

Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes
Wednesday, April 19, 2023 @ 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: Cheryl motioned to move into Executive Session at 6:31 p.m. John Seconded; the motion carried 3-0. Cynthia and Eleanor were not on the call at this time.

Cheryl motioned to close Executive Session at 6:39 p.m. and move into Open Session. John Seconded; the motion carried unanimously.

Cynthia motioned to removed and stump grind the tree at 8688 with no tree replacements. John Seconded; the motion carried 4-0. Eleanor was not on the call at this time.

Open Forum: None.

Minutes: John motioned to approve the March 2023 meeting minutes. Cheryl Seconded; the motion carried unanimously.

Financials: Reviewed.

The Hamni CD 1335 was cashed out and the check is at the BCM office. Terri will get the check to Eleanor for her and Cheryl to open the Sandy Spring Bank CD.

John motioned to approve renewing the CIT CD 9057 on 4/20/2023 for 52 weeks at an interest rate of 3.85%. Eleanor Seconded; the motion carried unanimously.

Management Report: Reviewed.

1. Terri contacted Bob Segan about the pool issues. He stated no waiver is needed, but he does recommend putting in a line about the risk of using the pool. She asked him about pool guests, and he said he wouldn't recommend using Covid to prevent having guests and spoke about how having the guests in the handbook resolution. Owners could see this as losing an association privilege that they thought they would have when purchasing or renting the property.
2. The sewer pipe at 8688 leaked into the kitchen. The contractor the unit had onsite believes this may be a common pipe. The Board wants to send Dwayne with DAF Plumbing out to check if it is a common pipe. If this is the Association's responsibility, the Board will have to decide if they would like to file an insurance claim or pay the costs under Non-Insurable Losses.

Unfinished Business:

1. The 2023 pool application was reviewed. Terri will implement the edits the Board requested. Cynthia will also send pictures of the signs around the pool for any other guidelines to add on the application.

New Business:

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1. Cheryl motioned to ratify the email vote to approve MGN acid washing the pool for \$1,000.00 as stated in the contract. Cynthia Seconded; the motion carried unanimously.
2. Cynthia motioned to ratify the email vote to have Interstate Enterprises replace the water line under 8720 at a cost of \$8,400.00. Cheryl Seconded; the motion carried unanimously. The Board does recognize this contract came in at \$10,800.00, \$2,400.00 over what was previously approved by email.
3. Cheryl motioned to ratify the email vote to approve Paul Davis' estimate of repairs to units 8670, 8674 and 8678 at a total cost of \$28,494.55. Cynthia Seconded; the motion carried unanimously.
4. Cheryl motioned to approve Paul Davis' additional proposal for costs in unit 8674 for \$14,475.02. Derian Seconded; the motion carried unanimously.
5. Management does not recommend increasing Condo dues for FY2024. Eleanor will email her suggestions for the FY2024 Budget after the meeting. All Board members will have to email Terri Friday by Noon of the approved drafted budget for FY2024 to send out to all owners with the Annual Meeting notice next week.
6. The annual meeting is on May 17, 2023. A Call for Candidacy will be emailed tomorrow.
7. John will send Terri any addresses he sees with dryer vents that need cleaning. She will check the violation notices that are being mailed to unit owners to see if dryer vents were included as a violation. If not, she will send that address a violation notice.

Motion to adjourn by Cynthia, Seconded by Cheryl, and unanimously approved at 7:25 p.m.

Next Meeting: May 17, 2023 @ 6:30 p.m. via Zoom.

Respectfully submitted,

Barbara Keith