

Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of April 22, 2025

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on April 22, 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 March 13 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 and briefly addressed the following:

- *Pat Heflin, unit owner of 1695 Kenwood Ave:* Asked about when the water will be turned out by the shed.

There were no comments brought forth in the open forum.

OFFICERS REPORTS

The following officers provided reports:

- President: Gary Burns reviewed that we virtually approved the annual landscaping contract
- Vice President: Sandy Seim reviewed the continued effort for neighbors to curb their dogs.
- Treasurer: Craig Bogle provided an overview of the Association's finances. Craig requested the "yet to be paid" page in the monthly board packet to be placed directly behind the balance sheet. Craig noted that after we pay the outstanding bill for fascia.
- Secretary: Elizabeth Kulig noted requests from 1659 Kenwood regarding the garden, lightbulb, and electric issues. Additionally, Elizabeth reviewed the pest issue in 1679 Kenwood.

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- Member-At-Large: Pam Shover requested that the proper placement of condensation lines, pots with dead plants, no shovels/brooms outside, no birdfeeders all to be included in the curbing of dogs letter.

MANAGEMENT REPORT

Ernie Lightfoot provided no update from AMV.

OLD BUSINESS

- *Fireplace Replacements and Chimney Repairs*: We have requested quotes from Tophat for the 3 identified from the last inspection that still needed attention. Additionally, requested we have inspections for Fireplace Replacements and Chimney Repairs for the other 54 fireplaces in the community.
- *Repair and Replacement of the Parking Lot*: Gary Burns requested the porter complete pothole repairs and these have been completed. Additionally, Gary requested we members of the board to review the three (3) parking lot vendor quotes for future discussion. Craig Bogle requested AMV receive a quote from Francis O. Day Company.
- *Renewal of Groundskeeping Contract*: The Board unanimously approved the CLS contract to also include the mulching of the community via email. Gary Burns requested AMV procure the cost for the pruning of the crepe myrtle trees. Additionally, Gary requested that someone CLS come meet the Board to go over places that need reseeding, creating a garden by 1659 Kenwood, and planting trees along the fence by May Island and along the parking lot for Burke & Herbert Bank.
- *Capital Reserve Plan Update*: Gary Burns reviewed the proposal for the Mason & Mason Capital Reserve Study. Craig Bogle motioned to approve utilizing the Capital Reserve Funds to pay for the Mason & Mason Capital Reserve Study, Pam Shover, seconded, and the Board approved the motion unanimously.
- *Wood Rot*: Gary Burns requested that we meet with CLS to discuss transitioning our wooden timbers for gardens to interlocking brick.
- *Renewal of the Pest Removal Plan*: Gary Burns reviewed the mosquito treatment plan with Pest Now. Additionally, Gary noted that Pest Now kept their pricing steady with last year. Pam Shover, motioned to renew the mosquito treatment plan with Pest Now, Sandy Seim, seconded, and the Board approved the motion unanimously
- *Fascia & Rake Boards*: MA Total Construction is continuing the fascia and rake boards.

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- *Roof Repairs & Replacements to 1706 & 1710 Dogwood:* Gary Burns reviewed that 1706 Dogwood had its roof repaired. Gary Burns noted M & A Construction continues to have the lowest quote for 1710 Dogwood. Craig Bogle believes Northeast had a more detailed quote and the pricing was just \$100 more. The board will review the proposals and vote by email.

NEW BUSINESS

- *Unit and Community Inspections:* Gary Burns noted that AMV will be completing unit and community inspections in the first week of May. AMV will send a letter to unit owners in non-compliance.
- *Woodworking:* Gary Burns has started a list of smaller woodworking projects, including the backside of 1681 Kenwood.
- *Lightbulb at 1659 Kenwood:* Gary Burns noted that the lightbulb at 1659 Kenwood needs to be replaced. M & A Construction after they broke the original one. They did attempt to replace the one they broke, but put the wrong size lightbulb on.

EXECUTIVE SESSION

Sandy Seim motioned to enter Executive Session to discuss legal correspondence and the delinquent status of several unit owner account. Pam Shover seconded, and the Board voted unanimously to enter Executive Session at 8:22pm. The Board exited Executive Session at 8:28pm and took no further action.

ANNOUNCEMENT OF NEXT BOARD MEETING

The next meeting of the Board was tentatively set for Wednesday, June 4, 2025 at 7:00pm via Microsoft Teams.

ADJOURNMENT

The Board meeting was adjourned at 8:30 pm by unanimous consent.