



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

September 24, 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 | |
| | Meg Patterson | Owner | |
| | Sue LaPrade | Owner | |
| | Margie Hefner | Owner | |
| | Martha Pittard | Owner | |
| | Doug Kenney | Owner | |
| | Dee Lovelace | Owner | |
| | Joanne Hines | Owner | |
| | Alan Pritchard | Owner | |
| | Dale Cuccaro | Owner | |
| | Lois Sumpter | Owner | |
| | Jane Sumpter | Owner | |
| | Deborah Sprenger | Owner | |
| Michael Sprenger | 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.

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

Margie asked about the documents. Association Manager, Amanda St. Clair, responded that the documents had been received, the board reviewed, and sent back a few additional edits. Once the final drafts are received, they will be distributed to all the owners for review. Then a town hall meeting will be scheduled for anyone who has questions.

Many owners commented on problems with the USPS mail delivery. Mail continuously comes back undeliverable even with though it is addressed correctly. Some owners suggested taking outgoing mail directly to the post office.

There was a question about when the annual meeting is scheduled for. Originally, we set the date for November 26. After discussion was had, the date was moved to November 12.

III. READING OF THE MINUTES FROM PREVIOUS MEETING

A motion was made (Beckner) and seconded (Kenney) to waive the reading of the July 23, 2024 meeting minutes and approve them as written. Motion passed unanimously.

IV. UNANIMOUS VOTES BETWEEN MEETINGS

V. FINANCIAL REPORTS

Treasurer Rick Patterson reported balances on all accounts through August 31, 2024:

| | |
|----------------------------|---------------------|
| Operating Account: | \$ 39,302.04 |
| Operating Reserve Account: | \$ 21,107.44 |
| Capital Reserve Account: | <u>\$350,665.18</u> |
| Total Combined Assets: | \$411,074.66 |

Review of books – Management has contacted Boitnott to start the review of the 2023 financial reports.

Investment in Capital funds – Treasurer Patterson presented a handout at the meeting that summarized the interest earned on the four CD's that are currently invested. The total amount of interest earned from 6/30/23 – 7/26/24 is \$6,650.97. He will continue to reinvest as the CD's mature and the interest grows.

Presentation of the 2025 Budget – Amanda St. Clair presented the 2025 balanced budget without dues increase and explained the thought process behind each line item. A motion was made (Beckner) and seconded (Patterson) to approve the 2025 budget as presented. Motion passed unanimously.

VI. WORK ORDERS

Repointing brick of front entrance sign – still seeking bids.

5808 – Removal of ivy and branches – Owners are going spray the ivy themselves.

5804 – Removal of 16 pine trees – Owner submitted work order to remove the pine trees, and the board approved retroactively. Owner also submitted the landscaping plan, and the board approved. Scheduled to be completed October 7.

5859 – Owner requested the association clean up a fallen limb and vines. This was completed.

5807 – Owner asks that we look at a tree of concern in her backyard. The board will take a look and determine if action needs to be taken.

VII. UNFINISHED BUSINESS

Updating Governing Documents – received drafts of documents on August 8, 2024. The board reviewed and sent back to attorney with a few more edits.

VIII. NEW BUSINESS

Median Trees – President Beckner discussed that the trees in the median are growing too large, and the root system will eventually push out the curbs and the road. The board has talked to three different specialists about them, and the consensus is that maple trees should have never been planted in a median strip as their root system is 3 times as big as the trees. Three of the trees are already dying. The board is currently getting estimates on having them removed. The plan is to thin them out first, and then eventually put in smaller decorative trees.

US Lawns Performance Issues – It was discussed that US Lawns seem to be doing much better and listening to the concerns from homeowners. Anything that they have been asked to do they have done it. The board asked owners to let them know if there are any concerns.

Snow Removal Price Increase – It was discussed that the new price sheet from US Lawns, shows a considerable increase in snow removal. The board will meet with US Lawns to see if there is any negotiating that can be done.

IX. OWNERS FORUM

Martha Pittard suggested having a Christmas brunch and all owners present liked the idea.

Martha also mentioned the Corporate Transparency Act and that we need to check to see if it applies to Penn Forest Place. Amanda St. Clair said that Chrissy Greene, Vice President of Community Associations, is our compliance specialist and is aware of this.

X. EXECUTIVE SESSION

No executive session was needed.

XI. DATE, TIME & LOCATION OF NEXT MEETING

Annual Meeting is November 12, 2024 at 6 PM location TBD.

XII. ADJOURNMENT

There being no other business to discuss, a motion was made (Beckner) and seconded (Kenney) to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 7:15 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.

*There will be no dues increase

2025 Budget

INCOME

| | | |
|----------------------|----|------------|
| Homeowner Assoc Dues | \$ | 127,968.00 |
| TOTAL INCOME | \$ | 127,968.00 |

EXPENSES

REPAIRS AND MAINTENANCE

| | | |
|-------------------------------|----|----------|
| Repairs and Maintenance | \$ | 7,500.00 |
| TOTAL REPAIRS AND MAINTENANCE | \$ | 7,500.00 |

GROUNDS COSTS

| | | |
|---------------------|----|-----------|
| Snow Removal | \$ | 5,672.72 |
| Grounds Maintenance | \$ | 28,368.00 |
| Landscaping-Misc | \$ | 1,200.00 |
| TOTAL GROUNDS COSTS | \$ | 35,240.72 |

ADMINISTRATIVE EXP.

| | | |
|---------------------------|----|-----------|
| Management Fees | \$ | 7,045.20 |
| Insurance | \$ | 3,036.00 |
| Bank Charges | \$ | 180.00 |
| Copies, Mailings, Postage | \$ | 372.99 |
| Legal Fees | \$ | 1,200.00 |
| Register, Annual Report | \$ | 90.00 |
| Tax Return-Review | \$ | 1,650.00 |
| HOA Meetings | \$ | 300.00 |
| Miscellaneous | | |
| TOTAL ADMINISTRATIVE EXP. | \$ | 13,874.19 |

| | | |
|----------------|----|-----------|
| TOTAL EXPENSES | \$ | 56,614.91 |
|----------------|----|-----------|

FUNDING OF RESERVES

| | | |
|---------------------------|----|-----------|
| Fund Capital Reserves | \$ | 65,904.84 |
| Fund Non-Capital Reserves | \$ | 5,448.25 |
| TOTAL FUNDING OF RESERVES | \$ | 71,353.09 |

| | | |
|----------------|----|------------|
| TOTAL EXPENSES | \$ | 127,968.00 |
|----------------|----|------------|

CASH FLOW

| Date | CD No. | | | | |
|-----------|--------|-----------|---------------------------------------|------------|-------------|
| | | | | | 200,000.00 |
| 6/30/2023 | 1 | 50,000.00 | 5.35% | 9/29/2023 | (50,000.00) |
| | 2 | 50,000.00 | 5.35% | 12/29/2023 | (50,000.00) |
| | 3 | 50,000.00 | 5.30% | 3/28/2024 | (50,000.00) |
| | 4 | 50,000.00 | 5.25% | 6/28/2024 | (50,000.00) |
| 9/29/2023 | 1 | Matured | | | 50,666.92 |
| 10/3/2023 | 5 | 50,000.00 | 5.35% | 10/3/2024 | (50,000.00) |
| 1/2/2024 | 2 | Matured | | | 51,333.84 |
| 1/9/2024 | 6 | 52,000.00 | 4.50% | 1/8/2025 | (52,000.00) |
| 3/28/2024 | 3 | Matured | | | 51,974.75 |
| 4/10/2024 | 7 | 52,000.00 | 5.05% | 4/10/2025 | (52,000.00) |
| 6/28/2024 | 4 | Matured | | | 52,617.81 |
| 7/17/2024 | 8 | 52,000.00 | 5.00% | 7/17/2025 | (52,000.00) |
| 7/26/2024 | | Balance | | | |
| | | | CDs | | 206,000.00 |
| | | | Cash | | 650.97 |
| | | | Interest earned 6/30/2023 - 7/26/2024 | | 6,650.97 |
| 10/3/2024 | 5 | Matures | | | 52,675.00 |
| | 9 | 53,000.00 | | | |

Work Orders

If your work order request is not listed, please resubmit it.

Type: L - Landscaping, **GM** - General Maintenance, **AR** - Architectural Change Request

| W/O Date | House #/Owner | Type | Request Description | Status |
|-------------------------|-----------------|------|--|---|
| 2/11/2024 & 4/5/2024 | 5803/LaPrade | L | Blow all leaves from lower holding pond. Remove piles of leaves and debris in area surrounding the holding pond. | Complete |
| 4/25/2024 | 5826/Kroeger | GM | Damage to siding | Denied on 5/17 - grounds maintenance contract states that they are not responsible for any siding damage on homes that do not have a barrier installed around the perimeter of the home to prevent the weed eaters from damage to siding. |
| 4/25/2024 | 5826/Kroeger | GM | J Channel above sliding glass door needs repair. | Denied - The J channel issue will be resolved when new siding is installed |
| 4/30/2024 | 5808/Perry | L | Removal of Ivy and branches | Owners are going to spray ivy themselves. |
| 5/14/2024 | 5815/Patterson | L | Removal of Pine tree behind 5815 leaning towards 5811 | Complete |
| 5/14/2024 | 5815/Patterson | L | Repair to Siding | Complete |
| 5/23/2024 | 5830/Westervelt | L | The grass behind 5826-5834 is not being mowed | Complete |
| 5/28/2024 | | L | Trees - Willow Tree near upper holding pond and tree behind 5807. Need a separate bid for trimming low-hanging branches. | Complete |
| 6/27/2024 | 5804/Simpson | L | Request to remove 16 diseased pine trees and replace with lower ornamental trees and shrubs. | Approved. Replacement landscape plan was submitted to the board and approved 8/19/24. |
| 7/18/2024 | 5859/Spencer | L | Request to clean up forest floor and hanging vines. | Tree Smart quote \$940 to cut stump off at ground and remove large vine. Clean up all wood and brush. Approved to remove fallen tree. Denied clean up of forest floor. |
| 9/4/2024 | | L | Trees in the Median | Tree Smart Bid \$250/ tree \$125/Stump & \$75/Stump Clean up. Cut above quote \$400/tree. USL Bid \$600/tree. |
| 9/4/2024 | | | Repainting of Front Entrance Sign | Alegre Construction \$3,500. Waiting on additional bids. |