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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

January 30, 2024

Pending Review/Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Michael Sprenger	President	2024
	Pam Beckner	Vice President	2024
	Jeannie Kenney	Secretary	2026
	Michelle Whisnant	Director	2026
Not Present:	Rick Patterson	Treasurer	2025
Others Present:	Kendall Moore	Association Manager	
	Sue LaPrade	Owner	
	Dee Lovelace	Owner	
	Andrew Whisnant	Owner	
	Meg Patterson	Owner	
	Doug Kenney	Owner	
Alan Pritchard	Owner		

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with four out of five board members in attendance, one member attending via Zoom. The meeting was called to order at 6:00 PM at the South County Library. A notification was made prior to the meeting beginning that due to meetings being held hybrid, meetings will be recorded via Zoom.

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.com.

Sprenger touched upon the issue with snow removal; US Lawns marked everyone that on the no ice melt list was also skipped for removal. The Board has addressed with US Lawns.

LaPrade inquired about the sticks that were suggested for the no-ice melt list. The contractor will follow the no ice melt list rather than sticks due to the small number of homeowners opting out.

A discussion was had regarding the stump behind 5819. The tree was removed, but the stump (included in bid) was not removed. Management will reach out to contractor to schedule.

Lovelace stated US lawns only shoveled 75% of 5859, did not complete driveway and did not do quality job. Management will reach out to US Lawns.

III. READING OF THE MINUTES FROM PREVIOUS MEETING

No minutes were read or approved at this time.

IV. UNANIMOUS VOTES BETWEEN MEETINGS

The Board unanimously approved to provide hybrid meetings moving forward, in order for easier ability to attend. ***ALL meetings moving forward that are hybrid will be recorded.*** The Board unanimously agreed to have 6 meetings annually rather than 12.

V. FINANCIAL REPORTS

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

Operating Account:	\$36,515.76
Operating Reserve Account:	\$17,240.21
Capital Reserve Account:	<u>\$301,627.19</u>
Total Combined Assets:	\$335,383.16

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.

VII. UNFINISHED BUSINESS

Updating Governing Documents – Redlining of documents in process.

Penn Forest Website – Website in process and will be ready soon.

VIII. NEW BUSINESS

Siding and Gutters – Quotes have been obtained. Once document is ready and this has been addressed with the Reserve study, will allocate funding forward.

IX. OWNERS FORUM

LaPrade and Sprenger were thanked for their contributions to the holiday decorations.

A discussion began regarding trees between 5807 and 5803, if they are in mowing area they should be on trimming area as well. It needs to be confirmed that all trees are on property. No discussion was made at this time.

LaPrade suggested the willow tree that has broken limbs and is hanging should be addressed.

X. EXECUTIVE SESSION

None.

XI. DATE, TIME & LOCATION OF NEXT MEETING

March 26, 2024 at 6 PM at the South County Library.

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 6:26 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.com/>

As a reminder, the 2024 meeting schedule is:

Tuesday May 28th at 6 PM at South County Library

Tuesday July 23rd at 6 PM at South County Library

Tuesday September 24th at 6 PM at South County Library

Tuesday November 26th at 6 PM at South County Library (Annual Meeting with regular Board meeting to follow)

Please note – all meetings are subject to change. Please check the website for updates.