

**Terrace Townhouses of Beverly Hills  
Board of Directors Meeting  
Minutes of March 13, 2025**

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**CALL TO ORDER**

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on March 13, 2025, virtually via Microsoft Teams. The meeting was called to order at 7:00 pm.

**ROLL CALL**

Gary Burns (President), Sandy Seim (Vice President), Craig Bogle (Treasurer), Pam Shover (Member-At-Large), and Elizabeth Kulig (Secretary) were present, establishing a quorum. Ernie Lightfoot of American Management of Virginia (AMV) was also in attendance.

**APPROVAL OF MINUTES**

The minutes for the Board's November 12, 2024, monthly meeting were considered. Pam Shover motioned to approve those minutes, Sandy Seim seconded, and the Board approved the minutes unanimously.

The minutes for the Board's February 18, 2025, monthly meeting were considered. Pam Shover motioned to approve those minutes, Sandy Seim seconded, and the Board approved the minutes unanimously.

**OPEN FORUM**

The following unit owner was in attendance:

- *Pat Heflin, unit owner of 1695 Kenwood Ave*

There were no comments brought forth in the open forum.

**OFFICERS REPORTS**

The following officers provided reports:

- President: Gary provided an overview of Association's upcoming projects, noting March is a busy month for the HOA.
- Vice President: Sandy Seim had nothing to report at this time.
- Treasurer: Craig provided an overview of the Association's finances, noting that the Association the outstanding liabilities to the HOA for chimney repairs and fascia. It was requested that AMV correct the balance sheet to reflect the changes from last meeting regarding the Retained Earnings.
- Secretary: Elizabeth Kulig had nothing to report at this time.

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- Member-At-Large: Pam Shover had nothing to report at this time.

## **MANAGEMENT REPORT**

Ernie Lightfoot provided no update from AMV.

## **OLD BUSINESS**

- *Fireplace Replacements and Chimney Repairs*: Requested AMV give an update on the Association's completion rate of fireplace replacements and chimney repairs. Additionally, it was requested that AMV advise as to whether we need to start over with this process.
- *Repair and Replacement of the Parking Lot*: Gary Burns informed us that the vendor said we will need to replace the asphalt. Ernie Lightfoot informed us that there are additional vendors coming to give proposals for the job. Requested that AMV get a minimum of three (3) proposals for TTBH to review.
- *Renewal of Groundskeeping Contract*: Gary Burns requested that AMV procure the contract for the groundskeeping continuation.
- *Wood Rot*: Gary Burns requested that AMV procure proposals from general contractors for rebuild of retaining walls on the grounds.
- *Renewal of the Pest Removal Plan*: Craig Bogle informed the board that the pest control company has been lacking on baiting the boxes. Gary Burns requested that AMV procure the contract for our mosquito treatment plan.
- *Renewal of the Trash Removal Contract*: Ernie Lightfoot of AMV informed us that there have been no rate increase notices for trash removal and our current contract goes through September 2026. There is a 90-day notice that we must send if we choose not to renew.
- *Capital Reserve Plan Update*: Ernie Lightfoot of AMV informed the board that Mason & Mason has been contacted and is creating a proposal for our review at this time.
- *Spring Landscape Updates*: There are planned updates for trees along the fence by May Island and along the parking lot for Burke & Herbert Bank. Additionally, there is landscaping next to 1659 Kenwood Ave. These are contingent on the renewal of the groundskeeping contract.

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- *Fascia & Rake Boards*: MA Total Construction will be completing this work in April 2025 for the final four (4) buildings.

**NEW BUSINESS**

- *Crape Myrtle Trees*: Gary Burns requested inspection to our Crape Myrtle Trees.
- *Roof Repairs & Replacements to 1706 & 1710 Dogwood*: Gary Burns reviewed the proposals from MA Total Construction for the roof repairs for 1706 & 1710 Dogwood. Craig Bogle requested that we have multiple quotes going forward for the expected roof repairs and replacements necessary in our Capital Reserve Plan. Gary Burns proposed moving forward with the quote for 1706 Dogwood and requested AMV procure multiple quotes for 1710 Dogwood. Pam Shover motioned to approve utilize the Replacement Reserve Fund to repair 1706 Dogwood, Craig Bogle seconded, and the Board approved the motion unanimously.

**EXECUTIVE SESSION**

The Board did not enter Executive Session at this meeting.

**ANNOUNCEMENT OF NEXT BOARD MEETING**

The next meeting of the Board was tentatively set for April 9, 2025 at 7:00 pm via Microsoft Teams.

**ADJOURNMENT**

The Board meeting was adjourned at 8:17 pm by unanimous consent.