



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

Kendall Paige Moore/Association Manager – kmoore@hallassociatesinc.com

MINUTES – BOARD OF DIRECTORS MEETING

September 26, 2023

Pending Review/Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Michelle Whisnant	President	2023
	Michael Sprenger	Director	2024
	Rick Patterson	Treasurer	2025
Not Present:	Beth Dudley	Secretary	2023
	Pam Beckner	Vice President	2024
Others Present:	Kendall Moore	Association Manager	
	Sue LaPrade	Owner	
	Charles Spencer	Owner	
	Andrew Whisnant	Owner	
	Meg Patterson	Owner	
	Jeannie and Doug Kenney	Owners	
	Alan Pritchard	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with three out of five board members in attendance. The meeting was called to order at 6:00 PM at the Brambleton Center.

II. OWNER 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.webs.com.

No owner discussion.

III. READING OF THE MINUTES FROM PREVIOUS MEETING

A motion was made (Sprenger) and seconded (Patterson) to waive the reading and approve the minutes from the August 22th, 2023 meeting as written. Motion passed unanimously.

IV. UNANIMOUS VOTES BETWEEN MEETINGS

None

V. FINANCIAL REPORTS

A motion was made (Beckner) and seconded (Whisnant) to accept reported balances on all accounts through July 31, 2023. Motion passed unanimously.

Operating Account:	\$38,649.59
Operating Reserve Account:	\$14,806.85
<u>Capital Reserve Account:</u>	<u>\$279,655.99</u>
Total Combined Assets:	\$333,112.43

VI. WORK ORDERS

Work Orders were reviewed by the Board and discussed. As there are no current Work Orders, no Work Order list is attached.

A motion was made (Sprenger) and seconded (Patterson) to approve LaPrade/5803 for homeowner to hire contractor at own expense to remove all ground cover plants surrounding Crepe Myrtle tree, add one strip of sod in front of section only, and freshen with mulch. Unanimously approved.

VII. UNFINISHED BUSINESS

Updating Governing Documents – Redlining of documents in process.

*****A reminder that Steve Moriarty, attorney, will be present (via Zoom) for October 24, 2023 meeting to address questions regarding updating documents. Attendance is highly recommended*****

Reserve Study – Tabled. Premature until documents are amended.

VIII. NEW BUSINESS

2024 Budget – Two options were presented. A motion was made (Whisnant) and seconded (Sprenger) to approve Budget One. A copy of the approved budget will be attached.

Community Work Day – Whisnant inquired if the community would like to pursue a “clean-up” day for cleaning limbs to diminish costs. The selected day is October 28th, 2023.

Snow Contract – A discussion was had regarding methods for those that do not wish to have their driveways treated with snow prevention. Stakes will be provided at a cost of \$3.75 to inform

landscapers to refrain from applying prevention. A motion was made (Patterson) and seconded (Sprenger) to approve the snow contract for 2023/2024 for \$6,244.71. Unanimously approved. A copy of this contract will be provided.

Website – Due to the dissolution of the third-party company that provides the Penn Forest website, minutes will be mailed, in addition to necessary documents.

****If you would like a copy of any documents, please contact Kendall Moore at kmoore@hallassociatesinc.com or (540) 982 – 0011 x 126 and they will be provided for you****

IX. OWNERS FORUM

LaPrade brought attention to the shrubbery and trees near the entrance that need to be trimmed. Whisnant and Management will address with US Lawns.

A discussion was made regarding the possibility of moving the annual meeting to the South County Library Auditorium. No decision was made at this time.

X. EXECUTIVE SESSION

A motion was made (Whisnant) and seconded (Sprenger) to enter executive session. Accounts were discussed and sent to collections.

XI. DATE, TIME & LOCATION OF NEXT MEETING

October 24, 2023 at 6 PM at the Brambleton Center.

XII. ADJOURNMENT

There being no other business to discuss, a motion was made (Whisnant) and seconded (Sprenger) to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 7:10 PM.

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

- **As a reminder, the 2023 Meetings Calendar:**

Note: All meetings are subject to change.

All meetings begin at 6 pm.

October 24, 2023
November 14, 2023