

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, January 20, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 874 2121 1623.

TTHW Board Member Representatives: John Thomas, Vice President; Eleanor Foddrell, Treasurer; Cynthia Addis, Member at Large.

Absent: Cheryl Jelks, President and Derian Williams, Secretary

BCM Participants: Terri Jenkins and Barbara Turner-Keith

Call to Order and Proof of Quorum: John Thomas verified proof of quorum and called the meeting to order at 6:37 p.m.

Open Forum: No residents were on the call.

Minutes: John made a motion to accept the November 18, 2020 meeting minutes, seconded by Cynthia, motion passes 2-0 with Eleanor abstaining due to absence. August 2020 minutes tabled to the February meeting.

Executive Session: John motioned to go into Executive Session to discuss legal report, owner correspondence, and Architectural request at 6:40 p.m. Motion seconded by Cynthia and motion carried unanimously.

Motioned to come out of Executive Session by Cynthia at 7:26 p.m seconded by John and approved unanimously.

Executive Motions:

John motioned for Ref. #75 & #116 to send to lawyer for collections. Seconded by Cynthia. Motion passed unanimously.

John motioned to deny Arch application for Ref. #44, seconded by Cynthia, motion passed unanimously. Terri to let owner know the board wants to investigate the attic venting.

John motioned for 30-day extension for Ref. #27, seconded by Cynthia, motion passed unanimously.

Ref. #68 request for refund tabled until February meeting.

Financials: Reviewed

Cynthia asked Burke not being paid in Dec. Invoice was approved in January.

John moved to renew the CIT CD (0023) maturing on 1/21/21 for 52 weeks at .75%, seconded by Cynthia and motion passed unanimously.

Management Report:

The next CIT CD (0066) will mature 4/22/21. Will address it in the 4/21/21 Board meeting.

Hanmi CD (1335) will mature 4/12/21. Should address week of 4/5/21.

Unfinished Business:

1. John moved to allow Terri up to \$400 in additional money for tree work, when Absolute Tree is doing other approved work on 2/2/21, Cynthia seconded, motion carried unanimously.
2. Management to send letter to #106 in regard to not planting the crepe myrtle, due to refusal to water. Grass is already growing back.
3. Pool Contract: Terri revised with attorney recommendations and sent to MGN awaiting their suggestions/approval and recommends board approve via email.

New Business:

1. Discussed other units using requested Handicap spaces. Terri to notify residents to submit application if they need a Handicap space.
2. Terri suggested Landscaper (J&J), perform additional leaf removal at a cost of \$1400. BOD wants Terri to confirm Complete Landscaping did the 2 in 2020 per their contract.
3. Terri proposed having landscaper (J&J) install dirt (5 cubic yds) and grass seed along curb where due to the parking lot increased the height of the curbs, at a cost of \$1450, Board stated cost was high and asked for more proposals.
4. Eleanor motioned to pay Brother's Paving 80% of their invoice or \$160,608 for work completed, seconded by Cynthia. Motion passed unanimously.

Motion to adjourn was made by John seconded by Cynthia and unanimously approved at 8:05 p.m.

Next Meeting: February 17, 2021 @ 6:30 pm via Zoom due to the pandemic.

Respectfully submitted,

Cynthia Addis

Member At Large

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, February 17, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 874 2121 1623.

TTHW Board Member Representatives: Eleanor Foddrell, Treasurer; Derian Williams, Secretary; Cynthia Addis, Member at Large.

Absent: Cheryl Jelks, President and John Thomas, Vice President.

BCM Participants: Terri Jenkins and Barbara Turner-Keith

Call to Order and Proof of Quorum: Eleanor Foddrell verified proof of quorum and called the meeting to order at 6:37 p.m.

Open Forum: No residents were on the call.

Minutes: Eleanor made a motion to accept the January 20, 2021 meeting minutes, seconded by Cynthia, motion passes unanimously. Eleanor made a motion to accept the August 19, 2020 meeting minutes with changes, seconded by Derian, motion passes 2-0 with Cynthia abstaining.

Executive Session: Eleanor motioned to go into Executive Session to discuss legal report, owner correspondence, and Architectural request at 6:38 p.m. Motion seconded by Cynthia and motion carried unanimously.

Motioned to come out of Executive Session by Eleanor at 6:56 p.m. seconded by Cynthia and approved unanimously.

Executive Motions:

Eleanor motioned for Ref. #75 payment plan (if one payment is missed will be sent to attorney and will lose parking privileges), #116 to send to lawyer for collections. Both seconded by Cynthia. Motion passed unanimously.

Eleanor motioned to reimburse Ref. #68 \$75 for work done, seconded by Cynthia, motion passed unanimously.

Eleanor motioned for extension to April 15 for Ref. #27, seconded by Cynthia, motion passed unanimously.

Eleanor motioned to deny Ref. #100 request for refund of late fee, seconded by Cynthia, motion passed unanimously.

Financials: Reviewed

Management Report:

The next CIT CD (0066) will mature 4/22/21. Will address it in the 4/21/21 Board meeting.

Hanmi CD (1335) will mature 4/12/21. Should address week of 4/5/21.

Unfinished Business:

1. Terri confirmed Complete Landscaping did the 2 in 2020 per their contract and also verified Landscaper (J&J), completed leaf removal. Derian verified completed as well.
2. Terri verified dirt (5 cubic yds.) and grass seed along curb where installed at no cost by Brothers Paving.
3. Derian moved to accept Pool contract with Addendum attached, seconded by Cynthia, motion carried 2-0. Eleanor abstained.
4. Eleanor motioned to accept OnPoint \$1,150 estimate to remove existing message board and install Trail Sign with Post in Cedar color Model #H-7975 cedar. Furnish and install Solar Light at new message sign, seconded by Derian. Motion passed unanimously. Terri to send picture to Board.
5. Eleanor motioned to accept OnPoint \$37,675 estimate to furnish and install screen over roof vents, soffits and exterior vents as required. Re-caulk all electrical, HVAC line sets entering each unit. Remove existing wood gable vents on all buildings, furnish and install PVC Surface Mounted Gable Vents, flash and caulk all connection points. Apply screening over Vents after install. Seconded by Derian. Motion passed unanimously.

New Business:

1. Tabled 3 doors at pool to be replaced until Terri confirms the door material.

Motion to adjourn was made by Eleanor seconded by Derian and unanimously approved at 7:58 p.m.

Next Meeting: March 17, 2021 @ 6:30 p.m. via Zoom due to the pandemic.

Respectfully submitted,

Cynthia Addis

Member At Large

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, March 17, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 874 2121 1623.

TTHW Board Member Representatives: John Thomas, Vice President; Eleanor Foddrell, Treasurer; Cynthia Addis, Member at Large.

Absent: Cheryl Jelks, President and Derian Williams, Secretary.

BCM Participants: Terri Jenkins and Barbara Turner-Keith

Call to Order and Proof of Quorum: Eleanor Foddrell verified proof of quorum and called the meeting to order at 6:47 p.m.
Open Forum: No residents were on the call.

Minutes: Eleanor made a motion to table the February 17, 2021 meeting minutes until next month.

Executive Session: Eleanor motioned to go into Executive Session to discuss legal report and owner correspondence at 6:49 p.m. Motion seconded by John and motion carried unanimously.

Motioned to come out of Executive Session by Eleanor at 7:24 p.m. Seconded by John and approved unanimously.

Executive Motions: None

Financials: Reviewed

Management Report:

The next CIT CD (0066) will mature 4/22/21. Will address it in the 4/21/21 Board meeting. Terri will check rate. Hanmi CD (1335) will mature 4/12/21. Eleanor will check Hammi rate on April 1st and notify Board so it can be addressed week of 4/5/21.

Unfinished Business: None

New Business:

1. Eleanor moved to ratify the March 3, 2021 email vote to approve OnPoint to remove and replace the 3 Exterior doors at the pool. Seconded by John. Motion passed unanimously. Terri to verify warranty on galvanized and metal doors.
2. John moved to ratify the March 3, 2021 email vote to approve LCS to do community masonry work. Seconded by Eleanor. Motion passed unanimously.
3. Discussed Rodent treatment/contracts with Alexandria Pest Services and Third Generation. Terri will send Board contracts. Cynthia asked if hole was fixed Ref. #136.
4. Annual Board meeting will be held May 19, 2021 via Zoom due to pandemic.

Motion to adjourn was made by Eleanor seconded by Cynthia and unanimously approved at 7:59 p.m.

Next Meeting: April 21, 2021 @ 6:30 p.m. via Zoom due to the COVID-19 pandemic.

Respectfully submitted,

Cynthia Addis

Member At Large

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, April 21, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 852 9547 7214.

TTHW Board Member Representatives: John Thomas, Vice President; Eleanor Foddrell, Treasurer; Derian Williams, Secretary; Cynthia Addis, Member at Large.
Absent: Cheryl Jelks, President

BCM Participants: Terri Jenkins and Barbara Turner-Keith

Call to Order and Proof of Quorum: Eleanor Foddrell verified proof of quorum and called the meeting to order at 6:36 p.m.
Open Forum: No residents were on the call.

Minutes: Eleanor made a motion to accept the February 17, and March 17, 2021 meeting minutes, seconded by Derian, motion passes unanimously.

Executive Session: Eleanor motioned to go into Executive Session to discuss legal report, owner correspondence, and Architectural request at 6:37 p.m. Motion seconded by John and motion carried unanimously.
Motioned to come out of Executive Session by Cynthia at 6:43 p.m. seconded by John and approved unanimously.

Executive Motions:

Cynthia motioned CD CIT (0066) renewal rate for 52 weeks @ .55%, seconded by John, motion passed unanimously.
John motioned Eleanor to be approved to decide fate of Hanmi CD (1335) \$107,188.01 renewed at .25% on 4/12) if we should cash out, seconded by Derian. Motion passed unanimously.
John motioned to accept Vortex pest contract, seconded by Eleanor, motion passed unanimously.
Eleanor motioned to accept 2/2/21 LCS Proposal NTE \$12,800, seconded by John, motion passed unanimously.
John motioned to accept OnPoint proposal for \$7,950 for three galvanized doors, to replace doors and frames, seconded by Derian, motion passed unanimously.
John motioned to accept budget for 2022 to be presented to at the Annual Board Meeting, 5/19/21, seconded by Cynthia, motion passed unanimously.
John motioned for our attorney to recertify FHA designation up to \$750, seconded by Derian, motion passed unanimously.
Eleanor motioned to waive \$500 limit for management to spend on any needed signs for pool opening/covid related, seconded by Cynthia, motion passed unanimously.

Financials: Reviewed

Management Report:

Unit #90 refused to have outside leaking faucet repaired.
John and Derian to look at location to have curb cut. Cynthia to re-send email. Terri to get proposals.
Attorney to run Annual Board Meeting at no additional cost.

Unfinished Business:

1. Request to move handicap sign between 8606 & 8616 by parking lot (currently on other side of sidewalk).
2. Terri to check 30-day cancellation with Alexandria Pest and submit our cancellation.
3. Professional Reserve study \$4,000.

New Business:

1. John and Derian both will re-run for the Board.
2. Pool to open, guidelines may change with Governor's policies. Guard to take temperatures as people enter. Maximum of 50 people and 10 feet apart distance. No pool furniture. No Guests. Must submit pool form and waiver to obtain pool passes.
3. MGN requested two hand sanitizer stations and has a list of items needed for pool.
4. Eleanor to pick up three fire extinguishers.
5. Eleanor volunteered to walk property to look for any lights out.
6. Eleanor will sign and scan proposals this month.

Motion to adjourn was made by Eleanor seconded by John and unanimously approved at 8:06 p.m.

Next Board Meeting: June 16, 2021 @ 6:30 p.m. via Zoom due to the pandemic.

Respectfully submitted,
Cynthia Addis
Member At Large

Terrace Towne Homes of Woodlawn
Organizational Meeting Via Zoom due to COVID-19
May 19, 2021
Immediately following the 2021 Annual Meeting

Board Present: Cheryl Jelks, John Thomas, Eleanor Foddrell, Cynthia Addis

Management Present: Terri Jenkins, Barbara Keith

Attorney Present: Bob Segan

Homeowners Present: Jeanine Gillis, Betty Walker

The meeting was called to order at 7:11pm by Bob Segan. Quorum of the board was met.

The Board unanimously voted for the following Board positions:

Cheryl to serve as President,

John to serve as Vice-President,

Cynthia to serve as Secretary,

Eleanor to serve as Treasurer,

Derian to serve as Member at Large.

Pool Re-opening:

The pool will re-open on May 29th. Vaccinated people can use the pool freely; unvaccinated people should still follow social distancing. The Association, Board and BCM will not be held responsible to monitor unvaccinated/vaccinated people. The Board will require everyone to complete a waiver before passes are issued. No guests will be allowed only residents. Residents need to bring their own furniture. No food at the pool.

Cynthia motioned to move into executive session at 7:21pm to discuss a homeowner request.

John seconded; All in favor; the motion carried.

Cynthia motioned to close Executive Session 7:32pm to move back into open session. John Seconded. All in favor.

Cheryl motioned to approve the ARC request with the contingency that the homeowner can plant the azalea bushes as long as they are aware that he must purchase the bushes, he will remove when they die and know that they landscapers are not responsible for replacement of any dead plants/bushes. The board unanimously agreed. 4-0

Cheryl motioned to adjourn the meeting at 7:40pm. All in favor.

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, June 16, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 852 4253 2825.

TTHW Board Member Representatives: John Thomas, Vice President; Eleanor Foddrell, Treasurer; Cynthia Addis, Secretary.
Absent: Cheryl Jelks, President; Derian Williams, Member at Large.

BCM Participants: Terri Jenkins and Barbara Turner-Keith

Call to Order and Proof of Quorum: Eleanor Foddrell verified proof of quorum and called the meeting to order at 6:46 p.m.
Open Forum: No residents were on the call.

Executive Session: John motioned to go into Executive Session to discuss legal report at 6:47 p.m. Motion seconded by Eleanor and motion carried unanimously.

Motioned to come out of Executive Session by Cynthia at 6:53 p.m. seconded by John and approved unanimously.

Minutes: John made a motion to accept the April 21, 2021 and May 19, 2021 meeting minutes, seconded by Eleanor, motion passes unanimously.

Financials: Reviewed

Eleanor motioned to take \$138,000 from the operating account, cash out the United CD at \$62,712 this month, and add those two amounts together to open a CIT CD for 52 weeks at .7%, John seconded and all approved.

Management Report:

1. #116 account closed in June, but past due two months. Action to be taken.
2. Crime coverage increase of \$41.00, policy thru 8/1/21.
3. Table proposal of fill dirt \$1,490.00 by J&J (only by bamboo in back). Burke to get additional proposals for all areas that need fill dirt by curbs. Homeowner toward front of property behind new firehouse brought it up months ago as did Cynthia when curbs were installed (especially by Fido dog station behind new firehouse and around that stretch of parking spaces). Terri to look at all curbs on Monday, June 21, 2021.
4. Burke on site 6/9/21. Reviewed camera data to find out about the pool fence, saw children entering the open gate into the wading pool area, one child jumped onto the trash can in corner and over the small fence and down the steps into the pool, upon talking to other children on the playground that day found that the child lives at #41. Talked with mother and given first warning about violation of pool rules and danger of entering pool when not open.

Unfinished Business:

1. Curb cutting proposal \$4,000 from Brother's for single handicap ramp for back of community. Multiple handicap ramps would be \$1,800 each for two or more. Need additional proposals.
2. Bulletin Board and light materials on sight in office. Will be installed in same place as current bulletin board.

New Business:

1. Eleanor motioned to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion, seconded by John and all approved.

Motion to adjourn was made by Eleanor seconded by John and unanimously approved at 7:48 p.m.

Next Meeting: July 21, 2021 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Cynthia Addis
Secretary

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, July 21, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 834 2179 8215.

TTHW Board Member Representatives: John Thomas, Vice President; Eleanor Foddrell, Treasurer; Cynthia Addis, Secretary; Derian Williams, Member at Large.

Absent: Cheryl Jelks, President

BCM Participant: Barbara Turner-Keith

Absent: Terri Jenkins

Call to Order and Proof of Quorum: Eleanor Foddrell verified proof of quorum and called the meeting to order at 6:36 p.m.

Open Forum: No residents were on the call.

Executive Session: Cynthia motioned to go into Executive Session to discuss legal report at 6:37 p.m. Motion seconded by John and motion carried unanimously.

Motioned to come out of Executive Session by John at 6:41 p.m. seconded by Derian and approved unanimously.

Minutes: Eleanor made a motion to accept the June 16, 2021 meeting minutes, seconded by John, motion passes unanimously.

Financials: Reviewed

Management Report:

1. 25 units have pool passes.
2. OnPoint is continuing attic inspections and gable installations. John had an appointment on Friday between 9-11am and they were a no show. Mgmt. told John they said they did knock on his door. Cynthia has suggested a number of times that OnPoint should leave a notice at every unit they knock on the door and there is no answer with contact information to schedule an appointment. Board members agreed.
3. Landscape company is responsible to trim excess bushes over sidewalk in front of 8688. Action for Management.
4. Requested proposals for curb cutting and dirt filled in around curb. Hope to have them for next Board meeting.
5. #90 request for additional handicap space denied. Spaces are not reserved for specific units. Common courtesy would be for other unit to submit a request a space.
6. Action item for Management to send letter to #87 dated 7/21/2021.

Unfinished Business:

1. Curb cutting proposals requested for single handicap ramp for back of community.
2. Proposals requested for fill dirt around curbs.
3. Bulletin Board and light materials on sight in office. Will be installed in same place as current bulletin board.

New Business:

1. Water bill inquiries are being researched by Burke Management. Cynthia confirmed water is still running for months now in front of old fire house on Lukens Lane. Action item for Management to inquire if this effects TTHW in any way given right-a-way was given to county of waterline.
2. With the exception of emergency repairs, no major car repairs are to be done in parking lot. Violation letter to be sent to #137 for repairs being made to cars on numerous occasions.
3. Residents should call Police non-emergency lines for any noise complaints. During the day that call should be to code compliance at 703-324-1300 or after hours to Police non-emergency at 703-691-2131. Board does not manage issues between units.
4. Discussed issuing a Summer Newsletter. Action for Cynthia.
5. Derian suggested signs for community concerning noise level. Action for him to research and provide his suggestions for next Board meeting.
6. Derian suggested signage for community to identify unit numbers for deliveries. Action for him to research and provide his suggestions for next Board meeting.
7. Parking policy discussed and suggested schedule in fall for new passes to be issued. Action item for management to confirm grace period A-1 tow company gives for expired inspections. (Possibly 10 or 15 days they do not tow.)

Motion to adjourn was made by Eleanor seconded by Derian and unanimously approved at 7:49 p.m.

Next Meeting: August 18, 2021 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Cynthia Addis

Secretary

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, August 18, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 848 2992 9814.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Cynthia Addis, Secretary; Derian Williams, Member at Large.
Absent: Eleanor Foddrell, Treasurer

BCM Participant: Terri Jenkins, Barbara Turner-Keith

Call to Order and Proof of Quorum: Cheryl Jelks verified proof of quorum and called the meeting to order at 6:30 p.m.

Open Forum: No residents were on the call.

Executive Session: Cheryl motioned to go into Executive Session to discuss legal report at 6:31 p.m. Motion seconded by John and motion carried unanimously.

Motioned to come out of Executive Session by John at 7:06 p.m. seconded by Cheryl and approved unanimously.

Executive Motions:

Hearing #146 Motion to send letter asking owner to redo repairs. Box should be interlocked and supported with spike through timbers. Letter from management referencing other units with landscape boxes, give 30 days to comply.

Hearing #36 Motion to send letter stating only 2 door mats allowed at front door, Per Policy Resolution No. 2010-01-14-Patio, Deck, and Exterior Appearances, f. "Carpeting: No carpeting or covering of any type shall be installed over the deck or patio floors."

Hearing #74 Motion to give 14 days to repair/replace broken window blinds, and torn screen, if not done then assessment starts of \$10 per day until complied.

Hearing #111 Motion to give 14 days to remove chair and bottom of bird bath from common ground, if not done then assessment starts of \$10 per day until complied. They said they completed painting the lentils but has not been verified by Mgmt.

Hearing #141 Motion to give 14 days to repair/replace broken window blinds, if not done then assessment starts of \$10 per day until complied.

Architectural application for #36 Motion to approve doorbell as stated in application denial of more than 2 door mats.

Architectural application for #18 approved on the condition that doorbell was installed using a sticky tape (no wires or drilling into brick).

#79 Using parking pass not issued to unit in violation of signed Vehicle Registration Form. Must return to office within 10 days or loose parking privileges.

The above motions were all moved by Cheryl, seconded by John and approved unanimously 3-0.

Minutes: Derian made a motion to accept the July 21, 2021 meeting minutes, seconded by John, motion passes unanimously.

Financials: Reviewed

Insurance Agent, John Devine, to attend August meeting and was a No Show.

Management Report:

1. Burke working with OnPoint to continue attic inspections and how to notify residents to set up appointments.
2. OnPoint has completed gable installations.
3. Requested proposals for dirt to be filled in around curb. Still waiting on proposal.
4. Vortex contract started on July 1st, 2021. Alexandria Pest & Third Generation Pest contracts ended 6/30/21. Initial amount was \$350.00.

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, August 18, 2021 @ 6:30 P.M.

Unfinished Business:

1. Proposals requested for fill dirt around curbs.
2. Bulletin Board and light materials still in office. To be installed in same place as current bulletin board 8/20/21.

New Business:

1. Water bill inquiries were researched and TTHW will be credited \$4,927.83 to account 284. Invoice #2999 was incorrect.
2. Pool hours will change next week when Fairfax County Schools start.
3. On Point installed men's room door on 8/11/21, ladies room door on 8/18/21, & Chemical Room door to be installed next week.
4. #148 said patio is flooding. Patio should be angled out to prevent it.
5. #77 DAF fixed leak due to outside faucet leaking. Drywall repairs needed.
6. Proposals for curb cutting: LCS \$3,984. Brothers \$5,000 for one, \$1,300 for each if multiple ramps are done. Cheryl volunteered to provide a map of suggested locations for Handicap ramps.
7. Dryer vents need to be looked at. TTHW responsibility to paint and repair them.
8. Burke to inquire TTHW lawyer about installing Door Bells/Cameras with stick on tape. If Resolution is needed.
9. Board noticed rolling roof on 8600 building. (8606 & 8608) Burke to research.
10. Requested Burke Mgmt to get an estimate to trim Crepe Myrtle trees that are overgrown/rubbing against buildings.
11. Board requested #6 to remove large fig tree that was not approved to be planted. ACH form was never submitted to plant it. The tree is very overgrown and too close to the building.
12. Board requested looking into venting the roofs that don't have them.

Motion to adjourn was made by Cheryl seconded by John and unanimously approved at 7:46 p.m.

Next Meeting: September 15, 2021 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Cynthia Addis

Secretary

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, September 15, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 873 9646 2863.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Cynthia Addis, Secretary; Derian Williams, Member at Large.
Absent: Eleanor Foddrell, Treasurer

BCM Participant: Terri Jenkins, Barbara Turner-Keith

Call to Order and Proof of Quorum: Cheryl Jelks verified proof of quorum and called the meeting to order at 6:30 p.m.

Open Forum: No residents were on the call.

Executive Session: John motioned to go into Executive Session to discuss legal report, hearings, and homeowner's requests at 6:32 p.m. Motion seconded by Cheryl and motion carried unanimously.

Motion by Cheryl to come out of Executive Session at 7:01 p.m.; seconded by John and approved unanimously.

Executive Motions:

Cheryl moved to approve Management to speak with the Attorney regarding unit #59's home inspection. Derian seconded. All in Favor.

Cheryl moved to approve unit #146 landscaping box repairs. Derian seconded. Three in favor. Cynthia opposed. Motion passed 3-1

Board agreed to allow #61 a parking pass for his vehicle based on the pictures that he provided. He stated that it does not reflect TAXI or FOR HIRE anywhere on vehicle or tags. Cynthia disagreed and will look at it to verify.

Minutes: Cheryl made a motion to accept the August 18, 2021 meeting minutes, seconded by Derian, motion passed unanimously.

Financials: Reviewed

Management Report:

1. Working with OnPoint to continue attic inspections and how to notify residents to set up appointments.
2. Requested proposals for dirt to be filled in around curb. Still waiting on proposal.
3. Called Bob Segan about doorbell camera resolution.
4. Emailed John Devine about invoice for insurance late fees.
5. Emailed Vortex about treating dog park area for mosquitoes, gave initial spray proposal of \$300, but the park would have to be closed for 4 hours for it to dry. Unsure if this would be a once-a-year treatment suggestion or more frequently, Kevin will check the dog park and let Management know.
6. Working with OnPoint about issue with chemical room door.
7. Working with the attorney's office on extra information for the FHA approval. Additional income statements for 2 more years sent, along with a certificate of insurance showing coverage for management company.
8. Notified #56 to use handicap space in corner up front. Handicap application was approved.
9. Notified towing company about commercial truck that should have been towed per contract.
10. Notified by realtor of issues with #59 roof trusses/repairs, sent home inspection with details and pictures.
11. Arch form received from #56 for doorbell.
12. Unit #77 had exterior faucet leak, DAF repaired, but drywall repair needed. OnPoint to do this in conjunction with drywall repair of bathroom doors.

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, September 15, 2021 @ 6:30 P.M.

Unfinished Business:

1. Proposals requested for fill dirt around curbs.
2. Bulletin Board and light materials are still in office. They were scheduled to be installed in same place as current bulletin board 8/20/21.
3. Dominion still has not replaced light between 8738 and 8726. Reported numerous times.
4. Unit #62 has not applied for handicap parking.
5. Terri will reach back to A-1 Towing again regarding new Parking Permits for TTHW. No response previously.

New Business:

1. The Board agreed to table handicap ramp proposal until next month. Terri will need to get a proposal for a total of five ramps. (Brother's proposal \$900-\$1,300 each. LCS's proposal for three totaled \$13,384)
2. Cheryl motioned to accept McNabb's Proposal in the amount of \$18,000 to do roof inspection of all units seconded by Derian, motion passed unanimously.
3. Discussed kids playing football and riding bicycles in-between units on common ground. Cannot prevent but will include in letter to community.
4. Discussed Ring Doorbells. Per our governing documents nothing can be attached to the buildings. Agreed to allow tape to be used to attach. Every resident will need to submit Architectural Modification Request Form to install to request approval from the Board before installing. Anyone that has already installed with screws will need to remove and repair holes. The Board will need to make a list of acceptable places and rules for the ring doorbells. When a resident leaves TTHW, they must remove and repair any damage to the exterior of the building. More rules to come from the Board.
5. Pool passes are due back October 1st. We will give reminder notices to all units that do not return by 10/1/21.
6. Terri will send a letter out regarding playing in common ground, ring doorbells, returning pool passes and attic inspections.
7. Board member visited office last night and addressed several concerns with OnPoint. Management to address with OnPoint a.s.a.p.
8. Request from homeowner to spray dog park for mosquitoes. Management obtained a \$300 proposal to spray. Board unanimously denied the treatment due to the woods surrounding park would render it useless.
9. OnPoint notified Management concerning the electrical box covering in Chemical Room. Derian motioned to accept the E. L. Blackwell proposal in the amount of approximately \$1,500.00 to replace the electrical box covering, seconded by Cheryl, motion passed unanimously. Terri will send the Board the proposal and picture of the electrical box to the Board.
10. Discussed a Resolution to continue Board meetings virtually. Management will contact Bob Segan to draft a Resolution for the Board.
11. Board member will contact her contact about when the pool cover should be replaced. Either now or after next season. Terri will send MGS's \$5,980 proposal for a new mesh green loop lock pool cover to the Board.
12. Terri will get a Stop sign proposal to be placed when exiting property.
13. Discussed snow contract for 2021-2022 season. Terri will get Orellana's updated Snow proposal for next month's meeting.

Motion to adjourn was made by Cynthia seconded by Cheryl and unanimously approved at 7:55 p.m.

Next Meeting: October 20, 2021 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Cynthia Addis

Secretary

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, October 20, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 894 4942 2382.

TTHW Board Member Representatives: Cheryl Jelks, President; Cynthia Addis, Secretary; Eleanor Foddrell, Treasurer; Derian Williams, Member at Large.
Absent: John Thomas, Vice President

BCM Participant: Terri Jenkins, Barbara Turner-Keith

Call to Order and Proof of Quorum: Cheryl Jelks verified proof of quorum and called the meeting to order at 6:32 p.m.

Open Forum: No residents were on the conference video/call.

Executive Session: Cheryl motioned to go into Executive Session to discuss legal report, hearings, and homeowner's requests at 6:34 p.m. Motion seconded by Cynthia and motion carried unanimously.

Motion by Cheryl to come out of Executive Session at 6:41 p.m.; seconded by Cynthia and approved unanimously.

Executive Motions:

Cheryl moved to approve Handicap application request submitted by #22. Cynthia seconded. All in Favor.

Eleanor motioned to renew CD ending in 0066 that matures on 10/21/21 into a 26 week if 52 week is not available at .40 interest. Cheryl seconded. All in Favor.

Minutes: Cheryl made a motion to accept the September 15, 2021, meeting minutes with change to next month's meeting date, seconded by Eleanor, motion passed unanimously.

Financials: Reviewed

Management Report:

1. Sent letter to #6 to remove fig tree.
2. Working with attorney's office on FHA recertification. Also need to increase crime policy coverage.
3. Emailed BOD all requested information from board meeting.
4. Emailed Absolute Tree to meet with Management on the 22nd to look at tree work.
5. Notified #56 to remove contact paper from windows.
6. #98 asked again about not receiving his third guest hang tag. He did not provide all requested info.
7. Eight late notices/invoices sent on 9/20.
8. Check from #111 sent back by bank due to destruction by the US Postal Service.
9. Email from #63, sent pictures of water standing between walls while doing renovation, thought the water was coming from #64, Mgmt. contacted owner of #64, has no leaks. #63 contacted plumber to see what was leaking. When plumber was there nothing was leaking, this is believed to be from condensation, line but no proof.
10. Email from 8690 about a shrub needing to be trimmed away from HVAC unit and a limb hanging down over parking space. Notified J & J about shrub and will have limb included in Absolute tree proposal.

Nothing reported between 9/24 and 10/5

11. Emailed reminders to 9 units that did not turn in pool passes.
12. Drywall repaired at #77 from outside faucet leak.
13. Onsite visit 10/6.
14. DPOR renewal filled out and uploaded for payment.
15. Board member reported the following wall packs as out: 8600-8608, 8614-8616, 8650.
16. Received an emergency call on 10/16 regarding sewer smell at 8672.
17. Responded to #148 to what can go around patio to prevent mulch on patio, owner also asks again about rain gutter adjustment.
18. Onsite visit to meet with Absolute Tree for tree trimming proposal on 10/19.
19. Delivered temporary parking to two units.

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, October 20, 2021 @ 6:30 P.M.

Unfinished Business:

1. Handicap ramps – Board requested 3 proposals. Terri will need to get a proposal for a total of five ramps. (Brother's proposal \$900-\$1,300 each. LCS's proposal for three totaled \$13,384)
2. Ring doorbells – Drafted letter will be sent to Board for approval.
3. New parking permits – Tabled
4. Proposals requested for fill dirt around curbs.
5. Dominion still has not replaced light between 8738 and 8726. Reported numerous times.
6. Unit #62 has not applied for handicap parking.
7. Terri will reach back to A-1 Towing again regarding new Parking Permits for TTHW. Previously, no response.
8. Discussed Ring Doorbells. Per our governing documents nothing can be attached to the buildings. Agreed to allow tape to be used to attach. Every resident will need to submit Architectural Modification Request Form to install to request approval from the Board before installing. Anyone that has already installed with screws will need to remove and repair holes. The Board will need to make a list of acceptable places and rules for the ring doorbells. When a resident leaves TTHW, they must remove and repair any damage to the exterior of the building. More rules to come from the Board.
9. Pool passes are due back October 1st. We will give reminder notices to all units that do not return by 10/1/21.
10. Terri will send a letter out regarding playing in common ground, ring doorbells, returning pool passes and attic inspections.
11. Board member visited office last night and addressed several concerns with OnPoint. Management to address with OnPoint a.s.a.p.
12. OnPoint notified Management concerning the electrical box covering in Chemical Room. Derian motioned to accept the E. L. Blackwell proposal in the amount of approximately \$1,500.00 to replace the electrical box covering, seconded by Cheryl, motion passed unanimously. Terri will send the Board the proposal and picture of the electrical box to the Board.
13. Discussed a Resolution to continue Board meetings virtually. Management will contact Bob Segan to draft a Resolution for the Board.
14. Board member will contact her contact about when the pool cover should be replaced. Either now or after next season. Terri will send MGS's \$5,980 proposal for a new mesh green loop lock pool cover to the Board.
15. Terri will get a Stop and other community signs proposals to be placed when exiting property.

New Business:

1. Resolution No 2021-01, Use of Electronic Means for Meeting and Voting, effective 11/01/21 reviewed. Cheryl made a motion, seconded by Eleanor, motion passed unanimously.
2. Snow removal contract approved. Cheryl made a motion, seconded by Eleanor, motion passed unanimously.
3. Stop sign proposal requested for two stop signs.
4. Maple Leaf to clean gutters between late November and early January.
5. 8670 building backed up again. Eleanor made a motion DAF to camera the line, seconded by Cheryl, motion passed unanimously.
6. Unit #148 patio needs to be leveled. Owner said mulch is coming onto patio and requested gutter to be adjusted.
7. Burke contacted J&J Landscaping about Fall trimming and Jamie refused to meet Burke on-site. Eleanor will contact him.
8. John Devine (Insurance contact) said to disregard cancellation for our umbrella policy.
9. Board reversed vote to allow #61 a parking pass for his vehicle. The car is clearly marked as a Taxi on license plates and in windows. Unit will only be issued one hang tag – Guest Pass.
10. Board selected new Bulletin Board H-2856, 38x5x29". Eleanor made a motion, seconded by Cheryl, motion passed unanimously.
11. Updates on Attics: 16 of 149 have been inspected. 7 of them need work. OnPoint spent entire day to repair one unit. They will send a report on status.
12. Burke to confirm that the Exterior Pool doors have been completed, except for the installation of a piece that fits under the door.
13. Board member stopped by earlier in month and smoke detector battery needs to be replaced downstairs.

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, October 20, 2021 @ 6:30 P.M.**

14. Burke to confirm that OnPoint has cleaned 3 toilets and winterize. MGN completed in Sept. when pool was closed.
15. One Board member has fliers about attics. Three Board members do not.
16. Terri will be out of town November 6th – 13th and Barbara will be available.
17. Burke Management Office will be closed November 24th – 26th.

Motion to adjourn was made by Cheryl seconded by Eleanor and unanimously approved at 7:36 p.m.

Next Meeting: November 17, 2021 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Cynthia Addis

Secretary

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, November 17, 2021 @ 6:30 P.M.

Due to the COVID-19 pandemic this board meeting was conducted via Zoom conference call (301) 715-8592, ID: 849 7998 6010.

TTHW Board Member Representatives: Cheryl Jelks, President; Cynthia Addis, Secretary; Eleanor Foddrell, Treasurer; Derian Williams, Member at Large.
Absent: John Thomas, Vice President

BCM Participant: Terri Jenkins, Barbara Turner-Keith

Call to Order and Proof of Quorum: Cheryl Jelks verified proof of quorum and called the meeting to order at 6:31 p.m.

Open Forum: No residents were on the call.

Executive Session: Cynthia motioned to go into Executive Session to discuss legal report, hearings, and homeowner's requests at 6:33 p.m. Motion seconded by Cheryl and motion carried unanimously. Motion by Cheryl to come out of Executive Session at 6:40 p.m.; seconded by Cynthia and approved unanimously by all.

Executive Motions:

Cheryl moved to approve Absolute Tree proposal, \$9,650. Seconded by Eleanor. All in Favor.

Eleanor motioned to renew CD ending in 8952 to a 26 week if 52 week is not available at .40 interest. Cheryl seconded. All in Favor.

Eleanor motioned to Burke to contact lawyer regarding minor resident about destruction of property and harassment. Seconded by Cheryl and approved unanimously.

Cheryl motioned to accept DAF to do work on sewer line near building 8670. Seconded by Eleanor. All in Favor.

Cheryl motioned to accept Brothers proposal for handicap ramps. Work to be completed after 4/1 once it warms up. Seconded by Cynthia. All in Favor.

Minutes: October minutes to be sent by Cynthia and email the Board will need to approve via email.

Financials: Reviewed

Management Report:

1. Emailed David (OnPoint) on 10/21 about Board request, gave him one week to finish with exterior doors and to have bathrooms cleaned. Removing all keys and access after one week. Emailed board's decision on bulletin board. Emailed David about additional post needed for the new board.
2. Emailed Marta (New management for King properties). Sent all addresses where attics need repairing and inspected and asked if contractor can get in on Friday.
3. Emailed Noni with CIT regarding renewal of CD if 52 week not available then the 26-week ok at .40%
4. Emailed Blackwell Electric about the repairs to electrical box at pool at a cost of about \$1,500, also the wall packs at 8654-8656, 8650, 8600-8608, 8614-8616.
5. Resident text pictures of someone working on vehicles in parking lot. Unknown if they are resident or not. Stated later that they packed up and left. Informed resident that we are unable to do anything if we don't know at which address, they live.
6. Emailed Dominion Energy about streetlight out CO910-66.
7. Emailed for third proposal for handicap ramps, reached out to Tibbs (Jason) and Master Markings (Victor)
8. Heard from owner of #43 and she said tenant stated that nobody at the unit was responsible for graffiti in community.
9. Email from resident 10/25 that two residents approached the person that has not applied for a handicap space that someone else had submitted proper paperwork to request space. The person cussed both out.
10. Emailed unit #67 about the handicap space and told them how to request one, also informed them of the verbal abuse of the tenant. Found out this is the wrong unit, emailed correct unit #62 about the handicap application process on 10/26.
11. Emailed Fairfax Water Authority 10/27 about low water flow issued reported by tenants.

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, November 17, 2021 @ 6:30 P.M.

12. Received email on 11/2 from John Devine about TTHW umbrella policy stated State Auto will do the insurance with premium of \$1,000 previous company Distinguished charged \$1,159.12 last year. Emailed the policy to Cheryl for signature.
13. Updating website and emailed Board 11/2 questions about removing the onsite office phone number and yahoo email? Who gets the email? Is it monitored daily?
14. Received emergency call 11/9 about sewer leak at 8718, Michael and Sons investigated and found problem to be leak in the copper pipe, remediation for mold will be needed, cabinets removed and concrete removed to do repair to pipe, board needs to decide if insurance claim to be filed or self-insured funds used.
15. A-1 notified management on 11/10 that the new parking permits were available.

Works in progress:

Attic repairs spreadsheet included with November meeting package
Exterior doors of onsite office (restrooms and chemical room) completed will be inspected by BCM on Tuesday
Bulletin Board: replacement ordered
Inspection of roofs: BCM to follow up with schedule McNabb roofing
Gutter cleaning: end of November – early January- board notified in the October meeting
Handicap ramps: waiting on board approval of proposals
Doorbells: waiting on board decision
Stop sign replacement: BCM working on
Electrical box wiring at onsite office: Blackwell completed on 11/8, also wall packs were done previous to 11/8
Restroom cleaning: Onsite paid to have the bathrooms cleaned this week, BCM to inspect on Tuesday.
Requested A-1 to install handicap sign for Unit #22
New CIT CD opened
Resolution mailed to owners on 11/8/21

Unfinished Business:

1. Handicap ramps – Board requested 3 proposals. Terri provided proposals for a total of five ramps. (Brother's proposal \$7,500. LCS's proposal \$13,384, TIBBS PAVING proposal \$14,634,)
2. Ring doorbells – Reviewed letter and four submitted forms. Unit #45 in violation. Three others (#14, #36, & #56) attached to wood per form. Location needs to be verified. Need to be removed, repaired, and replaced with tape. (Reminder: Per our governing documents nothing can be attached to the buildings. Agreed to allow tape to be used to attach. Every resident must submit Architectural Modification Request Form to install to request approval from the Board before installing. Anyone that has already installed with screws will need to remove and repair holes. The Board will need to make a list of acceptable places and rules for the ring doorbells. When a resident leaves TTHW, they must remove and repair any damage to the exterior of the building.)
3. New parking permits distribution discussion – Tabled until January.
4. Speed Limit signs and Stop sign proposal for 2 reflective signs and metal posts.
5. Letter to address doorbells, holiday decorations, hose bibs, sewer blockages, and trash days to include large items to be sent.

Pending from October – Not sure of status on these

Proposals requested for fill dirt around curbs.

Dominion still has not replaced light between 8738 and 8726. Reported numerous times.

Unit #62 has not applied for handicap parking.

OnPoint notified Management concerning the electrical box covering in Chemical Room. Derian motioned to accept the E. L. Blackwell proposal in the amount of approximately \$1,500.00 to replace the electrical box covering, seconded by Cheryl, motion passed unanimously. Terri will send the Board the proposal and picture of the electrical box to the Board.

Maple Leaf to clean gutters between late November and early January. Done.

8670 building backed up again. Eleanor made a motion DAF to camera the line, seconded by Cheryl, motion passed unanimously.

Unit #148 patio needs to be releveled. Owner said mulch is coming onto patio and requested gutter to be adjusted. Burke contacted J&J Landscaping about Fall trimming and Jamie refused to meet Burke on-site. Eleanor will contact him. Done.

John Devine (Insurance contact) said to disregard cancellation for our umbrella. Done

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, November 17, 2021 @ 6:30 P.M.**

Board reversed vote to allow #61 a parking pass for his vehicle. Then car is clearly marked as a Taxi on license plates and in windows. Unit will only be issued one hang tag – Guest Pass.

Board selected new Bulletin Board H-2856, 38x5x29". Eleanor made a motion, seconded by Cheryl, motion passed unanimously.

Updates on Attics: 16 of 149 have been inspected. 7 of them need work. OnPoint spent entire day to repair one unit. They will send a report on status. Done, but report is not accurate.

Burke to confirm that the Exterior Pool doors have been completed. A piece under the door is the only item to be completed.

Board member stopped by earlier in month and battery needs to be replaced downstairs.

Burke to confirm that OnPoint has cleaned 3 toilets and winterize. MGN completed in Sept when pool was closed.
Done

New Business:

1. OnPoint attic work discussed or lack thereof. Board does not want them back on property.
2. Burke Management Office will be closed November 24th – 26th.

Motion to adjourn was made by Eleanor seconded by Cheryl and unanimously approved at 8:04 p.m.

Next Meeting: December 15, 2021 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Cynthia Addis

Secretary

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, December 15, 2021 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 854 7564 2343.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Eleanor Foddrrell, Treasurer; Cynthia Addis, Secretary; Derian Williams, Member at Large.

BCM Participant: Terri Jenkins, Barbara Keith

Call to Order and Proof of Quorum: Cheryl Jelks verified proof of quorum and called the meeting to order at 6:32 p.m.

Open Forum: No owners/residents were on the call.

Minutes: The meeting minutes from the last 2 meetings were not completed. No minutes to approve. John motioned to have BCM start taking meeting minutes for \$55/hour, Cheryl seconded, Eleanor opposed, the motion passed 2-1. (at this time Cynthia and Derian were not on the call)

Financials: Reviewed. Eleanor mentioned the total liabilities and assets do not match. Terri explained the auditor made a Journal entry adjustment. Terri is waiting to see if she needs to adjust anything.

Management Report:

1. Tree work will be done 1/10/2022.
2. Reached out to Duane with DAF to see what needs to be done about the belly in the sewer line.
3. Called in Lights that are out.
4. Exterior Pool doors are complete. Took 1 copy of keys and put the other copy with the pool keys. 2 keys placed on bulletin board at onsite office. The same key opens all 3 doors.
5. Reached out to Brothers Paving to see if the handicap ramp price could be locked in now and completed in Spring. No response.
6. A-1 has not yet installed unit owner's requested Handicap Space sign.
7. County fence looks great; need to contact them about the other fence and vines.
8. New Bulletin Board will be installed within a week. The contractor is looking for a solar light for the board.

Unfinished Business:

1. Cheryl motioned to accept MGN's 2022 Pool Contract in the amount of \$16,744.00. Cynthia seconded, Eleanor opposed, the motion passed 4-1.
2. Cheryl motioned to have any items on the roof proposal involving satellite removal damage charged to unit owners. John seconded; the motion carried unanimously.
3. Cheryl motioned to approve the following roof repairs proposals not to exceed \$6,475.00: 8852, 8854, 8856, 8858, 8728, 8860, 8794, 8636, 8666, 8688, 8806, 8892, 8894, 8772, 8774, 8736, 8714, 8758, 8606, 8726, and 8896. Cynthia seconded; the motion carried unanimously.
4. Cheryl created note to put on applications for doorbells and emailed BOD for approval of statement, BCM to send applications to Cheryl.
5. On Point told Terri that they posted flyers and knocked on doors. They were not let into two different units after they did the initial inspection. The board unanimously agrees to not continue to use On Point.

New Business:

1. Cheryl motioned to approve the main pool cover proposal from MGN Pools if they honor their price of \$5,980.00. Derian seconded. The motion carried unanimously. Pool cover to be stored until the pool closes after the 2022 season.

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, December 15, 2021 @ 6:30 P.M.**

2. Maple Leaf agreed to go back to their reduced price for their fall invoice. They provided 2022 proposal to BCM. The Board requests additional proposals for gutter cleaning for 2022.

Motion to adjourn was made by Cheryl seconded by John and unanimously approved at 7:38 p.m.

Next Meeting: January 19, 2022 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Barbara Keith