



Penn Forest Place Homeowners Association, Inc.
HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011
112 Kirk Avenue SW - Roanoke Virginia 24011

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ANNUAL MEETING

November 14, 2023

Pending review/approval at next Annual Meeting

I. DETERMINE QUORUM & CALL TO ORDER

A quorum of 40%, or 13 of the 31 units, is required to conduct an Annual Meeting. Of the 31 units, 6 were represented by proxy and 12 were represented in person. A quorum was satisfied with 18 of 31, or 58% represented. The meeting was called to order at 6:05 PM at the Brambleton Center by President Whisnant.

II. INTRODUCTIONS & PROOF OF NOTICE

The Board of Directors was introduced. Michelle Whisnant/President, Pam Beckner/Vice President, Rick Patterson/Treasurer, Michael Sprenger/Director. Beth Dudley/Secretary was absent.

Chrissy Greene and Kendall Moore with Hall Associates were also introduced.

The proof of notice of the meeting was established, as stipulated by the Association documents.

III. APPROVAL OF MINUTES FROM PREVIOUS ANNUAL MEETING

A motion was made (Beckner) and seconded (Patterson) to waive the reading of the minutes from the November 17, 2022 Annual Meeting and to approve the minutes as written. Motion passed unanimously.

IV. REPORTS FROM DIRECTORS

President's Report – President Whisnant stated that the Board has been operating with transparency with spending and has gotten caught up on work orders.

2024 Budget – a copy of the 2024 budget was mailed to all owners prior to the meeting and copies were provided at the meeting. Treasurer Patterson stated that there would be no dues increase. The floor was opened to questions. There were none.

The review of the documents will occur at the next meeting. The association will also look at the Reserve Study, which continues to set aside money for items that are not the responsibility of the association. The Board will go through the documents and the Reserve Study in January. Treasurer Patterson stated that the funds will stay in the Reserve account, to be allocated to other items. The Board will also invest money from the reserve funds into a series of CD's. The money can be taken out without penalty when needed.

There was a community workday. The underbrush was cleaned out at five/six homes. The Board expressed their appreciation for those who came out to help.

V. ELECTION OF DIRECTORS

Current Board Members, Titles and Terms:

Michelle Whisnant	President	(2023)
Pam Beckner	Vice President	(2024)
Rick Patterson	Treasurer	(2025)
Beth Dudley	Secretary	(2023)
Michael Sprenger	Director	(2024)

Two seats were open for election. Both were for three-year terms. Expiring members may be re-elected.

A nomination was made from the floor to nominate Michelle Whisnant and Jean Kenney. Motion was seconded. Motion passed unanimously.

There being no other nominations, a motion was made (Sprenger) and seconded (Patterson) to close the floor to nominees and elect the nominees by acclamation. Motion passed unanimously. The Board will appoint officers at an organizational meeting that will immediately follow the annual meeting.

Michelle Whisnant	(2026)
Jean Kenney	(2026)
Rick Patterson	(2025)
Pam Beckner	(2024)
Michael Sprenger	(2024)

VI. GENERAL DISCUSSION

The floor was open for general discussion.

Rick Patterson inquired about other ideas for volunteering in the community that would not require physical exertion. Refreshments can be provided.

Jean Kenney stated that U. S. Lawns will be taking care of trimming and leaves gradually, as leaves fall.

Gutter cleaning has been approved and is awaiting scheduling.

VII. ADJOURNMENT

A motion was made (Lovelace) and seconded (Whisnant) to adjourn the Annual Meeting. Motion passed unanimously and the Annual Meeting was adjourned at 6:57 PM.