrative ability to enforce parking rules via a regular towing arrangement.
  - The traditional "on call" towing service will be maintained, however no regular towing patrols will occur.
  - "Reserved" stenciling will be painted on the wheel stops in all parking spaces. 90 numbered spaces will continue to be maintained with one reserved for each unit; all other spaces will remain available on a first-come, first-served basis.
- Updates to Association Rules: In 2019 the Board conducted an in-depth review of the Association's Rules and Regulations and subsequently approved updates. All Association members were provided with a consolidated packet of the Association's Master Deed, Bylaws, and Rules.
- Update on Projects:
  - Electrical Repairs: In 2019 the Association completed its fifth major project for the replacement of electrical supply lines. To date, 50% of the Association's electrical infrastructure has been updated. Following work performed in 2018 at 1704-1710 Dogwood, extensive landscaping repairs were mostly completed in October.
  - Chimney Boxes: Repairs and/or replacements of five chimney boxes are underway. At least six more must be addressed in 2020 which will complete the recapitalization of all 56 of the Association's chimney boxes.
  - Motorcycle Parking: A new dedicated motorcycle parking space was constructed in 2019 to better serve the community. A previous space was undersized and led some to park their motorcycles in front of or behind their cars, resulting in complaints.

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- Mosquitos: At the request of multiple community members, the Board authorized a one-time community-wide mosquito control treatment in October. The effectiveness of that effort will be monitored for follow-up and potential further mosquito control efforts in 2020.
- Tree Removals: Because of disease or age, several large trees must be removed at Association expense. In addition, three dead trees along the exterior of the Kenwood parking lot are to be removed by the City of Alexandria. All of the community's Crape Myrtle trees will be pruned next spring.
- Stormwater Drainage: Further progress has been made to resolve periodic flooding in different locations in the community. The Board has received preliminary information on potential solutions and will remain focused on the issue until resolved as best as possible.
- Financial Updates:
  - The Association remains in a relatively strong and healthy financial condition, and continues to build both an Operating Reserve and a Replacement Reserve Fund.
  - For 2019, the Association's Operating Budget is largely as expected, except that the Board is reviewing recent cost increases in water and sewer services.
  - The 2015 Special Assessment ends this December. However, the Association's 2015 loan matures in 2020, with the last year of loan payments totaling about \$14,000.
  - A draft 2020 Budget was provided. Because of increases in operating costs, inflationary increases in anticipated infrastructure repairs, and the end of income from the 2015 Special Assessment, the Board must contemplate an increase to the monthly condo fee assessments and will communicated to Members of this decision in the coming month.

**OLD BUSINESS:**

There was no old business discussed.

**NEW BUSINESS:**

There was no new business discussed.

**APPOINTMENT OF INSPECTORS:**

Chrissy Jordan and Carolyn Campbell volunteered and were appointed to serve as election inspectors.

**ELECTION OF NEW BOARD MEMBERS:**

The meeting moved to the election of three Board members: Two positions with full three-year terms must be filled, along with one position with a one-year term created by the departure of a Board member.

Three unit owners had previously declared their candidacies: Kham Chanthayasak, Dave Hartford, and Sandy Seim. Christine Jordan nominated Kathryn Pagoni as a write-in candidate; Wade Pendley was also nominated as a write-in candidate by several members in attendance.

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The election was concluded by ballot. Votes were compiled and counted by the election inspectors in conjunction with Beth Huck of AMV. The results of the election were as follows:

- Sandy Seim – 33 votes
- Kham Chanthayasak – 31 votes
- Kathryn Pagoni – 31 votes
- Dave Hartford – 18 votes
- Wade Pendley – 18 votes

**OPEN FORUM:**

An Open Forum was conducted; Association members addressed the community and the Board as follows:

- Trish Hartford stated as follows: The community appears drab and should be repainted with different colors and shutters installed similar to units in Park Fairfax; the Association should use higher quality materials for chimney box replacements; and all hoses should have nozzles to conserve water. She also inquired about the status of the Association's master insurance policy, which is unchanged and remains in effect.
- Wade Pendley commented that non-residents are dumping trash into the Association's dumpsters, and also requested that residents drive more slowly through the parking lots.
- Lori Janusz stated she had not been aware of the Association's official website and asked that the website address be added to future handouts.
- Chris Miller asked about the Association's role in chimney cleanings and inspections.
- Chrissy Jordan requested that mosquito treatments continue in 2020, noting she had not been bitten once since the most recent treatment; she also stated her opposition to posting notices on unit doors, citing security concerns.
- Virginia Nikolitis asked for Board attention to unit address plates/numbers, as hers and others have deteriorated.
- Kathryn Pagoni requested that residents of upper units be mindful of noise control and floor coverings, as lower unit residents can hear a great deal of noise through their ceilings.
- On behalf of AMV, Beth Huck addressed concerns about posting notices and stated that residents should contact her if preferring to not have notices placed on their doors even during emergencies.

**ANNOUNCEMENT OF NEXT ANNUAL MEETING**

Pending a future Notice of Meeting and the availability of a meeting location, the next Annual Meeting of the Association will be held in November 2020.

**ADJOURNMENT**

Sandy Seim moved to adjourn the 2019 Annual Meeting, Carol Anderson seconded. The motion was put to a vote of the General Membership and was approved unanimously. The meeting was adjourned at 9:15 pm.