



Penn Forest Place Homeowners Association, Inc.
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
P.O. Box 20468 Roanoke, VA 24018

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

MINUTES – BOARD OF DIRECTORS MEETING

January 28, 2025

6:00 PM

| | Name | Position | Term Expires |
|------------------------|-----------------------|---------------------|---------------------|
| Board Members Present: | Deborah Sprenger | President | 2027 |
| | Rick Patterson | Treasurer | 2025 |
| | Jeannie Kenney | Secretary | 2025 |
| | Alan Pritchard | Director | 2027 |
| | Andrew Whisnant | Director | 2027 |
| Others Present: | Amanda St. Clair | Association Manager | |
| | David and Pam Beckner | Owners | |
| | Sue LaPrade | Owner | |
| | Margie Hefner | Owner | |
| | Martha Pittard | Owner | |
| | Doug Kenney | Owner | |
| | Dee Lovelace | Owner | |
| | Joanne Hines | Owner | |
| | Dale Cuccaro | Owner | |
| | Lois Sumpter | Owner | |
| | Jane Sumpter | Owner | |
| | Michael Sprenger | Owner | |
| | Meg Patterson | Owner | |
| Charles Spencer | Owner | | |

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum met with four board members in attendance and one on zoom. The meeting was called to order at 6:04 PM at the Brambleton Center.

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

Sue Laprade mentioned that before the entrance sign brick is repointed, it needs to be pressure washed so that Ramsey Copper can match the color of the mortar. Treasurer Patterson said that Mr. Copper has already determined the mortar color. The board asked if a couple of them could pressure wash the sign at no cost to the association, however Sue mentioned that it has always been a professional that has cleaned it.

Meg Patterson talked about the snow and ice removal that occurred late at night waking her up. She said there were approximately ten workers smashing and banging their shovels to try and break up the ice going from driveway to driveway while it was still freezing rain. Michael Sprenger said that because US Lawns have many customers they are trying to serve during a snow or ice event, the association does not have any control over what time they come to do the work. He mentioned that they used shovels because no one wants snowplows or snow blowers on their driveways. If you start dictating what time they can come do the removal, then the neighborhood may have to wait longer for services.

III. READING OF THE MINUTES FROM PREVIOUS MEETING

A motion was made (Kenney) and seconded (Whisnant) to waive the reading of the September 24, 2024 meeting minutes and approve them as written. Motion passed unanimously.

IV. UNANIMOUS VOTES BETWEEN MEETINGS

The board unanimously approved to pay the snow removal invoices from US Lawns, and selected Ramsey Copper as the vendor to repaint the entrance sign. The board also approved reimbursing Pam Beckner for the additional amount she paid for the Christmas brunch since the minimum was not met.

V. FINANCIAL REPORTS

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

| | |
|----------------------------|---------------------|
| Operating Account: | \$ 36,429.17 |
| Operating Reserve Account: | \$ 23,131.08 |
| Capital Reserve Account: | <u>\$380,035.92</u> |
| Total Combined Assets: | \$439,596.17 |

Review of books – Management received the 2023 financial review from Boitnott and forwarded the report to the board. No findings were noted.

Investment in Capital funds – Treasurer Patterson mentioned that one CD matured and was reinvested. The board approved to move \$100,000 from the cash in the capital reserve account over into a money market account at Edward Jones. Treasurer Patterson reported that approximately \$14,000 of interest was earned over the past year from these investments.

Bank Resolution – Treasurer Patterson discussed that a new bank resolution needs to be executed naming President Sprenger and Treasurer Patterson as signers on the account. The previous one is outdated. A motion was made (Whisnant) and seconded by (Pritchard) to approve the new bank resolution. Motion passed unanimously. Treasurer Patterson will deliver the signed resolution to Edward Jones.

VI. WORK ORDERS

No work orders to be discussed at this time.

VII. UNFINISHED BUSINESS

Median Trees – A motion was made (Patterson) and seconded (Kenney) to approve management to complete the VDOT application to remove the trees in the median. There was discussion on how this process would take place and what kind of trees would be replanted.

Entrance Sign Repointing Brick – Management reported that they spoke with Mr. Copper, and he would be starting the work on the entrance sign once the weather warms up. A motion was made (Sprenger) and seconded (Kenney) to approve a professional to pressure wash the entrance sign. Motion passed unanimously.

VIII. NEW BUSINESS

Revised Documents – Management spoke to the board to clarify the voting/approval process of the amended governing documents. During the Town Hall meeting, the association's attorney advised incorrectly of the approval process for the documents. There is a previously amended version of the Declaration and the Bylaws in 2012 changing the approval process to signatures by the Owners holding no less than two-thirds (2/3) of the votes of Membership. The signature approval sheets were provided to homeowners.

IX. OWNERS FORUM

Dee Lovelace mentioned that she realized that it had been seven years since the beginning of the process by revising and amending the governing documents. But she was taken back at the Town Hall meeting when she was told that no changes could be made. She said that even though the board and the attorneys have been working on it for seven years, it was the first time that homeowners were able to suggest changes. President Sprenger responded that there had been several opportunities provided to homeowners to share their comments and concerns along with extensive meetings of the documents committee that was open to all homeowners. Mrs. Lovelace mentioned that the signature document is different from the redline document that was distributed to homeowners in December at the annual meeting. Management said that they would go back and compare line by line to see what Mrs. Lovelace was mentioning. Mrs. Lovelace also spoke about the need to have an external consultant approve architectural change requests to ensure the reasonableness of the change. President Sprenger responded that there are guidelines in place that with a simple majority, a decision of the board can be overturned by calling a special meeting.

X. EXECUTIVE SESSION

No executive session was needed.

XI. DATE, TIME & LOCATION OF NEXT MEETING

Next meeting is March 25, 2025 at 6 PM at the Brambleton Center.

XII. ADJOURNMENT

- **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.