

**NOTICE OF ANNUAL MEETING OF  
THE COUNCIL OF CO-OWNERS OF TERRACE TOWNE HOMES OF WOODLAWN**

**To: All Members of the Council of Co-Owners of Terrace Towne Homes of Woodlawn**

This is to notify you that the **Annual Meeting of the Council of Co-Owners of Terrace Towne Homes of Woodlawn** will take place at **7:00 p. m. on May 20, 2020**, at the following address: 10428 Business Center Court, Manassas 20110.

**PLEASE READ THE FOLLOWING IMPORTANT INFORMATION ON ANNUAL MEETING  
PROCEDURES IN LIGHT OF THE CURRENT COVID-19 PANDEMIC:**

The Association urges all members not to personally attend the meeting physically for their safety and the safety of others. Instead, you are invited and urged to attend by conference phone using the enclosed "Conference Phone Instructions." This will allow you to monitor everything that occurs at the meeting, to make nominations for the Board if you wish and to provide comments in the owner comment portion of the meeting.

Physical attendance in the meeting room will be limited to no more than 10 persons (to include 2 people from the management company) and social distancing will be required.

The current pandemic makes it especially important that you vote in advance of the meeting by using the enclosed proxy form.

The Annual Meeting is the most important meeting of an Association. The Terrace Towne Homes Board of Directors consists of five (5) members, each of whom is elected by the owners. Only one of those five seats is up for election in 2020, for a full three year term.

The community needs active, energetic and committed community members to help run the Association. If you wish to run for the Board of Directors, please send in a resume or brief biography to Burke Community Management at the above address or email to [office@burkecmg.com](mailto:office@burkecmg.com). Nominations can also be made by members participating in the meeting by conference phone.

Enclosed is the draft FY 2021 budget for your review. The Membership votes on adoption of the budget at the annual meeting, and we urge you to do so on the enclosed proxy form. New coupons will be issued to owners after budget approval.

We urge you to promptly complete the enclosed proxy and send it to BCM promptly to ensure that the Association can meet its quorum requirement. Proxies may be sent via email to [office@burkecmg.com](mailto:office@burkecmg.com), by regular mail to TTHW, 10428 Business Center Court, Manassas, VA 20110, or faxed to 703-330-5254.

The Council of Co-Owners of Terrace Towne Homes of  
Woodlawn

By: Derian Williams, Secretary

Enclosures: Proxy Form, Conference Phone Instructions, 2019 Annual Meeting Minutes, 2021 Proposed Budget

**THE COUNCIL OF CO-OWNERS OF TERRACE TOWNE HOMES OF WOODLAWN  
PROXY FOR 2020 ANNUAL MEETING**

The undersigned owner(s) hereby appoint(s) \_\_\_\_\_ (or, if no person is listed or the person listed is not eligible to act as proxy, then any representative of Burke Community Management Group) as my/our proxy for the 2020 Annual Meeting of THE COUNCIL OF CO-OWNERS OF TERRACE TOWNE HOMES OF WOODLAWN, or at any adjournment of that meeting:

Check this if you are giving an **INSTRUCTED PROXY** and complete the following

My proxy shall

1. Register me as present for quorum purposes
2. Cast my/our vote for the following persons for election to the Board of Directors. Vote for no more than ONE

( ) Cheryl Jelks  
( ) (Write in): \_\_\_\_\_

3. Cast my/our vote as follows on the proposed FY 2021 budget.

\_\_\_\_\_ TO APPROVE THE PROPOSED BUDGET  
\_\_\_\_\_ NOT TO APPROVE THE PROPOSED BUDGET

Check this if you are giving an **UNINSTRUCTED PROXY**.

My Proxy Holder shall register me as present for quorum purposes and vote as my Proxy Holder wishes on the election of the Board member and any other matter that is brought to a vote at the annual meeting.

**Note:** Giving a proxy without instructions gives the Proxy Holder full authority to vote on behalf of the owners(s) upon any matter which may be properly presented at the Annual Meeting, as fully and with the same effect as if the owner(s) had been personally at said meeting.

(If neither option is checked above, this shall be deemed to be an instructed proxy if instructions are given, and an uninstructed proxy if no instructions are given)

The undersigned owner(s) represent(s) that such owner(s) is/are authorized to sign on behalf of all owners of the unit.

Address of Unit: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date (REQUIRED)

\_\_\_\_\_  
Signature of Co-Owner

\_\_\_\_\_  
Date (REQUIRED)

\_\_\_\_\_  
Name of Owner (printed)

\_\_\_\_\_  
Name of Co-Owner (printed)

# Conference Call Instructions

Topic: Terrace Towne Homes Annual Meeting

Time: May 20, 2020 07:00 PM Eastern Time (US and Canada)

**To Join the meeting, you may visit the website below:**

<https://us02web.zoom.us/j/83665388177?pwd=d3JrcHpoV1BGb0J4bkRCOGVDczIxZz09>

Once you have clicked the link you will need to enter the Meeting ID and the password below:

Meeting ID: 836 6538 8177

Password: 096626

**If you do not have computer or internet access you may join the meeting via phone by calling**

**1-929-436-2866**

You will then enter the Meeting ID and password below:

Meeting ID: 836 6538 8177

Password: 096626

If you have any questions on how to join the meeting please contact Management at 703-361-9014.

Terrace Towne Homes of Woodlawn C.O. C.O.  
2019 Annual Meeting Minutes  
May 15, 2019  
South County Center-8350 Richmond Highway

The Annual Meeting of the members was called to order at 6:30 pm by Robert Segan of Segan, Mason, and Mason, PC,

Proof of Quorum:

With only 36 units represented either in person or by proxy, there was not a quorum

Units represented in person: 8642 Philip Bland, 8622 Cheryl Jelks, 8744 Carna Davis, 8832 Eleanor Foddrell, 8888 Michael & Linda Richards, 8810 Betty Walker, 8812 Elizabeth Robinson, 8804 John Thomas

Units represented via proxy included: 8600, 8614, 8626, 8632, 8636, 8638, 8662, 8676, 8690, 8692, 8710, 8780, 8788, 8792, 8806, 8814, 8816, 8818, 8824, 8826, 8836, 8838, 8844, 8848, 8850, 8856, 8858, 8874.

Proof of Notice of Annual Meeting, notice mailed on May 6, 2019 by Burke Community Management Group.

Open Forum:

Carna Davis discussed pool pass fees for not turning in passes.

Discussion on the agenda being placed on the website, and bulletin board.

Philip Bland brought up out of state license tags on property, told to report to the state as the association should not be responsible for enforcing the state laws.

Elizabeth Robinson brought up the hose bib and it leaking.

Philip Bland asked about the rodent bait stations.

Questions about whether or not the gutters had been cleaned out yet.

John Thomas moved that pursuant to Article 3, Section 5 of the association by-laws that this annual meeting be adjourned until Wednesday, June 19 at 6:30pm at the association on site office for the purpose of receiving additional attendees and proxies in order to achieve quorum, and that all proxies and votes received tonight be deemed valid at the continuation of the annual meeting, Eleanor Foddrell seconded the motion and it all carried.

Annual Meeting reconvened at 8646 Walutes Circle where the following additional owners were present:

In person: Derian Williams (8726)

By Proxy: Gloria Beardslee (8752) John Walker (8686, 8822, 8834), Lloyd Jones (8648)

The meeting was called to order at 6:31.  
With quorum met the meeting continued.

Approval of 2018 Annual Meeting Minutes:

Cheryl moved to approve the 2018 Annual Meeting Minutes, Eleanor seconded and all carried.

Election:

Four positions were up for election, the new Board members elected by the membership are: Cynthia Addis, Eleanor Foddrell, Derian Williams, and John Thomas.

Approval of the 2020 Fiscal year Budget:

Cheryl moved to approve the 2020 Fiscal Year budget, Derian seconded and motion carried 41-1.

Open Forum:

Carna spoke about the pool passes and his feelings about the owners ability to vote on this.

Cheryl moved to adjourn at 6:41pm, motion seconded by John and unanimously approved.

Respectfully Submitted,

Terri Jenkins  
Burke Community Management Group

Terrace Towne Homes of Woodlawn C.O.C.O.				
Account	Description	2020 Budget	2021 Budget	
<b>Operating Accounts</b>				
<b>Income Accounts</b>				
<b>Assessment Income</b>				
41-4100-00	Assessment Income	\$482,760.00	\$482,760.00	
<b>Other Income</b>				
46-4310-00	Bad Debt Income	\$0.00	\$0.00	
46-4340-00	Delinquent/Late Fee Income	\$0.00	\$0.00	
46-4345-00	Insurance Claim Proceeds	\$0.00	\$0.00	
46-4350-00	Investment Interest Income	\$4,400.00	\$4,400.00	
46-4360-00	Miscellaneous Income	\$0.00	\$0.00	
46-4370-00	Parking Pass Income	\$0.00	\$500.00	
<b>Misc Charge Back Income</b>				
48-4340-00	CB Legal Fees Income	\$0.00	\$0.00	
48-4350-00	CB Returned Check Fees Income	\$0.00	\$0.00	
<b>New</b>				
<b>Income Accounts Total</b>		<b>\$487,160.00</b>	<b>\$487,660.00</b>	
<b>Expense Accounts</b>				
<b>Misc Charge Back Expense</b>				
50-5150-00	CB Returned Check Fees Expense	\$0.00	\$0.00	
<b>Utility Expense</b>				
51-5310-00	Electricity Expense	\$14,000.00	\$13,000.00	
51-5320-00	Telephone Expense	\$400.00	\$400.00	
51-5340-00	Water/Sewer Expense	\$72,000.00	\$72,000.00	
<b>Administrative</b>				
52-5200-00	Bad Debt Expense	\$1,500.00	\$3,000.00	
52-5210-00	Banking Expenses	\$70.00	\$70.00	
52-5220-00	Community/Social Events	\$250.00	\$250.00	
52-5230-00	Dues & Subscriptions	\$300.00	\$100.00	
52-5290-00	Miscellaneous Administrative	\$200.00	\$200.00	
52-5320-00	Postage & Delivery	\$600.00	\$600.00	
52-5330-00	Printing & Reproduction	\$700.00	\$500.00	
52-5500-00	Web site Expense	\$550.00	\$550.00	
<b>Professional</b>				
53-5100-00	Audit/Tax Preparation	\$4,700.00	\$4,900.00	
53-5105-00	Legal - Collections	\$7,500.00	\$7,500.00	
53-5110-00	Legal - General	\$10,000.00	\$6,000.00	
53-5120-00	Management Fees	\$38,799.80	\$38,624.66	
53-5130-00	Professional Fees	\$500.00	\$0.00	
<b>Taxes &amp; Insurance</b>				
54-5100-00	Income Taxes - Federal/State	\$0.00	\$1,400.00	
54-5120-00	Insurance Deductible	\$10,000.00	\$10,000.00	
54-5130-00	Insurance Policy	\$37,884.13	\$37,500.00	
54-5140-00	Licenses/Permits/Fees	\$280.00	\$280.00	
54-5145-00	Non-Insurable Losses	\$10,000.00	\$10,000.00	
<b>Contracts</b>				
55-5020-00	Grounds Maintenance Contract	\$40,000.00	\$40,000.00	
55-5040-00	Pest Control Contract	\$3,100.00	\$3,100.00	
55-5060-00	Snow Plowing Contract	\$15,000.00	\$15,000.00	
55-5070-00	Trash Removal Contract	\$14,580.00	\$16,767.00	
<b>Repairs &amp; Maint</b>				
56-5710-00	Building Repairs/Maint	\$10,000.00	\$10,000.00	
56-5740-00	Electrical Repairs/Maint	\$1,750.00	\$1,750.00	
56-5757-00	Fido Bags	\$250.00	\$300.00	
56-5760-00	Fire Safety Equip/Repairs	\$300.00	\$300.00	
56-5770-00	Grounds Repairs/Maint	\$6,000.00	\$6,000.00	
56-5790-00	Gutters & Downspouts Repairs/Maint	\$1,500.00	\$3,500.00	
56-5800-00	Landscaping Enhancements	\$20,000.00	\$20,000.00	
56-5830-00	Plumbing Repairs/Maint	\$15,000.00	\$15,000.00	
56-5835-00	Roof Repairs/Maint	\$15,000.00	\$10,000.00	
56-5880-00	Trash Special Pick-Up	\$4,420.00	\$5,000.00	
<b>Pool Expenses</b>				
58-5000-00	Pool Contract	\$12,000.00	\$13,200.00	
58-5010-00	Pool Repairs	\$15,000.00	\$6,000.00	
58-5020-00	Pool Supplies	\$12,000.00	\$12,000.00	
<b>Reserves</b>				
60-0120-00	Contribution To Reserves	\$91,226.27	\$102,868.34	
<b>New</b>				
<b>Expense Accounts Total</b>		<b>\$487,160.00</b>	<b>\$487,660.00</b>	
<b>Operating Accounts Net</b>		<b>\$0.00</b>	<b>\$0.00</b>	