

**Terrace Townhouses of Beverly Hills  
Board of Directors Meeting  
Minutes of February 18, 2025**

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**CALL TO ORDER**

The monthly meeting of the Terrace Townhouses of Beverly Hills Board of Directors was held on February 18, 2025, virtually via Microsoft Teams. The meeting was called to order at 7:01 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 October 9, 2024 monthly meeting were considered. Elizabeth Kulig motioned to approve those minutes, Pam Shover seconded, and the Board approved the minutes unanimously.

**OPEN FORUM**

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

- *Pat Heflin, unit owner of 1695 Kenwood Ave:* Complimented AMV's snow removal sidewalk clearing at last snowstorm.

**OFFICERS REPORTS**

The following officers provided reports:

- President: Gary provided an overview of the Association's completion of snow removal, winterization, and emergency roof repairs at 1744 and 1752 Dogwood Dr. Both roof issues were due to age and structure type (flat).
- Vice President: Sandy Seim provided an overview on the exploding watch light across from 1770 Dogwood Ave.
- Treasurer: Craig provided an overview of the Association's finances, noting that the Association had approximately \$79,000 at the end of January. Roof and sidewalk repairs, among other expenditures, cost the Association approximately \$55,000 in January. Craig Bogle requested that AMV provide the liabilities as part of the monthly reports.
- Secretary: Elizabeth Kulig had nothing to report at this time.
- Member-At-Large: Pam Shover had nothing to report at this time.

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**MANAGEMENT REPORT**

Ernie Lightfoot provided an update on from AMV Management. He noted that there are gutters on Kenwood Ave that need to be reviewed as they were causing slick spots on the sidewalks.

**OLD BUSINESS**

- *Fireplace Replacements and Chimney Repairs:* Requested AMV give an update on the Association's completion rate of fireplace replacements and chimney repairs.
- *Roof Flashings:* Vendor is under contract to complete the remaining buildings' roof flashings and resume these during Spring.
- *Correction to the Notice on Annual Condo Assessments:* Requested AMV send the with correction to the Notice on Condo Assessments with the inclusion of any action taken during this meeting.

**NEW BUSINESS**

- *Address Disparities of the Balance Sheet:* Pam Shover motioned to transfer \$40,525.61 from the Operating Reserves and \$3,735.97 from the Replacement Reserves to pay off the Association's budget shortfall of \$44,261.58 in Retained Earnings, Craig Bogle seconded, and the Board approved these transfers unanimously.
- *Repair and Replacement of the Parking Lot:* Gary Burns requested that AMV procure an expert regarding the repair and replacement of the parking lot, with a special eye to the Dogwood entrance.
- *Wood Rot:* No action at this time, however, we will need to revisit this into the Spring.
- *Capital Reserve Plan Update:* Gary Burns requested that AMV procure Mason & Mason for our Capital Reserve Plan Update. This is a mandatory by Virginia state law.
- *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
- *Renewal of the Pest Removal Plan:* Sandy Seim requested that AMV procure the contract for our mosquito treatment plan. Additionally, Craig Bogle requested they look at the bait in the rodent traps.

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- *Renewal of the Trash Removal Contract:* Gary Burns requested that AMV procure the contract for our trash removal.
- *Renewal of Groundskeeping Contract:* Gary Burns requested that AMV procure the contract for the groundskeeping.

**EXECUTIVE SESSION**

Pam Shover motioned to enter Executive Session to discuss legal correspondence and the delinquent status of several unit owner account. Sandy Seim seconded, and the Board voted unanimously to enter Executive Session at 8:01pm. The Board exited Executive Session at 8:06 pm and took no further action.

**ANNOUNCEMENT OF NEXT BOARD MEETING**

The next meeting of the Board was tentatively set for March 13, 2025 at 7:00 pm via Microsoft Teams.

**ADJOURNMENT**

The Board meeting was adjourned at 8:10 pm by unanimous consent following a motion by Sandy Seim as seconded by Pam Shover.