

**Terrace Townhouses of Beverly Hills
Board of Directors Meeting
Minutes of October 1, 2025**

CALL TO ORDER

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on October 1, 2025, virtually via Microsoft Teams. The meeting was called to order at 7:02 pm.

ROLL CALL

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

APPROVAL OF MINUTES

The minutes for the Board's July 23, 2025, monthly meeting were considered. Sandy Siem gave amendments to the minutes. Sandy motioned to approve those minutes as amended, Craig Bogle seconded, and the Board approved the minutes unanimously.

OPEN FORUM

There were no unit owners on the call for issues to discuss at the open forum.

OFFICERS REPORTS

The following officers provided reports:

- President: Gary Burns reviewed projects in the community including: all fascia boards, two (2) rooftop replacements, fixing the sunken sidewalk by 1639 Kenwood. The next order of business is to fix concrete stoops, timber frames around garden areas, window rot, and fireplace vendors. Mr. Burns reviewed the need to set our Annual Meeting in November and review of HOA rules.
- Vice President: Sandy Seim had no comments.
- Treasurer: Craig Bogle reviewed the financials with \$105,000 in the Operating Account and \$45,400 in the Money Market, with liabilities modest at \$22,000. Mr. Bogle reviewed the Operating Budget, with our expenses outpacing our budget. We are over budget due largely due to administrative and contract expenses.
- Secretary: Elizabeth Kulig had no comments.

MANAGEMENT REPORT

Renee Rutherford provided that there are contracts and proposals to review.

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OLD BUSINESS

- *Fireplace Repairs & Inspections:* Renee Rutherford is working to get in contact with vendors for proposals for fireboxes and steel casing for three (3) outstanding replacement needs. The priority is to get the replacements, however, we will be looking to get a fireplace inspection vendor, though that can be saved until the Spring if necessary.
- *Roof Replacements:* The work at 1710 Dogwood was completed. The work at 1704 Dogwood was completed, but in the process, the worker stepped through the roof. M&A (vendor) fixed the issue they caused, with just interior water damage, such as painting, needing to be fixed.
- *New Concrete Repairs:* 1639 Kenwood and 1681 Kenwood will be getting stoop repairs for broken off concrete. Additionally, there is a sunken landing at 1742 Dogwood.
- *Woodworking:* There are four (4) locations with major wood rot issues. Mr. Burns will review the needs with Milton.
- *Capital Reserve Plan Update:* Gary Burns is sending the Capital Reserve Plan contract, so we review and approve it via email.
- *Unit Violations:* Gary Burns noted the outstanding unit violations.

NEW BUSINESS

- *Parking & Towing:* Gary Burns noted that there was an inoperable vehicle. However, in the process of working on getting this inoperable vehicle removed, there were multiple vehicles that had not been moved in weeks. With that, about ten (10) vehicles were ticketed.
- *Outside Trash Dumpers:* Gary Burns noted that there was a non-community member that was dumping in our dumpsters.
- *Signage & Seasonal Displays:* Gary Burns noted the issue with a unit owner about political display on community space. Legal counsel stated our rules supported the need to remove this from community space and that we should update our rules to include garden flags.
- *Operating Home-Based Businesses:* Gary Burns reviewed that a community member is operating a commercial home-based business. Renee Rutherford reviewed there will be a notice to the unit owner requesting the proper paperwork to establish the City of

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Alexandria has licensed the business. Next steps will be determined after the proper paperwork is submitted to Terrace Townhouses of Beverly Hill.

- *2026 Draft Budget:* Gary Burns reviewed the timeline for the budget process.
- *Annual Meeting:* Renee Rutherford reviewed the date options for the Annual Meeting. At this time, it is tentatively Monday, November 17th, assuming the availability of the space.

EXECUTIVE SESSION

Elizabeth Kulig motioned to enter Executive Session to discuss matters of a legal nature. Sandy Seim seconded, and the Board voted unanimously to enter Executive Session at 8:14 pm. The Board exited Executive Session at 8:24 pm and took no further action.

ADJOURNMENT

The Board meeting was adjourned at 8:25 pm by unanimous consent.