



Penn Forest Place Homeowners Association, Inc.
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
112 Kirk Ave SW – Roanoke, Virginia 24011

Chrissy Greene/VP of Association Management – cgreene@hallassociatesinc.com
Amanda St. Clair – Association Manager – astclair@hallassociatesinc.com

MINUTES – BOARD OF DIRECTORS MEETING

July 23, 2024
6:00 PM

	Name	Position	Term Expires
Board Members Present:	Pam Beckner	President	2024
	Rick Patterson	Treasurer	2025
	Jeannie Kenney	Secretary	2026
	Vacant	President	2024
	Vacant	Director	2026
Others Present:	Amanda St. Clair	Association Manager	
	Chrissy Greene	Association Manager	
	Meg Patterson	Owner	
	Sue LaPrade	Owner	
	Margie Hefner	Owner	
	Martha Pittard	Owner	
	Doug Kenney	Owner	
	Dee Lovelace	Owner	
	Joanne Hines	Owner	
	Thelma Simpson	Owner	
Judy and Alan Pritchard	Owners (by Zoom)		

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum met with all three board members in attendance. The meeting was called to order at 6:03 PM at the South County Library.

II. OWNERS FORUM

Your Board encourages your attendance at meetings.

Any homeowner can attend the meeting to observe. They may also speak on any subject to the Board or other homeowners during the 15-minute owner's forum. Items noted in the forum will be taken under consideration for a future agenda. Homeowners wishing to have a subject added to the current agenda must submit the information in writing to Property Management at least 10 days in advance so that the Board has an opportunity to research the issue before rendering an opinion or decision. Anyone interrupting the meeting once it has started will be asked to leave. Homeowners wishing to attend the meeting should check with Management prior to the meeting in case the time or location has been changed. You may also check the calendar at www.pennforestplace.com

Martha Pittard stated that the last time it rained her gutters were overflowing. She hired someone to come out and they determined that they were clogged. She does not think the vendor that cleaned the gutters in the Spring flushed the downspouts properly.

Sue Laprade expressed her gratitude to the Board for addressing the entrance sign repairs. She mentioned that it also needs to be pressure washed.

Pam let Joanne know that US Lawns is going to take care of her bush.

III. READING OF THE MINUTES FROM PREVIOUS MEETING

A motion was made (Beckner) and seconded (Kenney) to waive the reading of the May 28, 2024 meeting minutes and approve them as written. Motion passed unanimously.

IV. UNANIMOUS VOTES BETWEEN MEETINGS

The repointing of the brick entrance sign was discussed and approved via email between meetings. A motion was made (Beckner) seconded (Kenney) to restate for the record the approval of repointing the brick. Motion passed unanimously.

V. FINANCIAL REPORTS

Treasurer Rick Patterson reported balances on all accounts through June 30, 2024:

Operating Account:	\$ 39,179.05
Operating Reserve Account:	\$ 20,088.86
Capital Reserve Account:	<u>\$338,928.82</u>
Total Combined Assets:	\$398,196.73

Boitnott & Schaben LLC, was approved at the last meeting to review the books. Management will get this process started.

VI. WORK ORDERS

5808 – Removal of ivy and branches – Owners are going to pay to have the ivy sprayed before there is a community workday.

5804 – Removal of 16 pine trees – Owner is going to submit the work order retroactively along with a plan for replacement.

5859 – Owner requested the association clean up a fallen limb and vines. Along with cleaning up the forest floor behind his home. A motion was made (Beckner) seconded (Kenney) to approve the clean up of the fallen limb and vines and to deny the request to clean up the forest floor. Motion passed unanimously.

VII. UNFINISHED BUSINESS

Updating Governing Documents – still waiting for the Attorney to send the draft documents for review. The documents are having to be retyped and are taking longer than expected.

VIII. NEW BUSINESS

President Beckner suggested a community get together this fall in the Cul-de-sac. Everyone bring a chair and their drinks. All the owners that were present liked the idea. The board will get pricing to have it catered by Mission BBQ.

IX. OWNERS FORUM

None.

X. EXECUTIVE SESSION

A motion was made (Beckner) and Seconded (Patterson) to move to executive session to discuss a violation. Motion passed unanimously.

No action will be taken on the violation at this time.

XI. DATE, TIME & LOCATION OF NEXT MEETING

September 24, 2024 at 6 PM at the South County Library, 6303 Merriman, Roanoke, VA 24018.

XII. ADJOURNMENT

There being no other business to discuss, a motion was made (Beckner) and seconded (Patterson) to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 7:07 PM.

- **Information** - Information regarding Penn Forest Place Homeowners Association, Inc. (Association), including upcoming meetings, can be found at the Association's web site: www.pennforestplace.com

Note: All meetings are subject to change. Please consult the web site for current information.

All meetings are at 6 PM.