



Hall Associates

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

May 28, 2024

6:00 PM

Pending Review/Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Pam Beckner	Vice President	2024
	Rick Patterson	Treasurer	2025
	Jeanne Kenney	Secretary	2026
	Vacant	President	2024
	Vacant	Director	2026
Others Present:	Amanda St. Clair	Association Manager	
	Chrissy Greene	Association Manager	
	Sue LaPrade	Owner	
	Margie Hefner	Owner	
	Martha Pittard	Owner	
	Charles Spencer	Owner (by Zoom)	
	Doug Kenney	Owner	
	Dee Lovelace	Owner	
	Lois Sumpter	Owner	
	Jane Sumpter	Owner	
	Joanne Hines	Owner	
	Margie Heffner	Owner	
Alan Pritchard	Owner		

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum met with all three board members in attendance. The meeting was called to order at 6:01 PM at the South County Library. It was announced that two Board members have resigned since the last meeting (Sprengr and Whisnant).

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 asked by the front lawns are not being push mowed anymore. She claims that the contract specifically states that front lawns should be pushed. Pam said that she would bring this up to the vendor when she meets with them.

Margie Hefner stated that she has asked the grounds company to not use the big mower and they complied with her request.

Martha Pittard inquired about an owner walking a big dog in the neighborhood and letting it walk in people's yards. No one knew who this person was.

Pam Beckner asked those present how they felt about posting the sign at the entrance about the Board meeting, since that basically gives notice to anyone driving by the community that owners will be away from the neighborhood that evening. Management advised that posting the notice on the website does meet the statutory requirement unless an owner requests notice to be sent in writing. The notice will either no longer be posted, or it will be posted in the cul-de-sac.

III. READING OF THE MINUTES FROM PREVIOUS MEETING

A motion was made (Patterson) and seconded (Kenney) to waive the reading of the January 30th and March 26th meeting minutes and approve them as written. Motion passed unanimously.

IV. UNANIMOUS VOTES BETWEEN MEETINGS

There was a vote to appoint Pam Beckner to serve as President in Michael Sprenger's vacancy.

It was restated for record that a request from 5826 to repair siding near the bottom of the home was denied. All owners have been advised to create a border around the home, so that weed eaters are not trimming right against the home. The landscaping contractor will not cover damage to homes that do not have this border nor the HOA. The border may be mulch, dirt or stone. Management does not recommend stone since the trimmers can pick up the rocks and throw them. There was also discussion of a j-channel at the sliding glass door in the back. This will be addressed when all homes receive new siding.

The Board voted to send the document changes to Chrissy with a few questions.

V. FINANCIAL REPORTS

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

Operating Account:	\$ 37,677.82
Operating Reserve Account:	\$ 19,080.92
Capital Reserve Account:	<u>\$327,288.96</u>
Total Combined Assets:	\$384,047.70

A motion was made (Beckner) and seconded (Patterson) to approve the Financial Review with Tim Boitnott with Boitnott and Schaben. Motion passed unanimously.

The association has approximately \$200,000 invested in four CD's. The average rate among the four CD's is in excess of 5%. The association still has approximately \$125,000 in cash. And an additional \$5,000 is

contributed each month. Treasurer Patterson initially thought about investing more in CD's. However, he has managed to get the bank to increase the interest on the Money Market account from 0.1% to 3.25%.

VI. WORK ORDERS

Sue LaPrade stated that she had submitted a work order from long ago with a request to have the detention pond cleaned up. The pond has been cleaned up but is supposed to be cleaned on a schedule and it needs to be trimmed again as she states that the discharge pipe is overgrown.

5826 work order was reviewed during the restatement of unanimous votes between meetings.

A motion was made (Beckner) and seconded (Kenney) to approve the bid from Tree Smart to address the leaning Pine tree behind 5815. The tree was found to be a danger to 5811 if it fell. Motion passed unanimously.

VII. UNFINISHED BUSINESS

Updating Governing Documents – the Board did additional reviews and submitted the final documents to management for their review. Management sent the responses late in the afternoon of the meeting, so the Board will review what has been sent. Management offered to hold a meeting in June, if needed.

Tree Stump Behind 5819 – this was not included in the original bid, so the owner has indicated there is no further action to be taken.

Trees – The work on the Willow Tree that needs trimming & dead branches removed has not been done. Management will follow up with that contractor (Tree Smart) and reach out to another contractor (Valley Tree).

Gutter Cleaning – this was completed. Discussion ensued regarding the gutters and how they flow during rainfall.

VIII. NEW BUSINESS

None.

IX. OWNERS FORUM

Sue LaPrade had questions about the siding being repaired in for one unit but not the j-channel in another unit. The Board clarified this repair involves flashing on a roof covered with a piece of vinyl trim that is warped. A contractor will ascertain if flashing is compromised which could cause a leak. Siding trim will be replaced or repaired. This is an HOA covered expense as opposed to weed eater damage with no barrier present which is not covered.

An owner present inquired about the timeline for amending the documents. The Board responded that they would be ready to send them to the attorney quickly. But the time that the attorney takes to return the documents would depend on his availability.

An owner present inquired if there was a June meeting if it would be open to all owners. President Beckner responded that yes, it would be an open meeting.

Margie Hefner has a worker coming to make repairs to her back porch. She inquired if she needed to submit a work order. Management responded that owners maintaining their properties with repairs that are identical or like for like should not need to get approval. But if any aspect of the repair will result in a change, it will require approval. The Board agreed.

X. EXECUTIVE SESSION

There was no need for an Executive Session.

XI. DATE, TIME & LOCATION OF NEXT MEETING

July 23, 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 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.