



Penn Forest Place Homeowners Association, Inc.
HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011
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ANNUAL MEETING

November 12, 2024

Pending review/approval at next Annual Meeting

I. DETERMINE QUORUM & CALL TO ORDER

A quorum of 40%, or 13 of the 31 units, is required to conduct an Annual Meeting. Of the 31 units, 3 were represented by proxy and 14 were represented in person. A quorum was satisfied with 17 of 31, or 55% represented. The meeting was called to order at 6:04 PM at the Cave Spring Baptist Church by President Beckner.

II. INTRODUCTIONS & PROOF OF NOTICE

The Board of Directors was introduced. Pam Beckner/President, Rick Patterson/Treasurer, Jeannie Kenney/Secretary.

Chrissy Greene and Amanda St. Clair with Hall Associates were also introduced.

The proof of notice of the meeting was established, as stipulated by the Association documents.

III. APPROVAL OF MINUTES FROM PREVIOUS ANNUAL MEETING

A motion was made (Beckner) and seconded (Kenney) to waive the reading of the minutes from the November 14, 2023 Annual Meeting and to approve the minutes as written. Motion passed unanimously.

IV. REPORTS FROM DIRECTORS

President's Report – President Beckner delivered a president's report that consisted of all the items that were worked on during the past year which included completing the revised and restated By-Laws and Declarations, working with US Lawns to improve customer satisfaction, following up on work order requests and planning an end of summer social event. President Beckner also reported that the board solicited bids for new lawncare service. The current provider was still the lowest bid.

2025 Budget – a copy of the 2025 budget was provided at the meeting. The Association Manager presented the zero balanced budget and stated there was not a need for dues increase. The floor was open to questions. There was one question from an owner asking if the 2025 budget accounted for a new reserve study. The answer was yes.

Financials – The Association Manager presented the financial statements ending September 30, 2024. The floor was open to questions. There were none.

V. ELECTION OF DIRECTORS

Current Board Members, Titles and Terms:

Pam Beckner	President	(2024)
Rick Patterson	Treasurer	(2025)
Jeannie Kenny	Secretary	(2026)

Three seats were open for election. All are for three-year terms. Expiring members may be re-elected.

Pam Beckner announced that she was not running again for the board. Nominations were made from the floor to nominate Andrew Whisnant, Deborah Sprenger and Alan Pritchard to the board.

There being no other nominations, a motion was made and seconded to close the floor to nominees and elect the nominees by acclamation. Motion passed unanimously. The Board will appoint officers at an organizational meeting that will immediately follow the annual meeting.

Deborah Sprenger	(2027)
Andrew Whisnant	(2027)
Alan Pritchard	(2027)
Jean Kenney	(2026)
Rick Patterson	(2025)

VI. GENERAL DISCUSSION

The floor was open for general discussion.

Discussion was had regarding the median trees. Treasurer Patterson explained that the Board will have to submit an application to VDOT to remove the trees. Management will take care of submitting the application.

A question was asked if the board had received any more bids to repair the entrance sign. Management explained they had contacted Ramsey Copper, and he will be providing a bid. Another owner mentioned contacting Burton Technical School to see if they would like to take it on as a project.

An owner asked about reseeding bare spots in grass near 5807 and 5811. Management mentioned they would let US Lawns know.

President Beckner announced that gutter cleaning was going to be done by A Cut Above the following week after the meeting.

Another question was asked about what would happen if an owner was not able to approve the documents due to being medically unable. Management responded that they would reach out to the Power of Attorney.

VII. ADJOURNMENT

A motion was made and seconded to adjourn the Annual Meeting. Motion passed unanimously and the Annual Meeting was adjourned at 6:53 PM.

I. ORGANIZATIONAL MEETING

The new board met briefly after the annual meeting to discuss board positions and the next meeting dates. After brief discussion the following board positions were appointed:

Deborah Sprenger	President	(2027)
Andrew Whisnant	Vice President	(2027)
Jean Kenney	Secretary	(2026)
Rick Patterson	Treasurer	(2025)
Alan Pritchard	Director	(2027)

The following dates were chosen for the next board meetings to be held at the South County Library unless otherwise specified:

Thursday, January 30
Thursday, March 27
Tuesday, May 27
Tuesday, July 22
Tuesday, September 23
Tuesday, November 11

A motion was made and seconded to adjourn the organizational meeting. Motion passed unanimously.