

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, January 16, 2019, @ 6:30 P.M.**

TTHW Board Attendees: Cheryl Jelks: President, Cynthia Addis: Member at Large, Derian Williams: Secretary (via phone), John Thomas: Vice President (arrival at 7:40)

BCM Attendee: Terri Jenkins
Guest: Roger Turner of Complete Landscaping

Called to Order and Proof of Quorum: Once a quorum was established, the meeting was called to order at 7:00 p.m. by Cheryl Jelks.

Roger Turner was in attendance to discuss the landscape contract, and to explain why things were not done that should have been in previous season. He stated that he would be the account manager. Discussion regarding the additional contracted work of the hard prune of all shrubs on the property, Roger stated the work would be done.

Cheryl moved to approve the refund of payment for pool passes to those that turned in the passes. Derian seconded and all carried. The form is to be revised for next year so that any passes not received by October 1st would be charged regardless if they were turned in by that date or not.

Cheryl moved to refund two late fees for account #40 due to emergency trip out of country, and owner account history, Cynthia seconded, and all carried.

Minutes: Minutes were not available to be approved for October and December.

Financials: Board were provided financials for October and November, management had copy of December financials but let board know there would be changes and final copy to be emailed to Board.

Unfinished Business:

Parging: Cynthia moved to accept Dynasty Community Services proposal in the amount of \$16,770.00 to do concrete porch repairs, parging and caulking, Cheryl seconded, and all carried.

Landscape Discussion: Cynthia moved to continue with Complete Services as they will correct pruning with hard cut back, Roger will be the account manager and Miguel the Production Manager in the amount of \$38,060 and exercising the second year of the three-year contract. Derian seconded and all carried.

Door Painting: There was an invoice mailed to onsite office from Colossal for the door painting, Terri to research how much previously paid and to hold this invoice to clarify what has been completed.

New Business:

Cheryl signed 2017 Taxes.

John Thomas arrived at 7:40.

Snow Removal: Everyone was very happy with the first snow removal of the season and the new snow contractor Orellana's.

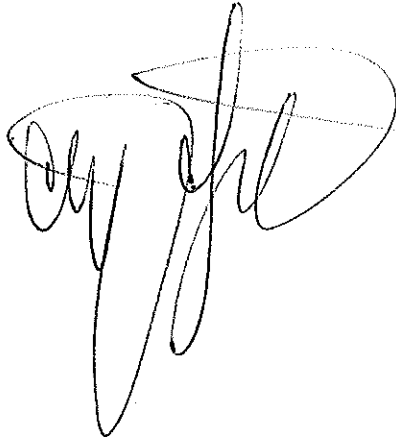
Next Board Meeting: Wednesday, February 20, 2019 6:30 PM, 8646 Walutes Circle, Alexandria, VA 22309.

John made a motion that the meeting be adjourned at 7:52 p.m. Derian seconded the motion, and all carried.

Respectfully submitted,

Toni Jenkins

BCM

A handwritten signature in black ink, appearing to read 'Toni Jenkins', written in a cursive style. The signature is positioned to the right of the typed name 'Toni Jenkins'.

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, March 20, 2019, @ 6:30 P.M.**

TTHW Board Attendees: Cheryl Jelks: President, Derian Williams: Secretary, John Thomas: Vice President, Eleanor Foddrell: Treasurer
BCM Attendee: Terri Jenkins

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

Open Forum:

Valentina spoke about drainage at 8792 asked about planting something where tree was removed at her unit.

Minutes: Derian moved and John seconded to approve the January 16th meeting minutes, all carried. There was no meeting in February due to the weather.

Financials: January and February financials were reviewed.

John moved to close the current Hanmi CD's on April 11, 2019, to combine all the money from the four CDs and opening one 18 month CD at Hanmi at 2.5%. Also to open a CAB Money Market and move \$100,000 from the operating account to the new money market. Cheryl seconded and all carried.

Executive Session:

Board moved to go into Executive Session at 6:55 to discuss legal report, homeowner correspondence and to hold hearings.

Open Session:

Board moved to go back into open session at 7:05.

Cheryl moved and John seconded to approve sending the following accounts to the attorney for collection, revoking parking permits, voting privileges and pool privileges. Hearing result letter will give them 14 days to pay before the prior actions are taken. All carried.

Management Report:

Board reviewed manager's report for January and February.

Unfinished Business:

Eleanor moved and Cheryl seconded to ratify the email vote on Fairfax County easement papers to state, "Pursuant to the authority set forth in VA. Code 55-516.2, the Terrace Towne Homes of Woodlawn Council of Co-Owners Board of Directors is conveying only the aforementioned easements to the County and confirms its intention not to contest either the right of the County to take the easements in the property by eminent domain or the valuation the County has placed on the easements." All carried.

Fence repairs and dead trees:

Cheryl moved and John seconded to approve LCS proposal to replace 150' of chain link fence across from 8854 where damaged from vegetation and falling dead tree limbs at a cost of \$4026 and to remove 4 trees at 8890 at a cost of \$2000, request that contractor remove all vegetation and old fence from property. BCM to inquire about adding dead tree by the fence removed at no additional cost and approval dependent on walk with contractor before work is done (within 3 weeks of date of contract). All carried.

Cheryl moved and John seconded to approve the October Board Meeting Minutes, all called. December minutes still need to be approved.

New Business:

Parking Permits: Not re-issuing permits this year.

Tow Contract:

Board presented with A-1's new contract so that information can be updated.

Onsite Office Cleaning:

May 4th at 9am board and management to meet at onsite office to clean and dispose of old records, management to bring list of required keep items.

Yard Sale:

Request from resident about yard sale, board is ok with this asked management to inquire if resident would organize an event that all could participate in.

Pool Permits:

John moved and Derian seconded to approve Sunset getting all pool permits for the 2019 season. All Carried.

Power washing of entrance sign:

Terri asked if she could have the entrance sign power washed, board agreed.

Complete Landscaping:

Board requested the Holly shrub at 8740 be trimmed, included in the 50% proposal already done.

Bike rack:

Terri reported bike rack already damaged, seeing if anyone can fix it.

Annual Meeting:

The annual meeting is coming up in May, discussion regarding the open board positions. Eleanor and Cynthia's positions are up, Derian's is up due to being appointed mid year (2 year position), John stated that he would be resigning at the annual meeting(2 year position left). So there will be 4 vacancies at this year's annual meeting.

FHA Recertification:

John moved and Cheryl seconded to approve Condo Approvals USA to apply for the FHA recertification, all carried.

Fairfax County Easement Check:

Cheryl moved to approve the receipt and use of the \$6680.00 from Fairfax County for easement use and land purchase, to use the funds over the next 2 years on related repairs, attorney fees, etc., John seconded and all carried.

Eleanor moved to have a preferred vendor list and a list of Terrace's approved terms and conditions to be put with each contract, Cheryl seconded and all carried. Eleanor to create the terms and conditions, Terri to work on the vendor list.

Next Board Meeting: Wednesday, April 24, 2019 6:30 PM, 8646 Walutes Circle, Alexandria, VA 22309.

Cheryl made a motion that the meeting be adjourned at 8:00 p.m. John seconded the motion, and all carried.

Respectfully submitted,

Terri Jenkins

BCM

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, April 24, 2019, @ 6:30 P.M.**

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

BCM Attendee: Terri Jenkins, Barbara Turner

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

Executive Session:

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

Open Session:

Cheryl moved and John seconded to go back into open session at 6:42 all carried.

Open Forum:

None

Minutes: Cheryl moved and John seconded to approve the March 20th Board meeting minutes, all carried.

Financials:

Cheryl moved to move the 4 maturing Hanmi CD's into one Hanmi CD at a rate of 1.5% John seconded and all carried.

Management Report:

Board reviewed manager's report., Terri updated the door painting also.

Unfinished Business:

Tree removal across from 8854, Cheryl moved to approve LCS to remove the dead tree across from 8854 at a cost of \$1800 John seconded and all carried.

Onsite office cleaning-

May 4th at 9:00am - *this was tabled.*

Vendor List:

Management provided as requested.

New Business:

Cheryl moved to ratify the approval of Segan Mason to do the FHA renewal since the cost is less than the previously approved proposal from Condo Approvals USA, John seconded and all carried.

Cheryl moved to ratify the email approval of the proposal from Sunset to fix the pool light, Cynthia seconded and all carried

Yard Sale

No update.

Annual Meeting notice presented to Board

2019 Pool Form

Eleanor moved to approve the 2019 pool form as presented by Cynthia, John seconded and all carried.

Cheryl moved to accept Sunset's proposal to fix the small pool at a cost of \$460.62, John seconded and all carried.

*^
pump parts*

Cheryl suggested the board look into making a dog park in the wooded area across from 8602, it would add a new amenity to the community and give a place for dog owners to take their dogs. She stated she would work on marking trees needed to be removed and that a list of what would be needed and supply to Terri so that she can get proposals.

Budget:

Terri presented a budget and the following changes were made by the board:

- Add account for website at an amount of \$550
- Add account for banking fees at an amount of \$70
- Decrease amount for Miscellaneous Expense to \$200
- Add Printing and Reproduction at an amount of \$700
- Increase amount for Pool Supplies to \$12,000
- Decrease amount for Contribution to reserves to \$91,226.27

Next Meeting: Wednesday, May 15, 2019 6:30 PM, Annual Meeting.

Cheryl made a motion that the meeting be adjourned at 8:04 p.m. John seconded the motion, and all carried.

Respectfully submitted,

Terri Jenkins

BCM

*Terri Jenkins
4/24/19*

Terrace Towne Homes of Woodlawn C.O. C.O.
2018 Annual Meeting Minutes
May 17, 2018
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 49 units represented either in person or by proxy.

Units represented in person: 8614 Cynthia Addis, 8622 Cheryl Jelks, 8694, 8724, 8750 Luther and Suzanne Jacobsen, 8744 Carna Davis, 8778 Valentina Hodzic, 8812 Elizabeth Robinson, 8832 Eleanor Foddrell, 8852 Greg Koons, 8884 Garie Taylor, 8888 Michael & Linda Richards, 8894 Shirley Kagle, 8616 Jane Gillette proxy to Vinson Pritchett present.

Units represented via proxy included: 8600, 8626, 8632, 8636, 8638, 8662, 8664, 8676, 8682, 8686, 8690, 8692, 8710, 8736, 8752, 8780, 8788, 8792, 8804, 8806, 8814, 8816, 8818, 8822, 8824, 8826, 8834, 8836, 8838, 8844, 8848, 8850, 8856, 8858, 8874.

Residents Present: 8626 Ivenise Butts

Proof of Notice of Annual Meeting, notice mailed on May 7, 2018 by Burke Community Management Group.

Shirley Kagle moved to waive the reading of the minutes and to approve the 2017 Annual Meeting Minutes, Lester Jacobsen seconded and the motion was approved unanimously.

President's Report:

Cheryl Jelks reported on the work done in the community to include: parking lot work, 3 pipe breaks, hiring of new landscape company and new community litter pick up company. Loan was completely paid off in advance. Work to be done in the near future: new shutters, painting of doors, more parking lot work. She provided information on the new fire station to be built by current one and the Route 1 expansion and development. She encouraged all to attend the meetings in regards to this development as the expansion will come right up to TTHW property line. Some issues noted in the community was human defecating on common ground, dog poop not being picked up, and dogs not on leash.

Election:

Two positions on the Board are open, the ones currently filled by John Thomas and Ivenise (Evie) Butts, and they would like to run again for the director positions. As there were no other nominations from the floor, Cheryl Jelks moved that John and Evie be elected to the Board of Directors, Cynthia Addis seconded and it was approved unanimously.

FY19 Budget:

Shirley Kagle moved to approve the proposed 2019 Budget as presented, Lester Jacobsen seconded and the motion carried unanimously.

Open Forum:

Lester Jacobsen asked about numbered reserved spaces, one per unit. It was stated this would take a change to the documents and not previously successful. Mr. Segan said it would take 2/3 approval by the membership.

Cheryl Jacobs and Carna Davis discussed having "storage" vehicles park in the back.

Michael Richards asked about the new trash "litter" clean up company.

Evie Butts talked about putting out trash early and getting numbered trash cans.

Discussion on clarifying that one trash can can be placed on patio.

Elizabeth Robinson asked about designated trash areas for placing cans/bags for pick up.

Elizabeth Robinson asked about units without window grids.

Shirley Kagle moved to adjourn at 7:10pm, motion seconded by Lester Jacobsen and unanimously approved.

Respectfully Submitted,

Terri Jenkins

Burke Community Management Group

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, June 19, 2019 @ 6:30 P.M.**

TTHW Board Member Attendees: Cheryl Jelks, President; Eleanor Foddrell, Treasurer; & John Thomas, Vice President and Cynthia Addis, ~~Voting Member~~ (late arrival)

Member at Large
Owner Attendees: REF Unit # 106 and # 107.

BCM Attendee: Terri Jenkins and Barbara Turner

Called to Order and Proof of Quorum:

Once a quorum was established, the meeting was called to order at 6:44 p.m. by Cheryl Jelks.

REF Unit # 106 stated that the light near her unit is humming very loudly and the noise interferes with her sleep at night. Terri stated that she would contact Dominion Electric to investigate the humming.

REF Unit # 107 asked if anyone could give her a recommendation for a plumber. Eleanor gave her Willie Banks' name.

REF Unit # 106 asked how often the rodent contractor checked the outdoor traps. Per Terri, they are checked monthly. Resident stated that kids are playing around the traps. Terri stated that a notice will be included in the next newsletter.

6:55 p.m.-Representatives from Sunset Pools arrived per Terri's request to attend the meeting to discuss several issues. Issues:

- Guards not being present. Per Sunset, guards are afraid to come to TTHW because of guns being displayed in years 2018 & 2019; and they don't get enough hours of work time;
- Bathroom doors left open, bathrooms left dirty, trash to be removed and timer to be set; (Cheryl has previously showed Alex switch downstairs);
- Broken umbrellas due to the lifeguard not putting the umbrellas down (Sunset agreed to pay for two replacements of the umbrellas);
- Necessary repairs to the wading pool; and
- Credit for time missed for lifeguards not showing up for work.

Sunset reps. stated that they would work with TTHW to provide better service going forth. Sunset reps left.

Meeting reconvened:

Cheryl made a motion to accept Sunset's proposal for \$650 to pressure test and try to detect the leak in the wading pool. Cynthia seconded the motion to accept Sunset's proposal to pressure test and try to detect the leak in the wading pool. All voted and the motioned passed.

Invoices for pool permits: Discussion of pool permit for "Pool & Spa (\$290) and Process Fee (\$200)" totaling \$490. John motioned to accept and pay the pool permit invoice from Sunset for \$490. Cheryl seconded the motion to accept and pay the pool permit invoice for \$490. All voted, three yeas and one abstention (Eleanor).

Minutes: Meeting minutes from April 2019. Cheryl motioned to accept the April 2019 board meeting minutes with corrections. The corrections were: (1) onsite office cleaning was tabled until a future date can be determined and (2) Sunset's bullet should be pool pump parts for small pool. John seconded the motion with corrections as stated above. All voted, motioned passed to motioned to accept the April 2019 board meeting minutes with corrections.

Financial Report: Mutual of Omaha-we can cash out this account and immediately reinvest back into Mutual of Omaha for 2.3% for 15 months. Eleanor motioned to cash out this account and immediately reinvest it at 2.3% for 15 months. John seconded the motion to cash out this account and immediately reinvest back into Mutual of Omaha for 2.3% for 15 months. All voted and the motion passed.

Future projects: Eleanor inquired about completely repaving the parking lot. John suggested sending a letter to 7-11 and the Office park with a cc to the county, putting them on notice of the upcoming paving project. Terri

stated that we should wait until after the Fire Station project because the project will tear up part of the parking lot.

Mid-Atlantic Litter Pick Up: Cynthia expressed concerns about Mid-Atlantic Litter Pick Up not completely picking up the litter.

Old Town Landscaping Invoice: Eleanor had two issues with Old Town's invoice (1) who to make the check payable to mark Olson or Old Town Landscaping and (2) Terri's approval an invoice for \$743.61 , which is over the allowable management's authority (\$500 limit), as stated in the TTHW and BCM contract.

Insurances: Per Eleanor, there are a couple of contractors whose insurance coverages have expired according to the records in CincSystems.

Management Report: Ratify the email vote for Sunset Pools, Inc. to repair underwater pool light per proposal 25569. Cheryl motioned to ratify the May 14, 2019 vote to permit Sunset to repair the pool's underwater light fixture. Derian seconded the motion to ratify the motion to vote to permit Sunset to repair the pool's underwater light fixture. All voted, motion carried.

Ratify the email vote for Blackwell Electric to make electrical repairs, as required by FFX Co.'s Inspector. Cheryl motioned to ratify the June 3, 2019 vote to permit Blackwell Electric to make electrical repairs for the pool. Derian seconded permit Blackwell Electric to make electrical repairs for the pool. All voted and the motion carried.

LCS Property Services: Cheryl motioned to accept LCS Property's proposal to clear and prepare the association's area in the back for a future dog park. John seconded the motion to accept LCS Property's proposal to clear and prepare the association's area in the back for a future dog park. Vote was taken, Eleanor abstained because she questioned how we would know if the price was a fair price without other proposals. Terri read the proposal from her phone due to late receipt of it. Proposal was for \$7,836. Eleanor suggested getting a second price for the dog park. Terri will get a price proposal for crush run for a 40'X50' park. Project has been abled until Terri secures another proposal.

Painting Project: Painting project will start up again on July 14th - 15th.

REF Unit # 56 requested handicap parking. There are three spaces currently available, which are on a first come first serve basis.

Adjournment: Cheryl made a motion to adjourn the meeting. John seconded Cheryl's motion to adjourn the meeting. All agreed motion passed.

Adjournment at 8:35 pm.

Respectively submitted by:

Eleanor Foddrell
Treasurer

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, July 17, 2019 @ 6:30 P.M.**

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

BCM Attendee: Terri Jenkins and Barbara Turner

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 at 6:39 p.m.-6:40 p.m. Cheryl motioned to go into Executive Session. John seconded the motion to go into Executive Session (ES). All agreed, motioned carried. An owner arrived immediately after the passing of the motion. John seconded to come out of ES, Eleanor seconded the motion to come out of ES. All agreed, the motioned carried.

Open Forum - Owner of REF Unit # 4 spoke concerning trash he had put out that had not been picked up by Nightingale Trucking, Inc. Owner stated that had paid others to have the trash picked up. He had put out 7-8 bags of trash along with mattresses, refrigerator, and stove. Owner stated that there were others' trash mixed in with his. Owner requested that the Association reimburse him for the money he had expended. Terri informed him that the Board members would discuss and she would contact him with the Board's decision.

Executive Session 6:55 p.m. Board went back into (ES). Cheryl motioned to exit ES, John seconded and the motion to exit ES carried.

Open Session:

Financial Report: Terri stated that we have quite a bit of money in the regular checking account (CAB account) and she recommends moving \$123,000 from the CAB (checking account) the Money Market account.

Eleanor made a motion to move \$123,000 from the CAB (checking account) the Money Market account; John seconded and the motion to move \$123,000 from the CAB (checking account) the Money Market account carried.

Management Report:

REF Unit # 42- Flower boxes are full of tomatoes. Tomatoes and vines need to be removed.

REF Unit # 61- Unit is going into foreclosure due to the owner's death. This account has been at the attorney's office for a while. Unit does not have a lien on it. There are three owners of this property.

REF # Unit # 117- July 10, 2019, unit had a leak located inside behind the wall from the outdoor water faucet. Management company called Michael & Sons; leak was repaired.

REF Unit # 57- When it rains, it floods at the front door area.

Ratify a vote that was previously voted on and passed via email votes July 1, 2019: (1) Cheryl purchased life line rope and flow meter and (2) Sunset Pools, Inc. replaced main pool pump. John motioned to ratify the email vote for Cheryl's purchase of a life line rope and flow meter and for Sunset Pools, Inc. to replace the main pool pump. Cheryl seconded the motion for Cheryl to purchase a life line rope and flow meter and for Sunset Pools, Inc. to replace the main pool pump. All agreed and the motion carried.

White coating for the wading pool repairs: All agreed to table this project and do all necessary repairs for the large pool during off-season.

Mid-Atlantic Litter Cleanup: Owner, Wayne Savage, requested a \$14/pick up visit due to travel time to come to Walutes Cr. Each litter pick up session would increase from \$85/pick up to \$99/pick up. Eleanor made a motion to offer him a maximum \$5-7 increase per visit. John seconded the motion. All agreed and motion and the motion carried.

Towing and Parking Passes: Cheryl motioned that a copy of an individual's vehicle registration should not be required for him/her to receive a parking pass. John seconded the motion that a copy of an individual's vehicle registration should not be required for parking passes. This second was put forth with a clarification that the effective date of this motion be July 17, 2019. Vote was taken-two (2) yeas and one (1) nay (Eleanor).

*Surveillance cameras-*Teri presented pricing from ADT for cameras for the pool area. (1) \$2,192 or \$116/month or (2) \$2,262 or 120.92/month. Both options require a 36-month contract. Teri will get proposals from Cox and Baldinos.

Pool Shed: Pool shed has some damage due to age and bad weather. Terri suggested to ask Paul Turner to repair it. All agreed.

Adjournment: Cheryl made a motion to adjourn the meeting. Eleanor seconded Cheryl's motion to adjourn the meeting. All agreed, motion passed.

Adjournment at 7:55 pm.

Respectively submitted by:

Eleanor Foddrell
Treasurer

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, August 21, 2019 @ 6:30 P.M.

TTHW Board Member Attendees: Cheryl Jelks, President; Eleanor Foddrell, Treasurer; & Cynthia Addis, Member at Large

BCM Attendee: Terri Jenkins and Barbara Turner

Called to Order and Proof of Quorum:

Once a quorum had been established, the meeting was called to order at 6:40 p.m. by Cheryl Jelks.

Meeting Minutes: The board members and BCM reps. reviewed the July 17, 2019 Meeting Minutes. Cheryl motioned to accept the July 19, 2019 Meeting Minutes. Eleanor seconded the motion to accept the July 17, 2019 Meeting Minutes. Vote was taken, yeas were two (2) and one (1) abstention by Cynthia who stated because she was not present at the July 17, 2019 meeting, she could not vote on something to which she could not attest. The motioned passed.

June 19, 2019 Meeting Minutes were reviewed by the board members and BCM reps. A few corrections to the Minutes were suggested. Terri stated that she would send Eleanor the corrections so that she could edit the minutes and the board could vote on them at the September 18, 2019 meeting. The corrections were to remove Executive Session information and information related to the annual meeting.

Executive Session: Cheryl Motioned to go into executive session at Executive Session at 6:55 pm. Eleanor seconded to go into Executive Session at 6:55 pm. Vote was taken; motion carried.

Executive Session: Cheryl Motioned to come out of executive session at Executive Session at 7:04 pm. Cynthia seconded to come out of Executive Session at 7:04 pm. Vote was taken; motion carried.

Open Forum:

REF # 62 - Resident requested one guest pass, she lost the other pass. Terri stated she had sent an email to her stating that in order to get a replacement pass she would need to bring a copy of her vehicle's registration.

REF # 10: Residents stated that their parking pass was stole by their former tenant who is illegally using the pass. The former tenant now resides in REF # 79. REFs # 10 left meeting to go to ask REF # 79 for the pass back. Upon their return, he stated that REF # 10 refused to give the pass back. EF # 79 had photos of REF # 10's vehicle. Cynthia stated the vehicle will be towed.

Financials: Cynthia questioned why the following checks were still outstanding, Old Town Landscaping, Mid-Atlantic Litter Cleanup, Beverly Taylor, Neri Construction, Sunset Pools and Dom. Energy Virginia. Explanation was given by Terri that Eleanor had some invoices on hold because of expired insurance coverages and other checks were written at the end of the month and had not had time to clear the bank.

Management Report: Sewer back up on REFS # 140 and 138. Issues were repaired.

- Terri has requested Sunset to be at the meeting tonight, but due to the end of the season being so close, Terri stated that a meeting wasn't feasible due to prior commitments by Sunset. Wading pool gate: Sunset had previously repaired, but gate wasn't working again, according to Cynthia. Sunset will repair at no additional cost to TTHW.
- Door Painting: Carlos sent a list of woodwork to be completed.
- FHA Certification: Terri sent in additional paperwork to Segan, Segan & Mason.
- Litter contracts-Received proposals from LG Painting and Lawn Svcs, LC (\$400), Mid-Atlantic, Litter Check (\$272/mo.), Dynasty Community Svcs (\$210/wk) and Mid-Atlantic Litter Pickup Services (\$99/week).
- Cheryl made a motion to accept the contract with Mid-Atlantic Litter Cleanup for \$124 for the first cleanup and \$99/week, thereafter. Cynthia seconded the motion to accept the contract with Mid-Atlantic Litter Cleanup for \$124 for the first cleanup and \$99/week, thereafter. Vote was taken, motion carried.
- Security Camera Proposal- A proposal was submitted for consideration by Baldino's Electronic Security for \$3,378.71, with no monthly fees. Cheryl suggested adding a fourth camera to be added to the roof of the pool

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house. Eleanor motioned to accept Baldino's Electronic Security with the caveat of adding one (1) camera over the pool shed. Cheryl seconded the motion to accept Baldino's Electronic Security with the caveat of adding one (1) camera over the pool shed. Terri will ask Baldino's if adding a fourth camera over the pool shed would be feasible or if repositioning the third camera for coverage would suffice and report her findings back to the board. Vote was taken, motion passed.

- Dog Park-Proposals from USA Contractors, LCS Property Svcs and Complete Landscaping Services were received for \$62,150, \$17,160 and \$29,850 respectively. Cheryl motioned to accept LCS Property Svcs' proposal to build a dog park across from REFs 1 and 5 with the exchange of one (1) bench for a dog station. *Discussion:* Per Cynthia's suggestion, Terri will check with the attorney before we move forward. Eleanor suggested that we update the community handbook to include pet rules. Eleanor seconded the motion. Vote was put on hold until Terri checks with the attorney.
- Railings-Proposals were received from Reliable Rails, Inc. [(a) \$25,585 (b) \$1,500 and (c) \$1,900], Dynasty Community Services (\$5,980) and Ricks Iron Works, Inc. (\$23,400). Eleanor motioned to accept Dynasty Community Services' proposal for \$5,980. Cynthia seconded the motion to accept Dynasty Community Services' proposal for \$5,980. Vote was taken, motion carried. Eleanor noticed the 30 day proposal's term that the proposal may be withdrawn if not accepted within 30 days. The proposal was dated April 26, 2019. Terri will call the contractor to check on the acceptance clause.

New Business:

- Snow proposals-All agreed that we would keep the current snow removal contractor, (Orella Landscaping) for upcoming snow season. Terri will confirm with contractor.
- REF # 25-Terri will ask Complete Landscaping to put timbers and mulch at unit due to breakage of doors and windows during mowing.
- Terri will get a proposal to remove a large bush at REF # 79.
- REF # 76-Water seeping back into unit. Per Cheryl a large holly tree was removed and now ground is not level, Dirt needs to be added to stop the seepage.
- REF # 57-Complaint about water at front door. Needs a yard drain. Terri will ask Complete for a proposal for a drain.
- REF # 132-Needs dirt or mulch.
- Pool hours-To remain the same as advertised, for the remainder of the season.
- A sign needs to be placed on the office door to remind residents about returning pool passes. Terri will also send out an email blast.
- Storm drains at playground and pool. County wants association to move the playground timbers back 2' to show the concrete apron on the structure.
- Cheryl will spearhead pool furniture replacement project. We still need to get a credit or payment for from Sunset Pools for umbrella replacements.
- REF # 4 and 97-Pierce Construction submitted a ballpark price of \$400 and DAF submitted a ballpark price of \$500 (REF # 4, only) to camera the line. Pierce will camera both lines for \$400. Cheryl motioned to accept Pierce's ball park price to camera both lines. Cynthia seconded accept Pierce's ballpark price to camera both lines. Vote was taken, motion passed.

Meeting adjournment

Cheryl motioned to adjourn the mtg. at 8:22 p.m. Cynthia seconded the motion. Vote was taken, motion passed.

Note: Terri will be away from her office from Sept. 12 – 21, 2019. She will have only limited email access. Barbara Turner will attend the next meeting to be held Sept. 18, 2019 at 6:30 at 8646 Walutes Circle.

Respectively submitted by:

Eleanor Foddrell

Treasurer

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, October 16, 2019 @ 6:30 P.M.**

TTHW Board Member Attendees: John Thomas, Vice President, Eleanor Foddrell, Treasurer & Cynthia Addis, Member-At-Large

BCM Attendee: Terri Jenkins and Barbara Turner

Declaration was made that a quorum had been established and the meeting was called to order at 6:47 p.m. by John Thomas.

Residents in attendance: REF # 10 (two residents) and REF # 79 (one resident)

REF # 79 has been using a hang tag that was not assigned to her unit. Resident stated that she purchased the parking pass from resident REF # 10. A board member took a photo August 11, 2019 of a parking pass (#0719) in her vehicle and that the parking pass had not been assigned to her unit. Resident said her husband told her that the pass had been lost. Resident stepped out of the meeting to call her husband who was currently out of the country. Resident returned to say that her husband would take care of it when he returned.

REF # 10 – Purchased parking pass #790. Once the residents paid for and received the parking pass, the residents exited the meeting.

Meeting Minutes: A September 2019 board meeting was not held, therefore there aren't any September minutes for approval.

June meeting minutes: Cynthia stated that the June 19, 2019 should reflect her as a member-a-large, rather than a voting member. John motioned to approve the June 19, 2019 meeting minutes with the change to reflect Cynthia Addis as a board member-at-large, rather than a voting member. Cynthia seconded to approve the June 19, 2019 meeting minutes with the change to reflect her status from a voting member to a member-at-large. All voted and motion passed.

August 21, 2019 Cynthia stated that the August 21, 2019 meeting minutes should reflect her as a member at large, rather than a voting member. Cynthia motioned to approve the August 21, 2019 meeting minutes to reflect Cynthia Addis as a board member-at-large, rather than a voting member. Eleanor seconded the motion to approve the August 21, 2019 meeting minutes to reflect Cynthia Addis as a board member-at-large, rather than a voting member. All voted and the motioned passed.

Per Terri, an executive session was not necessary tonight.

Legal: Last payment from REF # 40 was August 18, 2019. None in September 2019.

Parking: REF # 23: Cynthia stated that the resident told her in a previous conversation that he had purchased a parking permit from his neighbor. Cynthia stated that she told him he could not do that. He then proceeded to profane her and she asked him not to profane her. John suggested to Terri that management send the resident a hearing notice for acquiring a parking pass in violation of TTHW parking rules and regulations. Terri agreed that she would send a hearing letter notice with a copy of the TTHW parking regulations attached to the notice.

Financials: REF # 27-To be called for a hearing due to delinquent account.

Management Report: #132

Three Two units REF #s 134 and 135 received checks for water damage resulting from sewer backup. REF #133 refused insurance payment stating that he did not have any water damage. Terri asked the resident to send confirmation that his unit did not have any water damage. Resident affirmed in writing (email).

Residents involved in the August 2019 sewer backup called a plumber before notifying BCM. Terri stated that the procedure for reporting incidents or issues is to contact BCM and report the incident/issue. Cynthia inquired about the board's past policy for reimbursement of expenses incurred by an owner or resident that was paid by an owner who failed to contact BCM to report an issue(s) and allow BCM to resolve the issue(s). John also questioned the procedures for owners/residents to report damages/incidents to BCM.

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, October 16, 2019 @ 6:30 P.M.**

It was suggested that the TTHW newsletter be updated and issued to remind residents of the community's procedures. Eleanor will send the newsletter template to Terri. The targeted date to issue the newsletter is November 1, 2019.

Outside Cameras: Terri to check the warranty on the proposed cameras from Baldinos Electronic Security. Meanwhile, this project will be tabled.

Dog Park Construction: The contractor (LCS Property) corrected and smoothed the rough section of the concrete located on right side of the park's entrance. Discussion: Park benches-Cynthia stated that she recalled a discussion on the installation of metal vs wooden benches. Terri will check on the cost of replacing the less expensive wooden benches with metal benches. Terri will also check the signed contract to see if Cheryl wrote metal benches on the contract when she signed it.

Roof/Attic Fans: Terri received a proposal from Mark Meredith, LLC for the provision and installation of attic fans for all units. The proposal was for \$82,656.95. Eleanor asked Terri to secure two additional proposals. Project is tabled until the receipt of additional proposals.

Pools: There are two invoices in the CincSystem from Sunset Pools that are on hold. Sunset offered a \$320 credit for the damages of three pool umbrellas. Cynthia asked that the invoices remain on hold until Sunset puts the pool furniture in the pool house, as they have always done in the past, for the winter months. Pool furniture is still sitting at pool side. Also, hold the invoices until Terri can determine if the wading pool gate has been re-repaired. Sunset repaired a short time ago, but the repair failed. Sunset said they repaired, but Cynthia verified while pool was open that it was not repaired. She called Alex & Dimo to report. Barbara verified 10/16.

Pool Furniture Reconditioning: Terri received a proposal from Criterion (W. VA. Company) for pool furniture reconditioning. Pricing was as follows: \$73/lounge chair (there are 12 chairs); \$45/chair (there are 47 chairs); \$175 pickup and delivery charge. Motion was made to table this project until next season.

Landscaping: REF # 45, 132, 76, 57 and catch basins-Complete Landscaping's proposal dated August 28, 2019-Eleanor made a motion to accept Complete Landscaping's proposal dated August 28, 2019 except on page 2; remove "approximately 6..." and replace with "all...". Cynthia seconded the motion to accept Complete Landscaping's proposal dated August 28, 2019 except on page 2; remove "approximately 6..." and replace with "all...". All voted, motion passed.

New request-REF # 117-Remove all vegetation and rosebush around the HVAC unit.

Door Painting Update: Terri stated that Per Carlos, all woodwork and all painting have been completed. A walkthrough is scheduled for Wednesday, October 23, 2019.

Ratify votes: REF #s 32-34- TTHW will pay a \$5K deductible for sewer backup occurrence. John motioned to ratify email vote dated 10/31/19. Cynthia seconded the motion. All voted, motioned passed.

Dog Park Signs: Terri brought actual Dog Park signs to the meeting to show the board members. She will ask the LCS Property employee who is working on the park's construction, to install the signs.

Snow Removal Proposal: Orella's Landscaping proposal. John motioned to accept Orella's snow removal proposal dated August 27, 2019 for the 2019-2020 snow season. Cynthia seconded the motion to accept Orella's Landscaping proposal dated August 27, 2019. All voted, motion passed.

Camering of Sewer Laterals: Pierce Construction will jet and camera each lateral for \$300 each and \$1.50/ft. for manhole jetting and camering. Project tabled until Terri finds out how many laterals and cleanouts are in the TTHW community.

Playground storm drain work required by FFX County: County requires that the timbers be moved back two (2) feet to allow drainage. Add timbers on all sides of the storm drain. Terri will request proposals from Pierce Construction and Complete Landscaping to push back the timbers two feet.

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, October 16, 2019 @ 6:30 P.M.**

Parking Permits: All board members should familiarize ourselves with TTHW's parking policies.

Pool Passes: Before October 1, 2019, Cynthia placed notices on each unit's door who had not turned in all of their pool passes, to remind tenants to return their passes. There are five (5) units who have not, in total, returned their pool passes: REF # 2 (5 passes missing), # 27 (3 passes missing), #104 (4 passes missing), # 109 (6 passes missing), # 138 (6 passes missing), # 86 (1 pass missing) and # 118 (1 pass missing). Terri will bill each unit \$20/missing pass.

Emails Addresses: Cynthia requested that the board members and the management company send all emails to her work and personal email addresses.

Pool Contracts: Pool hours for 2020: Weekends-May 23-June 7, 2020. Weekdays-seven days per week –June 13-August 24, 2020. After school-4 pm – 8 pm-August 25-September 7, 2020. Pool contracts contained in the board meeting package will be reviewed by the board members and discussed via email Monday, October 21, 2019.

FHA Accreditation: Management has received notification that the Association is now FHA recertified.

Meeting adjournment: Eleanor motioned to adjourn meeting at 8:44 p.m. Cynthia seconded to adjourn meeting at 8:44 p.m. Vote was taken, motion passed.

Next meeting will be held November 20, 2019 at 6:30 at 8646 Walutes Circle.

Respectively submitted by:

Eleanor Foddrell

Treasurer

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, November 20, 2019 @ 6:30 P.M.**

TTHW Attendees: John Thomas, Vice President; Eleanor Foddrell, Treasurer; Derian Williams, Secretary (called in)

BCM Attendee: Terri Jenkins and Barbara Turner

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

Co-Owner/Resident Attendee(s): Ref # 22 attended meeting in response to letter received from management. Owner (REF # 22) purchased pass from REF # 23. Ref # 22 stated he returned the pass to the original owner and a refund was given to him.

Note: Clarify owners own parking passes and not the tenants.

*Financials-*United Bank CD is due November 18, 2019, however the grace period is 10 days. Eleanor will call United Bank and inquire on renewal rates.

*Management Report-*See attached for status of issues and projects.

Old Business-Cameras. August 21, 2019, Cheryl signed the Baldinos. Proposal was pending due to questions from the board members. Terri reported her findings: the DVR has a 90 day unconditional return warranty, a one year over the counter exchange and a three year product warranty, otherwise, Baldino's will come out and repair. Terri will now submit the signed proposal.

Dog Park- Dominion Energy is scheduled to call Terri by December 2, 2019, if she does not receive the call, she will call Dominion Energy to follow up on completion of work in the dog park.

*Wooden benches in dog park-*John made a motion to accept the wooden benches in the dog park. If they deteriorate, we will re-visit at a later date. Eleanor seconded the motion. Vote was taken, motion carried.

John made a motion to pay LCS Properties 50% (\$8,800.50) of the amount due on November 19, 2019 and that Terri send LCS a letter to ask for a firm no. of days after Dominion Energy completes its work will LCS complete its work. Eleanor seconded the motion. Vote was taken, motion carried.

Eleanor suggested that Terri send a letter to the attorney concerning filling in the hole in the dog park.

This could prove to be a danger to the community.

*Landscaping-*Terri will contact Complete Landscaping about inquire on the pending work.

*Door painting-*Painting completed, however, wood work is not completed. Colossal has not invoiced TTHW and Terri will not ask for an invoice.

*Peirce Contracting-*Cameraing - REF # 97 \$2,850 to replace and 4" pvc that the four downspouts drain into and replace with a 6" pvc pipe to drain into existing storm sewer. Eleanor made a motion to accept Peirce's contract for REF # 97.

*Playground-*John motioned to accept Complete Landscaping & Lawn's proposal dated November 5, 2019 to correct the storm drain and playground as required by the county.

New Pool Contracts- Terri will check references for MGN and American Pools.

*Recommendation for pool hours-*Weekends May 23rd-June 7th, weekends, only. June 12th Schools close.

June 13th pool opens seven days/per week. August 24th-September 7th (after school) 4 pm – 8 pm.

Pool-Table white coating until we get a pool contractor in place. Eleanor made a motion that the board not consider Sunset's proposal for the upcoming pool season. John seconded the motion. Vote carried.

Eleanor signed the state and federal taxes and Goldklang's representation letter. Terri will forward the 2018 and 2019 audits.

Next meeting-John motioned to not have a December 2019 board meeting and that if anything important came up, we could handle such issued via email. Eleanor seconded the motion. Vote taken, motion carried.

Motion to adjourn was made by John and seconded by Derian Vote was taken, motion carried. Adjournment at 8:23 p.m.

Next Meeting: January 15, 2020 @ 6:30 pm.

Respectfully submitted,
Eleanor Foddrell
Treasurer

Management Report
Nov 19

- 10/17 Rec'd email from Baldino's stating the cameras, power supply and DVR have a 90 day unconditional return, 1 year OTC exchange and 3 year product warranty.
- 10/21 notified of rodents at 8830 building, will ask Third Gen to put bait station there. Scheduled emergency call with Alexandria Pest Services for \$125.
- 10/21 8862 sewer back up repairs completed- contractor notified me that there was an active leak from the washing machine hose bib, letter being sent to owner regarding this.
- 10/22 Carna Davis called asking about the dead shrubs next to his patio, told him it was approved to remove them, he asked about replacement. Very upset as to how association has money for dog park but cannot spend money on plants.
- 10/23 met with Carlos from Colossal Painting to review the painting of the doors, he will be sending final invoice soon. Landscaper was onsite aerating and seeding, Mid Atlantic was there picking up trash and LCS was repouring concrete.
- 10/24 emailed Peirce asking about # of laterals and also about other approved work for 2 lines and the downspout issue.
- 10/24 sent the board copies of pool proposals for review as discussed at the last board meeting.
- 10/24 emailed Sunset about the baby pool gate not working.
- 10/24 pool furniture will be stored by Monday according to Sunset, not done as of 10/30 sent email asking for update.
- 10/24 emailed Sunset and asked for revised proposals on pool starting 6/13 and for the whitecoating.
- 10/30 reviewed minutes and made changes for BOD
- 10/30 Email from Complete that resident approached crew and asked for a change to the work they were doing, will put in newsletter something about this.
- 11/4 reported light out at 8664
- 11/4 emailed county about storm water drain at playground, stated waiting on proposals
- 11/4 the following units were charged for pool permits #27 \$60, #104 \$20, #109 \$120, #118 \$20, #138 \$20.