



**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

## MINUTES – BOARD OF DIRECTORS MEETING

March 26, 2024

### Pending Review/Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Michael Sprenger	Director	2024
	Pam Beckner	Vice President	2024
	Rick Patterson	Treasurer	2025
	Jeanne Kenney	Secretary	2026
	Michelle Whisnant	Director	2026
Others Present:	Kendall Moore	Association Manager	
	Chrissy Greene	Association Manager	
	Dale Cuccaro	Owner	
	Doug Kenney	Owner	
	Sue LaPrade	Owner	
	Dee Lovelace	Owner	
	Margie Hefner	Owner	
	Martha Pittard	Owner	
Alan Pritchard	Owner		

### I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met all five board members in attendance, four in person and one by Zoom (Whisnant). The meeting was called to order at 6:0 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.webs.com](http://www.pennforestplace.webs.com).

Martha Pittard stated that there are still leaves from the Fall in her yard. The grounds company continues to run the big lawnmower across her driveway and damage her sealcoating. President Sprenger stated that the only solution was to change the lawn service and unfortunately, the last time the contract was put out to bid, the next closest bidder was \$10,000 more per year.

Sue LaPrade agreed that the Board needs to start looking for another grounds maintenance contractor. She would rather pay more than to get poor service. She stated that the property is the worst she has seen it in 26 years. She reminded the Board of the damages that were done to her property recently.

Sue LaPrade also stated that the new website looks nice, but there are items missing, such as a copy of the grounds maintenance contract, snow removal contract and the complaint form. An owner also suggested a different background on the page that is dark green with white lettering, because it is difficult to read. Pam Beckner also suggested the change request form be removed until the documents have been amended. Margie Hefner stated that minutes need to be made available sooner. President Sprenger responded that the plan is to get the minutes and agendas to owners at least a week prior to the next meeting. Management responded that the goal is to get the draft of the minutes to the Board within a week of the meeting. Association Manager Moore apologized and stated the delay was on her part and that this would be her last meeting with the community. Association Manager Greene inquired about the interest in a password protected section on the website where financial summaries could be placed. The Board was interested in this option.

### **III. READING OF THE MINUTES FROM PREVIOUS MEETING**

The Board just recently received the drafts of the minutes, so the approval of the minutes is deferred until the Board can thoroughly review.

### **IV. UNANIMOUS VOTES BETWEEN MEETINGS**

There was a vote to authorize a new corporate resolution to add Michael Sprenger and Rick Patterson to the Edward Jones account, so that they can take action. A motion was made (Beckner) and seconded (Sprenger) to restate for record the approval of the authorization of the new corporate resolution adding Michael Sprenger and Rick Patterson to the Edward Jones account. Motion passed unanimously.

There was also a vote to approve the expense of an upgrade to the free version of the website, so that the association's website can have a custom domain name and other features. A motion was made (Sprenger) and seconded (Patterson) to restate for record the approval of the upgraded website, which allows a custom domain. Motion passed unanimously.

### **V. FINANCIAL REPORTS**

Treasurer Rick Patterson reported balances on all accounts through February 29, 2024:

Operating Account:	\$ 37,120.58
Operating Reserve Account:	\$ 18,148.54
Capital Reserve Account:	<u>\$312,613.02</u>
Total Combined Assets:	\$367,882.14

### **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. It still needs to be cleaned.

### **VII. UNFINISHED BUSINESS**

**Updating Governing Documents** – the Board just recently received the documents and they still do not reflect the changes that were sent to the attorney. The attorney needs to make the edits that were previously sent, at no additional cost. The Board will review and offer suggested revisions for consideration. When the documents are available for owners to consider for amendment, a redline copy will be sent along with a clean copy.

**Tree Stump Behind 5819** – this is a U. S. Lawns issue and should have been completed when the tree was removed. David with U. S. Lawns advised they would be returning to do this next week.

**Trees** – Vice President Beckner said there is a Willow tree that needs to be trimmed. The Board would like a bid on cutting off broken branches. The tree is located in the upper holding pond. Sue LaPrade reminded the Board that they were going to look at the trees behind 5807. Management is to ask the contractor to look at this area and give a separate bid for trimming these low-hanging branches.

## VIII. NEW BUSINESS

**Owner Request** – an owner submitted a request regarding damage that was done to her property by the grounds contractor. The owner would like assistance in seeking reimbursement from the grounds maintenance contractor for the repairs she had to have completed. A motion was made (Sprenger) and seconded (Beckner) to send a letter to U. S. Lawns to request reimbursement for the owner. Motion passed unanimously.

**Gutter Cleaning** – the association would like to get bids on gutter cleaning. The company is required to use water to flush out the downspouts, not just blow them out. The Board would like for the cleaning to be done at the end of May, but would like for the contractor to give a price on doing the cleaning for Spring and Fall.

## IX. EXECUTIVE SESSION

There was no need for an Executive Session.

## X. DATE, TIME & LOCATION OF NEXT MEETING

May 28, 2024 at 6 PM at the South County Library, 6303 Merriman, Roanoke, VA 24018.

## XI. ADJOURNMENT

There being no other business to discuss, a motion was made (Sprenger) and seconded (Patterson) to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 6:37 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](http://www.pennforestplace.com)

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

All meetings begin at 6 pm.