



**Parkway Place Homeowners Association**  
HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011  
2800 Keagy Road, Suite 300, Salem, VA 24153  
Chrissy Greene/V.P. of Association Management – [cgreene@hallassociatesinc.com](mailto:cgreene@hallassociatesinc.com)

**Pending Review/Approval at the Next Board Meeting**

**BOARD OF DIRECTORS MEETING**

**January 21, 2026**

Board Members Present:	Stephen Minnix	President	2026
	Karen Hankins	Treasurer	2027
	Sybil Hayes	Secretary	2025
	Sue James	Director	2025
Board Members Absent:	Gary Baber	Vice President	2026
Others Present:	Chrissy Greene	Association Manager	

**I. DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with four out of five board members in attendance. The meeting was called to order at 3:03 PM at 3803 Parkway Place Drive.

**II. OWNERS FORUM**

There were no owners present who wanted to address the board.

**III. MINUTES**

A motion was made (James) seconded (Hayes) to approve the minutes from the July 23, 2025 meeting minutes and the October 15, 2025 organizational meeting minutes and accept them as written. Motion passed unanimously.

**IV. FINANCIAL REPORT**

Financial reports were reviewed through December:

Account balances through 12/31/25:

Operating Account	\$28,775.16
Capital Reserve Account	<u>\$59,646.72</u>
Total Combined Assets	\$88,421.88

A motion was made (Hankins) and seconded (James) to accept the financials as presented through 12/31/25. Motion passed unanimously.

## V. COMMITTEE/BOARD REPORTS

**A. WELCOME COMMITTEE** – if you are interested in serving on the Welcome Committee, please contact management at [cgreene@hallassociatesinc.com](mailto:cgreene@hallassociatesinc.com) or contact a Board member directly (Stephen Minnix, Gary Baber, Karen Hankins, Sybil Hayes or Sue James). As a friendly reminder, please return completed emergency contact forms to management. Kathleen Smith has joined the community at 3908 Parkway Place Drive.

## **B. ARCHITECTURAL REVIEW COMMITTEE**

If you are interested in being appointed to serve on the Architectural Review Committee, please contact Chrissy Greene with management at [cgreene@hallassociatesinc.com](mailto:cgreene@hallassociatesinc.com) or contact the Architectural Chairperson (Stephen Minnix).

A motion was made (Hankins) and seconded (James) to restate for record the approval of the following requests that have been approved. Motion passed unanimously.

- 4054 Overlook Trail Drive – request to remove the two overgrown Cypress trees in the north end of the back yard of the home. Remove the small tree located between the Leland Cypress tree in the back yard of the home.
- 3801 Parkway Place Drive – request to install and connect a catch basin to the existing underground drainpipe in the back yard of the home for the purpose of collecting excessive water from neighboring homes.
- 3831 Parkway Place Drive – request to remove the River Birch tree in the front of the home, grind the stump, trim Crepe Myrtle and Dogwood trees.
- 3900 Parkway Place Drive – request to install a black iron handrail (similar to 3803 & 3807 Parkway Place Drive) on each side of the porch on the front of the home. Paint existing front exterior light fixtures black to coordinate.
- 4010 Parkway Place Drive – request to remove the diseased tree in the front yard, remove the old, overgrown shrubs from the front of the home, the tree and shrub are to be replaced in the springtime with new, slower growing, low to no trimming replacements. The request was approved contingent on the following conditions: Tree stump is to be ground out within 3 weeks after the tree has been felled, the homeowner will need to submit a new change request form for approval to identify which species of tree and shrubs are to be installed prior to installation.
- 3837 Parkway Place Drive – request to remove and replace the 4 diseased/dying Hollie bushes in the front yard. Replacement will be boxwoods in similar size or Hollie bushes of similar shape/size.
- 4018 Parkway Place Drive – request to removing and replace the dead tree in the front yard. Replacement will be with a Japanese Maple and stump will be dug up.
- 3802 Parkway Place Drive – request to install a drain box and run a drainpipe to the road that connects all of the downspouts from the back of the house.
- 4042 Parkway Place Drive – request to install a fenced refuse container directly forward of the garage back door so it is not visible from the neighboring yard on the back of the house. Homeowner will have the enclosure constructed of pressure treated wood similar to the fencing at the one at 4032 PPD. Enclosure will be painted in Sherwin Williams SW2039 Estate Tan to match the front and soffit trim.

- Update on new construction – the colors approved for the new home are: siding and soffits will be Soft Maple, gutters are Musket Brown, columns, garage door and front door will be Sandstone. The owner is anticipating construction to be completed in February, depending on the weather. Due to the slope, a retaining wall will be required in order to run a sidewalk from the door to the driveway. This wall will be the same as what is approved on the Roanoke County building permit. The style that currently exists on Overlook is no longer approved by Roanoke County for use in this type of location. The asphalt driveway will not be done until the weather is appropriate and asphalt plants are back in operation. This will likely be later in the Spring. Stormwater Management Division of Roanoke County will determine when the overflow silt fencing dams can be removed. President Minnix was able to locate the individual who originally built the mailbox posts in the community. He will build a mailbox post for the new home at a cost of \$300. The owner's contractor indicated he would build a mailbox post for \$250. This will be discussed in New Business.

## VI. UNFINISHED BUSINESS

**Stormwater detention pond** – TJS has returned today to address two areas that appeared to be humps and could impede the flow of water. They are working to grade these spots. The seeding has been completed on the inside and top portion of the pond. President Minnix purchased some caution tape and stakes to prevent anyone from walking on or mowing that newly seeded area. All of the tree work has been completed by Tree Smart. The stumps are not required to be ground down by the County. However, there was work on the outside of the pond that was not included in the original estimate. The work that was not included in the original TJS estimate for the outer areas of the pond was reviewed (specification include bank prep, removing existing brush, pine needles, all debris cleaned up and hauled to landfill, add 15 tons of topsoil, rake smooth and prep for seed, seeding, and slow release starter fertilizer and straw netting.) C. Hernandez Landscaping provided an estimate of \$3,850 and TJS provided an estimate of \$5,070. A motion was made (Hankins) and seconded (James) to approve C. Hernandez Landscaping to perform the work. Motion passed unanimously.

**Website** – as a friendly reminder, the website address <https://www.parkwayplacehoa.com/>

## VII. NEW BUSINESS

**Annual inspection** – this is scheduled for April 1<sup>st</sup> at 10 AM. The rain date is April 8<sup>th</sup> at 10 AM.

**Mailbox for new home** – the two estimates were discussed (\$250 and \$300). A motion was made (Hankins) and seconded (James) to approve the original individual who did the mailboxes for mailbox replacement. Motion passed unanimously.

**Directory update** – this is in process.

## VIII. EXECUTIVE SESSION

A motion was made (Hayes) and seconded (James) to go into Executive Session to discuss a delinquency. Motion passed unanimously.

After Executive Session, no action was taken.

**IX. ANNOUNCEMENTS**

The next meeting will be Wednesday, April 15, 2026, at 3 PM at 3803 Parkway Place Drive.

**X. ADJOURNMENT**

The meeting was adjourned at 4:38 PM.