

**Terrace Towne Homes of Woodlawn (TTHW) Monthly Board of Directors Meeting Minutes  
Wednesday, July 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

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*Call to Order and Proof of Quorum:* Cheryl Jelks verified proof of quorum and called the meeting to order at 6:33 p.m.

*Executive Session:* Cheryl motioned to move into Executive Session at 6:33 p.m. John Seconded; the motion carried 4-0. Eleanor was not on the call at this time.

Cynthia motioned to close Executive Session at 7:05 p.m. and move into Open Session. Cheryl Seconded; the motion carried unanimously.

John motioned to approve the following Handicap parking space requests:

1. Unit #8 to install a handicap space through the end of August 2024 in the corner space closest to 8624.
2. Unit #62 to install a handicap space through the end of August 2023 or if a new placard is received until the expiration of that handicap placard.
3. Unit #105 to use the handicap space unit #96 was previously using through the end of December 2025 if written request is received by management.

Cheryl Seconded; the motion carried unanimously.

Cynthia motioned to approve the ring doorbell camera request from unit #80 if the signed form is received by management. Cheryl Seconded; the motion carried unanimously.

*Open Forum:* None.

*Minutes:* Eleanor motioned to approve the June 2023 meeting minutes as corrected. Cynthia Seconded; the motion carried unanimously.

*Financials:* Reviewed.

Eleanor motioned to approve renewing the CIT CD 9999 on 8/4/2023 and CIT CD 4455 on 8/2/2023 for 52 weeks at an interest rate of 4%. Cheryl Seconded; the motion carried unanimously.

*Management Report:* Reviewed.

1. The Board unanimously approved requiring unit #122 to remove the landscape box.

*New Business:*

1. Cynthia recommends replacing the pool furniture due to many items being broken. Cheryl suggests replacing the furniture in the winter when items should be on clearance.
2. Management will get proposals for Dog Station Maintenance.
3. Cheryl recommends including on the next E-blast regarding shopping carts.
4. Management recommends updating the handbook and having an appendix in the back for the contractors used. Eleanor volunteered to work on this.

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5. Management will have a Resolution soon for the Board to approve regarding changes on Resale Packages per multiple attorney recommendations.
6. Cheryl will look onsite in the ARC forms at the onsite office to see who installed the landscape box at unit #42 to determine who will be responsible for removing the box.
7. The Board unanimously agreed for unit #32 to remove the landscape box.

Motion to adjourn by Cynthia, Seconded by Eleanor, and unanimously approved at 7:56 p.m.

*Next Meeting:* August 16, 2023 @ 6:30 p.m. via Zoom.

Respectfully submitted,

***Barbara Keith***