

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, January 24, 2018 @ 6:30 P.M.**

TTHW Board Member Attendees: Cheryl Jelks, President; Eleanor Foddrell, Treasurer; John Thomas, Member At Large, Ivenise (Evie) Butts, Absent Cynthia Addis

BCM Attendee: Terri Jenkins

Called to Order and Proof of Quorum: Once a quorum was established, the meeting was called to order at 6:30 p.m. by Cheryl Jelks.

Minutes Approval: John moved to approve the September, October, and November (as amended) minutes, Cheryl seconded and all carried.

Open Forum: owner of unit #73 asked question about his application to extend his patio Board responded that all applications regarding patios were being denied, waiting on legal review of patios rules and regulations. He stated he already had approval for the patio at front door when questioned by management. Management and Cheryl to look for approval in files, tenant stated that the front patio was already there when he purchased the home and said to ask (Steve Wright). Also, complaint against unit #45 regarding dog wastes not being picked up and the damage to grass in common area by dog. The resident present also asked if he can replace the tile on his patio due to crack, the Board informed the tenant that he can replace the tile with the same material and nothing else and he agreed. Also the bird bath in front of the resident's home must be removed if not his parking and pool permit can be revoked. Resident was advised to put his request for the bird bath in writing for Board's approval.

Guest: Roger Turner and Miguel from Complete Landscaping: Mr. Turner spoke to the board in regard to the company, Complete Landscaping and answered questions regarding his landscape proposal. Board informed Roger Turner-Do Not Take Orders from Tenants and Roger stated that he will get manager approval first- Terri (TTHW) is the point of contact with Roger Turner (Account Manager) from Complete Landscaping. Miguel is the Production Manager and will supervise the crews. John asked if there is policy to inform TTHW when they are coming and Roger stated that the schedule was done in rotation with other properties. Eleanor asked about umbrella insurance coverage and Roger stated that Lawyer will send insurance coverages when the contact is executed.

Landscape Contract Approval: Cheryl moved to approve the landscape contract proposal from Complete Landscaping based on the acceptance by Complete Landscaping of the changes to the terms and conditions per Eleanor's suggestions, seconded by John, motion approved 3-0 with Eleanor abstaining.

Executive Session: Eleanor made a motion to go into Executive Session @ 8:03 pm to discuss attorney and homeowner correspondence, Cheryl seconded the motion and all carried.

Executive Session Exit: Cheryl made a motion to come out of Executive Session @ 8:07 pm; John seconded and the motion was all carried.

Executive Session Decisions:

Cheryl moved to approve the payment plan forwarded by the attorney for unit #40 previous owner, John seconded and all carried.

Financials: Options for Reserve accounts were discussed.

Eleanor moved to close the Washington First MMKT and the Pacific Premier Checking account and have BCM invest in CAB CD for 36 months at 2%, John seconded and all carried. BCM to inquire about penalty for early withdrawal.

Collections Resolution Approval: Eleanor moved to approve the Administration Resolution No. 2018-01 Procedures Relating to Collection of Routine and Delinquent Assessments as amended, John seconded and all carried.

Painting Proposals: Eleanor moved to have the board email Terri by next Wednesday, with 2 contractors to move forward with getting final painting proposals, Evie seconded and all carried. Eleanor will email the board as a reminder.

-Meeting Adjournment: John made a motion to adjourn the meeting at 8:28 p.m., seconded by Cheryl and all carried.

-Next Meeting: February 21, 2018 @ 6:30 p.m. at 8646 Walutes Circle, Alexandria, Virginia.

Respectfully submitted,

Secretary

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, February 21, 2018 @ 6:30 P.M.**

TTHW Board Member Attendees: Cheryl Jelks, President; Eleanor Foddrell, Treasurer; John Thomas, Member At Large, Ivenise (Evie) Butts, Secretary, and Cynthia Addis, Vice President.

BCM Attendee: Terri Jenkins

Called to Order and Proof of Quorum: Once a quorum was established, the meeting was called to order at 6:30 p.m. by Cheryl Jelks.

Open Forum: owner of unit #73 asked question about his application to extend his patio, board responded that all applications regarding patios were being denied waiting on legal review of patios rules and regulations. Stated his already had approval for the patio at front door when questioned by management. Management and Cheryl will look for approval in files. Also, complaint against unit #45 regarding dog wastes not being picked up and the damage to grass in common area by dog.

Executive Session: Eleanor moved to go into Executive Session at 6:43, John seconded and all carried (or unanimously approved)
John moved to go back into Open Session at 7:16pm, Cheryl seconded and all carried.

Executive Decisions:

The following was approved by acclamation- Eleanor moved, John seconded and all carried:
Unit #8 in regards to hearing requested by owner in regards to previous violation, board elected to allow the placement of barrel on patio.

Unit #1 in regards to the hearing held for this unit, BCM to send letter certified stating \$10 a day fine in effect until violations complied per guidelines. If not removed by March 5th, owner will be called into another hearing for revoking of pool and parking privileges.

Unit # 61 in regards to the hearing held for this unit, BCM to send letter to Board member to post on tenants' door in regards to revoking of parking privileges within 48 hours. The account is to be sent to the attorney for collection, voting rights suspended.

Unit #86 in regards to the hearing scheduled for this unit, the owner submitted application to add patio to unit. Board moved once corrected form submitted to BCM with changes to include the removal of the shrub closest to door stoop, and line stating all maintenance to patio is the responsibility of the current and any previous owners.

Cheryl moved to approve the payment plan forwarded by the attorney for unit #40 previous owner, John seconded and all carried.

Minutes: John moved to approve the January minutes, Cheryl seconded and all carried.

Financials:

Terri reported that the Washington First Bank account is closed.

Unfinished Business:

Eleanor moved to ratify the email vote regarding a payment plan for unit #25, Cheryl seconded and all carried. First payment will be made in February.

Painting Proposals: Board did not respond to management's request to narrow down contractor list for a call back on painting proposals. Evie will contact King Management to inquire about their painters.

Pool contract: Eleanor moved to ratify the pool contract with Sunset as previously approved with changes to terms and conditions for 2018. Cheryl seconded and all carried.

Mid-Atlantic-Litter Cleanup Service: Cheryl moved to approve Mid-Atlantic Litter Cleanup Service to pick up trash on the common area once a week, Eleanor seconded and all carried if they can show proof of worker comp and additional insurance, take trash with them, empty pet waste and trash can in common area.

Request for Handicap space for #58: Cheryl made motion to approve Handicap space for #58, John seconded and all carried.

Bike Racks: Eleanor distributed different bike rack proposals to the Board- the Board agreed on an 18-bike rack and will discuss the location for the Bike racks at the next meeting.

Website: Terrace Town~~e~~Homes has a domain already (terracetown^hhome.com). It was mentioned that it will cost about \$33 a month (\$400 yearly) to maintain. Proposed questions (how long it will take to update new information into the website and security concerns)

-Meeting Adjournment: John made a motion to adjourn the meeting at 8:20pm, seconded by Cheryl and all carried.

-Next Meeting: March 21, 2018 @ 6:30 p.m. at 8646 Walutes Circle, Alexandria, Virginia.

Respectfully submitted,

Ivenise Butts (Evie), Secretary

A handwritten signature in black ink, appearing to read 'Ivenise Butts', with a large, stylized flourish at the end.

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, April 18, 2018 @ 6:30 P.M.**

TTHW Board Member Attendees: Cheryl Jelks, President; Eleanor Foddrell, Treasurer; John Thomas, Member at Large
TTHW Board Member Absent: Cynthia Addis, Vice President, Ivenese Butts, Secretary

BCM Attendee: Terri Jenkins

Called to Order and Proof of Quorum: the meeting was called to order at 6:35 p.m. by Cheryl Jelks.

Executive Session: Cheryl moved to go into Executive Session to discuss the legal report, and review ARB applications at 6:38, John seconded, and all carried.

Eleanor moved to go back into *Open Session* at 6:45pm, John seconded, and all carried.

Executive Decisions:

Cheryl moved to approve ARB for unit #60, with the notice that the patio be returned to original size and pavers on common ground be removed upon sale of the unit or if the owner no longer lives there, Eleanor seconded and all carried.

Cheryl moved to deny the ARB from unit #73 due to the patio already being the allowable size and the installation of the bird bath on common ground, Eleanor seconded and all carried.

Open Forum: NONE

Minutes: Eleanor moved to approve the February 2018 minutes, John seconded, and all unanimously approved. There was no meeting in March.

Financials Reviewed:

Management Report:
Reviewed

Unfinished Business:

Website: Cheryl moved to approve Jessica Nohre to do the new website, John seconded and all carried.

Terri to get new proposals for the replacement of the shutters.

Eleanor to email information on the bike racks.

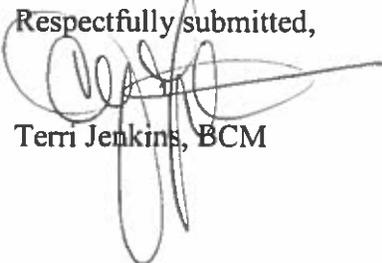
New Business:

Discussion on pool pass form and discussion of colors to be used.

Eleanor moved to adjourn at 8:35, John seconded and motion passed unanimously.

-Next Meeting: May 16th, 2018 this will be the annual meeting.

Respectfully submitted,


Terri Jenkins, BCM

**Terrace Towne Homes of Woodlawn (TTHW) Organizational Board of Directors Meeting Minutes
Wednesday, May 16, 2018 Immediately following Annual Meeting**

TTHW Board Member Attendees: Cheryl Jelks, President; Eleanor Foddrell, Treasurer; Ivenise(Evie) Butts, Cynthia Addis Vice President.

BCM Attendee: Terri Jenkins
Attorney Present: Robert Segan

Called to Order and Proof of Quorum: Once a quorum was established, the meeting was called to order at 7:12 p.m. by Cheryl Jelks.

Cynthia moved to set the slate of officer positions the same as previous year, Eleanor seconded, and all carried.

Executive Session: Eleanor made a motion to go into Executive Session @ 7:14 pm to discuss with counsel regarding window grids and patios, Cheryl seconded the motion, and all carried.

Executive Session Exit: Cheryl made a motion to come out of Executive Session @ 7:36 pm; Cynthia seconded, and the motion was all carried.

-Meeting Adjournment: Cynthia made a motion to adjourn the meeting at 7:36 p.m, seconded by Cheryl and all carried.

Respectfully submitted,

Terri Jenkins
BCM

Cynthia Addis
6/20/18

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, June 20, 2018 @ 6:30 P.M.**

TTHW Board Member Attendees: Cynthia Addis, Vice President; Eleanor Foddrell, Treasurer (via phone); Ivenise (Evie) Butts, Secretary (left at 8:51); John Thomas, Member at Large (arrived at 8:51).
TTHW Board Member Absent: Cheryl Jelks, President 8:45

BCM Attendee: Terri Jenkins

Called to Order and Proof of Quorum: Once a quorum was established, the meeting was called to order at 6:57 p.m. by Cynthia Addis.

Open Forum: None

Cynthia moved to approve ordering the 18 bike double sided grid bike rack from The Park Catalog for \$587, Evie seconded and all carried.

Executive Session: Evie moved to go into Executive Session to discuss hearings, homeowner correspondence, ARB applications and legal report at 7:01, Cynthia seconded and all carried. Evie moved to go back into Open Session at 8:14pm, Cynthia seconded and all carried.

Executive Decisions:

Eleanor moved, Cynthia seconded and all carried: Unit #1 in regards to delinquency of account, the owner has 15 days to pay or the account will be sent to the attorney for collection.

Eleanor moved to begin foreclosure on Unit #29 in regards to delinquency of account, Cynthia seconded and all carried.

Unit #55 in regards to the violation, Management to send letter stating canopy must come down before November 1, 2018 and continue with the approval conditions previously sent to owner.

Eleanor moved and Cynthia seconded for Unit #75 on delinquency of account, give 30 days to pay if not paid then account to be sent to attorney, all carried.

Cynthia moved, Evie seconded and all carried for Unit #58 application approved with same conditions as previously given for this circumstance.

Unit #148 needs paint color and name of color for application for new door.

Unit #5 Cynthia moved and Eleanor seconded to have the light fixture replaced with current approved light fixture within 60 days, all carried.

Unit #136 Cynthia moved and Evie seconded to allow plantings per the approved plant list, stipulation made on application as to approval (no impatiens), approved 2-1. List to be included with mailing of application approval.

Minutes: Cynthia moved to approve the May 16th organizational board minutes, Eleanor seconded and all carried. April minutes still need to be reviewed and approved.

Financials Reviewed:

Cynthia moved to cash out the Pacific Premier CD if CAB has better interest rate, Evie seconded and all carried. Management noted would have to watch the \$250,000 FDIC limit.

Unfinished Business:

Pool opening on July 4th, discussion regarding if the association would be charged in the event of bad weather. Management to ask Sunset about the water being green and causes.

Erosion of playground mulch: Complete Landscape recommends new playground border and submitted the proposal as such.

^{8:45}
~~8:51pm~~- John arrived and Evie left *at 8:57pm.*

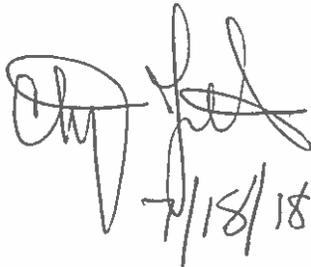
Shutter Replacement Proposal: Board reviewed new shutter proposals from SC Companies and Tim Turner Elite Garage Door. Cynthia moved to accept Elite Garage Door's proposal at a cost of \$83 per pair with raised 2 panel, in the colors DF167 Bordeaux, DG 122 Midnight Green, and DH 002 Black, John seconded. Vote unable to be taken.

At this time Eleanor disconnected ^{due to inability to ask questions} the phone leaving the meeting with no board quorum so meeting was immediately adjourned at 9:10pm.

-Next Meeting: July 18, 2018 @ 6:30 p.m. at 8646 Walutes Circle, Alexandria, Virginia.

Respectfully submitted,


Terri Jenkins, BCM


7/18/18

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, July 18, 2018 @ 6:30 P.M.**

TTHW Board Member Attendees: Cheryl Jelks, President; Cynthia Addis (on phone and later in person), Vice President; Eleanor Foddrell, Treasurer; John Thomas, Member at Large.
TTHW Board Member Absent: Ivenese (Evie) Butts, Secretary

BCM Attendee: Terri Jenkins

Called to Order and Proof of Quorum: the meeting was called to order at 6:38 p.m. by Cheryl Jelks.

Executive Session: Cheryl moved to go into Executive Session to discuss the legal report, and contractor issues at 6:38, John seconded and all carried.

Cheryl moved to go back into *Open Session* at 6:44pm, John seconded and all carried.

Open Forum: None

Minutes: Eleanor moved to approve the June minutes as amended, John seconded and all carried.

Executive Decisions:

On account #29 Cheryl moved to approve the payment plan submitted by the attorney, Eleanor seconded and all carried.

Cheryl moved to approve Terri's costs to go to court on fraud case involving Sunset, Cynthia seconded and all carried.

Financials Reviewed:

Cheryl moved to have Terri ask the attorney about ability to do away with the wading pool and possibly the other pool, John seconded and all carried.

Last month the board approved cashing out the Pacific Premier CD if CAB had a better interest rate and management noted watching the FDIC limit. Upon further discussion Cheryl moved to go ahead and close this CD and put in operating account until an account at Capital One could be opened for 2.3% for one year, John seconded and all carried.

Terri to talk to Sunset about invoice for permit.

7:14 Cynthia arrived in person.

Management Report:

Terri stated she met with Jeff from Complete Landscaping and went over the issues that had been emailed to him about several times before. She also met with Michael from Brothers Paving and they looked at the issue by 8606 and noted that not only is there an issue with the asphalt but also the sidewalk is sinking and the patio at 8606. Brothers would not give estimate to repair asphalt until the problem is solved (maybe a pipe).

Unfinished Business:

Shutters: Cynthia moved to accept the proposal from Tim's Elite Garage Doors for \$58,928.00 for new shutters for all buildings, in the colors of DF 167 Bordeaux, DG 122 Midnight Green, and DH 002 Black, John seconded and motion was approved 3-0 with Eleanor abstaining.

Door painting and repairs: Cheryl moved to use Colossal Contractos, Inc. for painting and wood work around doors pending receipt of new revised proposal, John seconded and all carried.

Terri to send new spreadsheet with all addresses so board can walk and make notes on doors that need wood work as it was decided that all front doors should be painted to match the shutters.

John moved to accept Complete Landscaping's proposal to redo the playground border at a cost of \$3238.56, Cheryl seconded and all carried.

Bike rack: board decided to place the rack across from 8600, ok to deliver to office or inside pool fence. Flyer to go out stated bikes that are on current rack must be claimed by a certain date or they will be put out for trash pick up. Flyer also to state that with the new rack they will go back to enforcement of no bikes stored on patio or common area. Flyer will also state that residents store their bikes on the racks at their own risk, association not responsible if stolen or damaged. Terri to get information on installation price- rack will need to be installed on pavers with sand/gravel put down.

New Business:

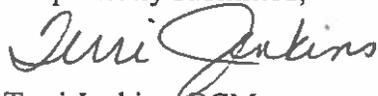
Cynthia moved to ratify the email vote to have Cheryl pick up pool supplies per the Sunset proposal, John seconded and motion was approved 3-0 with Cheryl abstaining.

Discussion on pool rules sign and lifeguards.

Terri to send certified letter to Engleside Office Park regarding fence and trees.

-Next Meeting: August 15, 2018 @ 6:30 p.m. at 8646 Walutes Circle, Alexandria, Virginia.

Respectfully submitted,



Terri Jenkins, BCM

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, August 15, 2018 @ 6:30 P.M.**

TTHW Board Member Attendees: Cheryl Jelks, President; Cynthia Addis, Vice President; Eleanor Foddrell, Treasurer;
TTHW Board Member Absent: John Thomas, Member at Large

BCM Attendee: Terri Jenkins

Special Guest: Maire Bourque, Senior Engineer for Fairfax County

Called to Order and Proof of Quorum: the meeting was called to order at 6:40 p.m. by Cheryl Jelks.

The Board accepted the resignation from Ivenese (Evie) Butts as a board member.

Executive Session: Cheryl moved to go into Executive Session to discuss the legal report, hold homeowner hearings, discuss homeowner correspondence and contractor issues at 6:41, Cynthia seconded, and all carried.

Eleanor moved to go back into *Open Session* at 6:54pm, Cynthia seconded, and all carried.

Executive Decisions:

Hearings: In regard to delinquency hearings for the following units: #67 payment received no hearing necessary; #98 payment received no hearing necessary, #58 payment received no hearing necessary.

Eleanor moved to accept Complete Landscaping proposal to fix the area at 8726, 8730, and 8738 where previous pipe break repair left ground uneven and dirt, proposal to level and compro and seed to bare areas at a cost of \$475, Cheryl seconded, and it was unanimously approved.

Open Forum: Resident of 8648 came to say the landscaper broke the glass in the storm door. Management to follow up with contractor.

Minutes: Eleanor moved to approve the July minutes, Cynthia seconded, and all unanimously approved.

Financials Reviewed:

Cheryl moved to approve Eleanor opening a 24-month CD at M & T Bank for \$60,000, Cynthia seconded, and all unanimously approved. Terri to mail Eleanor a check. Terri to email transaction history of unit # 75 to Cynthia.

Guest:

Maire spoke about the new fire station and the recommendation from the county arborist to remove the tree with several trunks, although not thought to be on TTHW property the county survey shows otherwise. Ground breaking would happen in early fall of 2019 for the new station, with the old station being demolished and parking lot installed in its place. She also stated the county would like to purchase an easement to the sewer and water lines that run in the road at TTHW. The Board questions were how many parking spaces would be affected and the length of construction. Eleanor stated that the proposal from the county should state that Fairfax County will be responsible for future maintenance and repair of any pipes within the easement that belong to them. Cheryl moved after meeting with Maire the Board approve the tree being removed in the corner of the property where the new fire station will be, with the understanding that the association will be compensated for the tree, Cynthia seconded, and the motion was

approved unanimously. When information is shared with BCM, Terri will contact attorney and try to keep time/costs under an hour.

Management Report:
Reviewed

Unfinished Business:

Door painting and repairs: Update with Colossal the correct number of doors to be 151 and 2 coats on all.

Cheryl moved to approve Colossal quote #22242 dated August 14th, at a cost of \$29,980.00 to paint doors, with proposed costs for Wood carpentry work at labor rate of \$45 per hour with material mark up at 10%, caulking services at \$5 per linear foot, with revisions to the proposal of 151 doors instead of 126 and no work on lentils. Cynthia seconded and it passed unanimously.

Website

Terri to email to all.

Bike rack

Complete landscaping will install on a newly installed concrete slab, 10 X 40 for \$1075.

New Business:

Cheryl moved to ratify the email vote to close the wading pool for the rest of the season due to leak and needed repairs, Cynthia seconded and all unanimously approved.

Cynthia moved to accept Omega to inspect up to 4 fire extinguishers for \$40, Eleanor seconded and all approved unanimously. Management to contact ACE and ask them to no longer come out.

Address Plaques:

Management to get updated proposal from NVA signs and one more proposal.

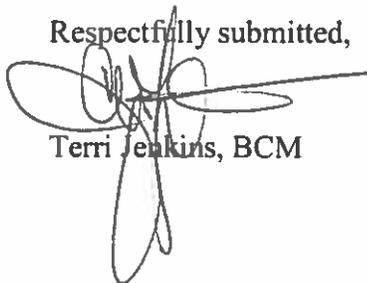
Terri met with Colossal in regard to the stoops and pointing up, should have proposal soon.

Cheryl moved to accept Complete Landscaping's proposal to install concrete slab 10 X 14 and put together and install bike rack, Eleanor seconded and the motion passed unanimously.

Eleanor moved to adjourn at 8:35, Cynthia seconded and motion passed unanimously.

-Next Meeting: September 19, 2018 @ 6:30 p.m. at 8646 Walutes Circle, Alexandria, Virginia.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Terri Jenkins', with a long horizontal line extending to the right.

Terri Jenkins, BCM

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, September 19, 2018 @ 6:30 P.M.**

TTHW Board Member Attendees: Cheryl Jelks, President; Eleanor Foddrell, Treasurer; & John Thomas, Member At-Large

BCM Attendee: Terri Jenkins

Called to Order and Proof of Quorum:

Once a quorum was established, the meeting was called to order at 6:35 p.m. by Cheryl Jelks.

Executive Session: Cheryl immediately moved to go into Executive Session at 6:37 p.m.; John seconded and all carried (unanimously approved).

REF # 23 resident arrived. John moved to go back into Open Session at 6:45 p.m.; Cheryl seconded and all carried.

REF # 23 addressed his two flowerpots sitting on common ground that has been there for years. Resident had completed and submitted an ARCH form and wanted to check the status of the form. Resident was informed that the Board members would talk about his issue in Executive Session and get back with him on any decision(s) it made. Resident also spoke about another resident not cleaning up his dog's poop while walking dog. Board informed him, there was nothing the Board could do, unless a Board member actually saw the resident walking the dog and not cleaning up after the dog. Resident understood. Resident left meeting.

John motioned to come out of Executive Session @ 7:01 p.m. Cheryl seconded and all carried.

Eleanor made motion to go back into Executive Session at 6:55 p.m. Cheryl seconded motion. All carried. John suggested grandfathering REF # 23's pots in. Board voted it could not grant an exception to REF Unit # 23's request to be allowed to keep pots on common ground based on others have been made to remove items from common grounds and condo rules and regulations. Eleanor moved to move pots to the patio. Cheryl seconded and all carried.

- Cheryl moved to have landscaper to install Hosta plants at 8682 in raised bed. John seconded, all carried.
- Lights are out at the tot lot and basketball court. Have been out at b-ball court for over a year.
- Dead large trees at fence was addressed with non-owner.
- REF # 68 has overgrowth at front door.
- REF # 64-Hand rail is missing. Resident wants the rail replaced/reinstalled. Per Cheryl, rail not needed at this time. Resident complained about sunken steps. Management will advise.

Minutes:

Cheryl motioned to approve April 2018 and August 2018 minutes. Eleanor seconded and all carried.

Financials:

Eleanor brought the \$60k cashier's check she has received with the intent to open a CD at M&T Bank as agreed to at last month's board meeting. M&T Bank will not open a commercial CD account without an entity also having a checking account with the bank. Eleanor had followed up with Shalini Kapur at United Bank because Terri had previously contacted them. United stated that the CD rate previously quoted had expired, but they would extend the rate to TTHW in order to secure its business. John moved that Terri be given permission to open a one-year CD with United Bank for \$60k. Eleanor gave the cashier's check to Terri. Cheryl seconded, motion carried. Cheryl and Eleanor will be signers on the account

Per Eleanor, the Income/Expense (I/E) Statement is not correct. It is missing several entries and the checks/expenses listed on the check register are not reflected on the I/E Stmt. Terri will look into this and get back to the Board.

REF # 13's previous owner-Eleanor motioned to write-off this account. As the TTHW counsel collects monies owed, the account can be reversed from the bad debt account. John seconded and all carried.

Painting of doors

Door painting will proceed. Terri will call Carlos from Colossal Contractors to discuss the exact number of doors and paint colors.

Old Business:

Sunset Pools:

Reviewed questionable Sunset Pools invoices to ensure the company did not double bill TTHW. Board agreed to pay the outstanding invoice.

Address plaques:

Shane's Signs will provide and install 151 new address no. plaques. Plaques shall be #7508 white reflective done in script writing. Cost \$9,345.09. Eleanor motioned to accept Shane's proposal with stated changes. Cheryl seconded motion, all carried. Installation date TBD.

Bike Racks:

Bike racks shall be attached so as not to be moved. Terri will check to make sure bike rack was correctly installed.

Shutters:

All shutters have been installed. Project has been completed by Elite Garage Door, Inc. and was approved by Terri.

New Business:

Cheryl requested that Terri seek proposals for pointing up brick, slopes and steps.

Snow Removal:

Board agreed to continue to use Premium Landscaping's services for snow removal for the upcoming snow season, if: pricing is the same or there is very small percentage increase in prices.

Meeting Adjournment:

Eleanor made a motion to adjourn the meeting at 8:07 p.m.; motioned was seconded by John and all carried.

Next Meeting:

October 19, 2018 @ 6:30 p.m. at 8646 Walutes Circle, Alexandria, Virginia.

Respectfully submitted,

Eleanor Foddrell



**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
October 19, 2018, @ 6:30 P.M.**

TTHW Attendees: Cheryl Jelks, President; Eleanor Foddrell, Treasurer; John Thomas, Member; and Cynthia Addis, Vice President

BCM Attendee: Terri Jenkins

Called to Order and Proof of Quorum: Once a quorum was established, the meeting was called to order at 6:40 p.m. by Cheryl Jelks.

Eleanor motioned to go into executive session at 6:45 p.m. Motioned seconded by John Thomas. Motioned carried.

Resident form REF # 16 arrived at 6:49 p.m. Cheryl motioned to come out of executive session at 6:49 p.m. John seconded. Motion carried.

Resident complained about a roach infestation coming from REF # 164. Terri suggested to resident to call Alexandria Pest Services and to contact other residents in her unit block and request them to allow APS to treat their units, also. Otherwise, the roaches just run from unit to unit. Resident agreed and left the office.

Eleanor motioned to go back into executive session at 6:53 p.m. John seconded the motion. Motioned carried.

Cynthia moved to come out of executive session at 7:06 p.m. John seconded the motion and all carried.

Minutes:

John motioned to accept the September 19, 2018 minutes with changes: 1. Move the paragraph related to REF # 23's flower pots down one paragraph and add that "flower pots were requested to be moved to the patio". 2. Paragraph related to Hosta plants, delete "in various locations throughout the community" and replace with "at 8682 in raised bed". 3. Bullet related to Large Tree, delete "Large trees at fence needs to be addressed in the very near future." And replace with "Dead trees at fence was with non TTHW owner". 4. Bullet related to hand rail. Note that a hand rail was not required and delete "there was never a railing at this unit" 5. Under Financials: Add" Eleanor and Cheryl will be the signers on the CP Account". 6. Paragraph referencing REF # 13- Add "Previous Owner" to REF # 13. 7. Add space between REF # 13 and Painting paragraphs. 8. Delete "BD" and replace with "bad debt".

Cheryl seconded the motion. Motioned carried.

Financials: John inquired about what is included in the \$970 under Administrative, Misc. Terri said she would find out and email the information to the board members.

Mgmt. Report: Address Signs-Terri reported that Shane's Signs sent a proof to her. Board members discussed where and how to install the plaques for consistently throughout the community. Install date has not yet been determined, but Terri will find out and send date to the Board members.

Unfinished Business:

- Painting of doors- 50 doors out of 151 have been completed. Need to add two add'l doors to the list (doors at the pool hours and bathroom).
- Pest control: Eleanor motioned that Terri seek proposals for mice bait traps. John seconded motioned. Motioned carried.
- REF # 45-Dynasty Community Svcs to do work at this unit related to water damage. Dynasty