

**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

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*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