

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, January 19, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Eleanor Foddrell, 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.

Executive Session: Eleanor motioned to move into Executive Session at 6:33 p.m. Cheryl seconded; the motion carried. (at this time Cynthia and John were not on the call)
Cheryl motioned to close Executive Session at 6:43 p.m. and move into Open Session. Cynthia seconded; the motion carried.

Eleanor motioned to deny the ARC Camera Request; the owner must remove camera above the door and fix any holes on the building. Cheryl seconded; the motion carried unanimously. **Note to applicant that approval only given to installation using double sided adhesive and location be near the door handle (usual doorbell placement).**

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

Minutes: Cheryl motioned to approve the October 2021 meeting minutes with the Board's corrections. Derian seconded; the motion carried.

Eleanor motioned to approve the November 2021 meeting minutes with the Board's corrections. Cheryl seconded; the motion carried.

Cheryl motioned to approve the December 2021 meeting minutes. Eleanor seconded; the motion carried.

Financials: Reviewed. CD ending in 7878 was not renewed (due to non-unanimous Board email vote) and will be cashed out and will be moved to the Money Market Account in the amount of \$60,141.14.

Management Report: Reviewed.

1. MGN will have to take the pool cover off in Spring to have a new one made to match.

Unfinished Business:

1. The roof repairs are completed. This is including the removal and repairs for satellite dishes installation at unit owner's expense (#147, #148, & #109). Attic ventilation will be the only item left to do. Except for the 2 buildings that need completely new roofs, **8640 and 8740.**

2. Cheryl motioned to accept the Maple Leaf Gutter Proposal for 2022 in the amount of \$3,120.00. Cynthia seconded; the motion carried unanimously.

3. One Visitor sign, 2 Speed limit signs, 2 stop sign and a No Loitering/Trespassing sign will be ordered and installed by BCM.

4. Cheryl motioned to approve the DAF Proposal to replace the belly in the sewer line at **8672** in the amount of \$4,175.00. John seconded; the motion carried unanimously.

New Business:

1. Eleanor motioned to approve the ratified email vote for Orellana to perform storm tree work. Cheryl seconded; the motioned carried unanimously.

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2. The Board requests BCM to look into Water Management Programs and receive proposals due to an increase in water usage.

Motion to adjourn was made by Cynthia seconded by Cheryl and unanimously approved at 7:31 p.m.

Next Meeting: February 16, 2022 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, February 16, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Eleanor Foddrrell

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 6:30 p.m.

Executive Session: John motioned to move into Executive Session at 6:31 p.m. Cheryl seconded; the motion carried.
Cheryl motioned to close Executive Session at 6:44 p.m. and move into Open Session. John seconded; the motion carried.
John motioned to deny the homeowner's delinquent fee removal request from their six units. Cheryl seconded; the motion carried.

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

Minutes: Cheryl motioned to approve the January 2022 meeting minutes with the Board's corrections. John seconded; the motion carried.

Financials: Reviewed.

Eleanor motioned to allow BCM to set up EFT payments for Dominion Energy and Fairfax Water to prevent late fees with the delay in receiving invoices by mail. Cheryl seconded; the motion carried.

Management Report: Reviewed.

Unfinished Business:

1. The signs were ordered in January. When they were supposed to be delivered, someone told the driver they had the wrong address, and they were sent back. Terri has reordered the signs.
2. Terri recommends not moving forward with gaining proposals for Water Management Programs with many residents refusing entry into their units during the attic inspections. She will proceed with gaining proposals if the Board requests her to.

New Business:

1. Eleanor motioned to approve the PM Plus Level I Reserve Study in the amount of \$3,900.00. Cheryl seconded; the motion carried.
2. Cheryl motioned to approve Nightingale Trucking Company's 2-year Trash Contract with a 9% increase. John seconded; the motion carried.
3. The Association has Treasury Bonds that they purchased in 1992. They are going to expire in September 2022. Terri will see how and where to cash them out.
4. Absolute Tree was out on Monday and Tuesday doing the tree work.
5. Terri met with J & J Landscaping to discuss ivy growing on the buildings and mulch being placed too high in the past. There are ten damaged shrubs that need to be removed from the snowstorm. Terri is waiting for a proposal for the playground. Cheryl requests Terri to gain proposals to plant burning bushes in front of the fencing near the fire station.

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, February 16, 2022 @ 6:30 P.M.**

Motion to adjourn was made by Cheryl and unanimously approved at 7:26 p.m.

Next Meeting: March 16, 2022 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, March 16, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; 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 6:34 p.m.

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

Minutes: Cheryl motioned to approve the February 2022 meeting minutes. Derian seconded; the motion carried.

Financials: Reviewed.

John motioned to vote by email on whether to cash out the Hamni Bank CD that matures on April 12, 2022, or to renew the CD depending on the interest rate offered at that time. Cheryl seconded; the motion carried.

John motioned to follow auditor's advice and have management transfer anything more than 20% of member's equity to replacement reserves. Cheryl seconded; the motion carried.

Management Report: Reviewed.

John motioned to approve Vortex Termite and Pest Control's proposal to treat the dog park for mosquitoes, fleas, and ticks once a month between April and October for \$65.00 per treatment. Cheryl seconded; the motion carried

Unfinished Business:

1. Cheryl motioned to approve the McNabb Roofing proposal for roof repairs in the amount of \$37,260.00; the roof repairs will be on units 8640, 8642, 8644, 8646, 8648, 8740, 8742, 8744, 8746 and 8748. John seconded; the motion carried.
2. Eleanor called Burke & Herbert Bank regarding the Treasury Bonds. They can cash them out with no fee.
3. The Board tabled the handicap parking space for #37 until they can further review.

New Business:

1. John motioned to ratify the email vote to deny the offer of settlement from unit #75 and to approve the counteroffer recommended by the attorney's office. Cheryl seconded; the motion carried.
2. Cheryl motioned to approve the J & J Landscaping proposal for mulching the playground in the amount of \$2,370.00. Derian seconded; the motion carried.
3. Cheryl motioned to approve the J & J Landscaping proposal for removing damage shrubs, ivy, and general debris in the amount of \$2,700.00. Derian seconded; the motion carried.
4. Derian motion to approve the J & J Landscaping proposal for general cleanup at the fence line and on the fence by the fire station in the amount of \$4,280.00. John seconded; the motion carried.
5. The Board requests Terri to get a proposal from J & J Landscaping for burning bushes to be installed by the fire station.
6. John requests Terri to have the J & J Landscaping look at 8812 to see if they can save the bush at the front door. He also requests that J & J Landscaping look at 8810 that has bare spots in the lawn.

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Wednesday, March 16, 2022 @ 6:30 P.M.**

7. Cheryl reported that the Dominion Energy light at 8616 is cycling and blinking repeatedly. Terri will contact Dominion Energy to repair.

Motion to adjourn was made by Cheryl and unanimously approved at 7:01 p.m.

Next Meeting: April 20, 2022 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, April 20, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Eleanor Foddrell, Treasure; Cynthia Addis, Secretary

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.

Executive Session: John motioned to move into Executive Session at 6:35 p.m. Cheryl seconded; the motion carried.

Cheryl motioned to close Executive Session at 6:37 p.m. and move into Open Session. John seconded; the motion carried.

Minutes: Cheryl motioned to approve the March 2022 meeting minutes. John seconded; the motion passed 2-0-2 with Eleanor and Cynthia abstaining.

Financials: Reviewed.

Cheryl motioned to renew the Hamni Bank CD 1335 at a .25% rate for 1 year. John seconded; the motion carried.

Cheryl motioned to renew the CIT Bank CD 1619 at a .4% rate for 1 year. John seconded; the motion carried.

Management Report: Reviewed.

Unfinished Business:

1. John motioned to approve #37 Handicap parking space request. Cynthia seconded; the motion carried.
2. Terri will be meeting with Contractors for additional tree work proposals to include the tree at 8870.
3. The Board requests Terri to get a proposal from J & J to install Evergreens behind the fire house.

New Business:

1. Cheryl motioned to ratify the email vote to approve MGN to acid wash the pools in the amount of \$950.00. Cynthia seconded; the motion carried.

2. Cheryl motioned to ratify the email vote to approve the shingle color of Barkwood for the roofs at 8640 and 8740. Cynthia seconded; the motion carried.

3. The Board was made aware of the Bamboo Article from Fairfax County.

4. Cheryl motioned to accept that the association elects 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. Cynthia seconded; the motion carried.

5. Cynthia motioned to give Fairfax County authorization for enforcement of motor vehicle & trespass laws on private property on the following:

- "Fairfax County Police Department to enforce the provisions of Section 18.2-119 of the Code of Virginia, or 5-4-1 of the Cod of the County of Fairfax for trespassing violations upon the above mentioned property"

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, April 20, 2022 @ 6:30 P.M.**

- “Fairfax County Police Department to enforce the provisions of Section 82 (Motor Vehicle and Traffic) of the Code of the County of Fairfax and Title 46.2 (Motor Vehicle and Traffic) of the Code of Virginia”
- “To remove vehicles from the property in accordance with Fairfax County Code 82-5-41.”

John seconded; the motion carried.

6. Segan, Mason & Mason has advised the Association to use the COVID waivers for the 2022 pool season. Cynthia has suggested changing the dates of when pool applications must be in by to May 21st. The Board decided to not allow any guests this pool season.
7. The Board request Terri to reach out to Advanced Towing to receive more information on their company due to A-1 Towing not responding or towing. Terri will also look into other towing companies as well.
8. Terri will be receiving the new signs next week.
9. The Annual Meeting will be Wednesday, May 18th. Cynthia and Eleanor will run for the Board again. The Board requests the attorney run the meeting.

Motion to adjourn was made by Cheryl and unanimously approved at 7:27 p.m.

Next Meeting: May 18, 2022 @ 6:30 p.m. via Zoom.

Respectfully submitted,
Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW)
Organizational Meeting Minutes
Wednesday, May 18, 2022 @ 6:30 P.M.

Due to the COVID-19 pandemic the annual meeting was conducted via Zoom conference call. Instructions on how to participate was sent with the annual meeting notice.

Those in attendance via Zoom: Robert Segan, Cheryl Jelks (8622), Eleanor Foddrell (8832), Cynthia Addis (8614), Derian Williams (8726), Terri Jenkins (BCM), Barbara Keith (BCM), Betty Walker (8810), Elizabeth Robinson (8812)

Call to Order: Cheryl called the meeting to order at 6:44 p.m.

Director's Positions: Cheryl motioned and Derian Seconded to accept slate of officers for upcoming year as the following:

Cheryl Jelks – President

John Thomas – Vice President

Cynthia Addis – Secretary

Eleanor Foddrell – Treasurer

Derian Williams – Member at Large

All in favor; the motion carried.

Motion to adjourn was unanimously approved at 6:46 p.m.

Respectfully submitted,

Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, June 15, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Eleanor Foddrell, Treasure; Cynthia Addis, Secretary

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 6:30 p.m.

Executive Session: Cheryl motioned to move into Executive Session at 6:31 p.m. Cynthia seconded; the motion passed 4-0 (John was not on the call at this time)
Cheryl motioned to close Executive Session at 6:33 p.m. and move into Open Session. Cynthia seconded; the motion passes 4-0.

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

Minutes: Cheryl motioned to approve the April 2022 meeting minutes and the May 2022 Organization minutes. Cynthia seconded; the motion passed 4-0.

Financials: Reviewed.

Cheryl motioned to move \$50,000.00 from the Operating Account to the Money Market Account. Eleanor seconded; the motion passed 4-0.

J & J Landscaping: Jamie with J & J Landscaping came onto the call to speak about different bush options to plant as a barrier behind the Fire Station. Jamie will send a proposal to plant Steeple Chase.

Management Report: Reviewed.

Unfinished Business:

1. Management has not received the proposals yet for the additional tree work.
2. The Board is scheduling parking permit pickup days between July 11th and August 12th. They will tentatively have Friday and Monday evening options between 6pm-8pm and Saturday and Sunday morning between 9am-11am. Towing for parking permits will be effective August 15th.

New Business:

None.

Motion to adjourn was made by Cynthia, seconded by Cheryl, and unanimously approved at 7:15 p.m.

Next Meeting: July 20, 2022 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, July 20, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

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

BCM Participant: Terri Jenkins, Barbara Keith

Residents Present: Andrew Dryer, Quantum Real Estate for Good Shepherd Units; Milena (8782); John & Molly Walker (8686); Valentina Hodzic (8778) and Robert Sanders

Call to Order and Proof of Quorum: Cheryl Jelks verified proof of quorum and called the meeting to order at 6:34 p.m.

Executive Session: John motioned to move into Executive Session at 6:34 p.m. Chery seconded; the motion carried.

Cynthia motioned to close Executive Session at 7:40 p.m. and move into Open Session. Eleanor seconded; the motion carried.

The Board unanimously approved to send warning letters to the following units in violation of the pool rules stating if the units violate the rules again their pool privileges will be revoked for the rest of the season: #7, #13, #19, #41, #44, #71, #86, #92, #94, #104, #121, and #128.

The Board unanimously approve to add 2 residents to unit #90 pool application to receive pool passes this season.

The Board unanimously approved to fine unit #1 \$10.00 a day for 90-days and to revoke the pool and parking privileges for 60-days if any items were placed back on common ground.

The Board unanimously denied removing the delinquent fees from Units #106 & #148.

The Board unanimously denied the ACC request from Unit #111 to place lights and plants on common ground.

The Board unanimously approved to fine unit #11 \$10.00 a day for 90-days and to revoke the pool and parking privileges for 60-days if the items were not removed from common ground by date included in the hearing result notice.

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

Minutes: Cheryl motioned to approve the June 2022 meeting minutes as written. Cynthia seconded; the motion carried.

Financials: Reviewed.

Cheryl motioned to renew CIT CDs ending 9999 and 4455 at 1.05%. Eleanor seconded; the motion carried.

Management Report: Reviewed.

Management will send letters to residents not following DMV's handicap laws.

Unfinished Business:

1. Cheryl motioned to approve the Absolute Tree Proposal in the amount of \$4,900.00 for additional tree work. Eleanor seconded; Derian abstained; the motion passed 4-0-1.
2. The Board agreed to table the J & J Landscaping proposal for Arborvitae by the fire department.
3. The parking permit effective date has been moved to 9/1/2022. Cynthia will schedule pickup dates with the other Board members and send to Terri on Monday to mail out the notice.

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, July 20, 2022 @ 6:30 P.M.**

New Business:

1. The Board unanimously agrees to let Terri shop for a new insurance company due to a 14.5% increase in the insurance premium this year.
2. Terri will contact Peirce Construction on the sinkhole near 8606 to gain a proposal to repair the sinkhole, sidewalk and patio affected.

Motion to adjourn was made by Cynthia, seconded by Eleanor, and unanimously approved at 8:19 p.m.

Next Meeting: August 17, 2022 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, August 17, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Eleanor Foddrell, Treasure; Cynthia Addis, Secretary

BCM Participant: Terri Jenkins, Barbara Keith

Residents Present: Patricia Fricken (8630)

Call to Order and Proof of Quorum: Cheryl Jelks verified proof of quorum and called the meeting to order at 6:38 p.m.

Executive Session: John motioned to move into Executive Session at 6:39 p.m. Cheryl seconded; the motion carried.

Cynthia motioned to close Executive Session at 6:50 p.m. and move into Open Session. John Seconded; the motion carried.

Cheryl motioned to send a warning letter to unit #16 for being in violation of the pool rules stating if the unit violates the rules again their pool privileges will be revoked for the rest of the season. Cynthia Seconded; the motion carried.

Cynthia motioned to revoke the pool passes for the rest of the season for unit #56. Eleanor Seconded; the motion carried.

The Board unanimously denied removing the delinquent fees from unit #148.

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

Minutes: Cynthia motioned to approve the July 2022 meeting minutes. John Seconded; the motion carried.

Financials: Reviewed.

Cheryl motioned to cash out both Treasury Bonds and move the money into the Money Market Account. Eleanor seconded; the motion carried.

Management will check to see if the CD accounts can have money added to them.

Management Report: Reviewed.

Cynthia and Cheryl will post flyers on vehicles not showing new parking permits tomorrow evening.

Unfinished Business:

1. The Board unanimously agrees there is no need to plant any bushes near the Fire Station.

New Business:

1. Cheryl motioned to ratify the email vote to go with Browns Insurance for the new insurance policy as of August 1, 2022. Eleanor Seconded; the motion carried.
2. Management will walk the association before gaining updated Curb Proposals.
3. Management will send violation notices to units using car covers and not visibly displaying the parking permits.

Motion to adjourn was made by Cheryl, seconded by Cynthia, and unanimously approved at 7:23 p.m.

Next Meeting: September 21, 2022 @ 6:30 p.m. via Zoom.

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, August 17, 2022 @ 6:30 P.M.**

Respectfully submitted,
Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, September 22, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Eleanor Foddrell, Treasure; 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 6:30 p.m.

Executive Session: The Board move into Executive Session at 6:30 p.m.

The Board closed Executive Session at 6:34 p.m. and move into Open Session.

The Board unanimously agreed to give unit #17 a one-week extension to complete unit violations.

The Board discussed the request to have the sidewalks cleaned at the circle of 8870 and agreed to not do this as all sidewalks would have to be cleaned.

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

Minutes: Cheryl motioned to approve the August 2022 meeting minutes. John Seconded; the motion carried.

Financials: Reviewed.

Cheryl will be cashing out both Burke and Herbert Treasury Bonds and closing the Safety Deposit Box on 9/22/2022. Terri will change the maturity date on the financials for CIT CD ending 4455.

Management Report: Reviewed.

Unfinished Business:

1. Cynthia gave a parking permit update. Some units have not paid for their lost parking permits. Cynthia is waiting for cars to be registered to the property before issuing those parking permits.

Management recommends that the Board should not charge new owners for new parking permits due to previous owners not returning their permits. The Board has agreed to table this discussion until they have all carefully read the rules for parking permits.

2. The Board requests Terri to speak with Dominion Towing to see if they are able to perform towing services for the community before sending any notice to A-1 Towing.

3. Terri will be sending violation notices to residents using car covers.

4. Terri will send email reminder to return pool passes.

5. Derian stated the landscaping near the Basketball Court has not been cut. Terri will reach out again to the Fire Department and the Supervisor for the area.

6. Terri will get stump grinding estimates and will see what areas around the association need dirt fill.

New Business:

1. None.

Motion to adjourn was made by Eleanor, seconded by John, and unanimously approved at 7:16 p.m.

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

Respectfully submitted,

Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, October 19, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

TTHW Board Member Representatives: John Thomas, Vice President; Eleanor Foddrell, Treasure; Cynthia Addis, Secretary; Derian Williams, Member At Large

BCM Participant: Terri Jenkins, Barbara 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.

Executive Session: No legal items or unit violations to discuss.

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

Minutes: Derian motioned to approve the October 2022 meeting minutes. John Seconded; the motion passed 3-0. (Eleanor was not on the meeting at this time)

Financials: Reviewed.

Management Report: Reviewed.

The Board requests Terri to send the governing document to them supporting the Association's insurance coverage responsibility. The Board will further discuss covering the insurance claim for water damages. Terri will send the Board what the adjuster sent to her for repairs.

Unfinished Business:

1. Terri will send a letter to the unit with the Taxi parking in the Association as that is against the parking rules. She will also contact A-1 Towing. Terri will send the Board the list of tows.

New Business:

1. Eleanor motioned to ratify the email vote to cash out CDAR 3375 and reinvest the money along with the \$40,000 from the savings bonds into a new CDARS at CIT for 52 weeks at 2.65% (total of initial CD \$100,000). John seconded; the motion passed 3-0. (Derian was not on the call at this time)
2. The Board voted 3-1 to send a hearing notice to the unit that damaged the tot lot spring rider.
3. Cynthia motioned to approve Orellana's Snow Proposal for 2022-2023. Eleanor seconded; the motion passed 4-0.
4. Cynthia motioned to approve Absolute Tree's Stump Removal Proposal in the amount of \$2,500. Eleanor seconded; the motion passed 4-0.
5. John motioned to approve MGN's 2023 Pool Proposal in the amount of \$19,584, up from the 2022 contract price of \$16,744. Eleanor seconded; the motion passed 4-0.
6. The Board will vote via email after Terri gains another proposal for the sinkhole located by 8606.
7. The Board wants management to send a letter to owners if they or their tenants have planted vegetables on the grounds, they must remove themselves.

Motion to adjourn was made by John, and unanimously approved at 7:45 p.m.

Next Meeting: November 16, 2022 @ 6:30 p.m. via Zoom.

Respectfully submitted,
Barbara Keith

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, November 16, 2022 @ 6:30 P.M.

The Board meeting was conducted via Zoom conference call (301) 715-8592, ID: 837 9786 8469.

TTHW Board Member Representatives: Cheryl Jelks, President; John Thomas, Vice President; Eleanor Foddrell, Treasure; Cynthia Addis, Secretary

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 6:31 p.m.

Executive Session: Cheryl motioned to move into Executive Session at 6:31 p.m. John seconded; the motion carried.

John motioned to close Executive Session at 6:33 p.m. and move into Open Session. Cheryl Seconded; the motion carried.

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

Minutes: Cynthia motioned to approve the October 2022 meeting minutes with Eleanor's changes. Cheryl Seconded; the motion carried unanimously.

Financials: Reviewed.

Cynthia motioned to renew CIT CD ending 6054 for 52 weeks at a 3.15% interest rate. Eleanor Seconded; the motion carried unanimously.

Management Report: Reviewed.

1. There was an emergency water shut off today requested for an interior shut off valve inside unit #57. The water shut off valve would not move to turn the water back on after a water heater had been replaced the previous day.
2. The sidewalk near 8872 is wet. There is not any water in the unit. We do not know where the water is coming from, but someone will be out tomorrow to look at it.
3. Per the Board's request, Terri will send a violation notice for the pod on common ground giving the resident 24 hours for it to be removed for unit #1.
4. Management advised the Board to either file an insurance claim or pay out of non-insurable losses for the damages from the water heater burst per the documents for unit #105. The insurance adjustor for the unit owner has not responded to Terri's emails. The Board decided to not take management's advice to file a claim or pay for repairs.

Unfinished Business:

1. Cheryl motioned to approve the PlayMark proposal except for the spring rider not to exceed the amount of \$2,810.00 and to check with the contractor if Crew/Trip Mobilization will reduce with the spring rider not being installed. Cynthia Seconded; the motion carried.
2. The Board requests Management to gain 2 additional proposals for the sinkhole repairs needed at 8606.
3. Absolute Tree has not scheduled the work to be done. Terri will email the Board once it has been scheduled.

Motion to adjourn was made by Eleanor, and unanimously approved at 7:03 p.m.

Next Meeting: December 21, 2022 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Barbara Keith