



Parkway Place Homeowners Association
HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011
112 Kirk Avenue SW - Roanoke Virginia 24011
Chrissy Greene/V.P. of Association Management – cgreene@hallassociatesinc.com

Pending Review/Approval at the Next Board Meeting
BOARD OF DIRECTORS MEETING
September 27, 2023

Board Members Present:	Stephen Minnix	President	2023
	Gary Baber	Vice President	2023
	Sybil Hayes	Treasurer	2025
		*appointed to serve as Architectural Committee until elected at the next Annual Meeting	
Board Members Absent:	Betty Nevin	Secretary	2025
Others Present:	Chrissy Greene	Association Manager	
	Mike Glowczynski	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with three out of four board members in attendance. The meeting was called to order at 3:09 PM at 3803 Parkway Place Drive.

II. OWNERS FORUM

Mr. Glowczynski was in attendance to assist with the website discussion and did not have anything for Owner’s forum.

III. MINUTES

The minutes were reviewed and a correction was made to the date. A motion was made (Baber) and seconded (Minnix) to approve the minutes from the June 28, 2023 meeting minutes and accept them as corrected. Motion passed unanimously.

IV. FINANCIAL REPORT

Financial reports were reviewed through August:
Account balances through 08/31/23:

Operating Account	\$28,272.73
Capital Reserve Account	<u>\$54,918.17</u>
Total Combined Assets	\$83,190.90

A motion was made (Baber) and seconded (Hayes) to accept the financials as presented through 08/31/23. 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 or contact a Board member directly (Stephen Minnix, Gary Baber, Sybil Hayes or Betty Nevin).

Updated Directory and Welcome Packet – the packet approved at the last meeting and will be mailed out to owners, but it will include the Welcome Packet information, not just the directory.

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 or contact the Architectural Chairperson (Stephen Minnix).

There were two requests approved since the last meeting.

- 4090 Overlook Trail Dr – request to add a buffer zone along left side of house. Edging will be precast concrete and the area will consist of river stone. Additionally, will add 4-6 dwarf evergreen bushes that are slow-growing and should not exceed 18 inches height. Main reason is for border is for lack of grass growth and damage from lawn service.
- 4099 Overlook Trail Dr – request to add solar lights according to drawing.

VI. UNFINISHED BUSINESS

Mailbox Post Project – this project is complete.

Investment of Capital Funds for Interest Earning – management is to schedule a meeting with Board members to meet with a broker at Pinnacle, to determine if they can provide the same type of services as a brokerage firm. The Board would like to determine if Pinnacle has the capability of setting up and maintaining an investment account for the HOA where they could solicit interest rates from other institutions. The Board would only consider secured savings accounts or CD's with the best possible interest rates.

BULK PICK-UP REMINDER – please do not put out bulk trash unless it is the scheduled week for Roanoke County to pick-up. The scheduled pick-ups are available on the Roanoke County website. This will be the week of October 2nd, October 16th, October 30th, November 13th, November 27th and December 11th.

VII. NEW BUSINESS

Opt-in request – a request was reviewed for an owner to opt into the association. Management is to get a bid on painting the exterior and the owner will be permitted to opt back in based on the painting staying on a 6 year schedule.

Annual Meeting Notice Mailing/Correction – the annual meeting notices were sent out for a meeting on October 16th at 6 PM, with sign-in starting at 5:30 PM. This varies from the original date discussed, which was November 19th. Since the notices have already been sent within the timeframe required by the

Bylaws, the Annual Meeting will be held in person at the South County Library on October 16, 2023 at 6 PM in the auditorium, with sign-in beginning at 5:30 PM.

2024 Budget Draft – the budget was reviewed overall and by individual line items. Discussion ensued. A motion was made (Baber) and seconded (Hayes) to approve the budget as presented, with no increase in dues for 2024. Motion passed unanimously.

Emergency Contact Form – management updated the form to add two fields at the bottom, one for the date completed by the owner and one for the date received by the Board.

Website – the issues with the website were discussed. The former host of the website has sold or transferred that site twice. The former host also sold the domain to a third party. Management has worked to get the domain reconnected, but there are still issues with the site linking to forms that do not match the label on the site. Management is exploring other website options and will keep the Board updated on the options available to the community.

Board Members and Architectural Review Committee – any owners who are interested in being placed on the ballot for consideration to serve on the Board or as the Architectural Review Committee Chair should contact management at cgreene@hallassociatesinc.com. There is currently one vacancy and there are two other seats that come up for election or re-election at the next annual meeting.

VIII. EXECUTIVE SESSION

A motion was made (Baber) and seconded (Minnix) to go into Executive Session to discuss a complaint.

After Executive Session, no action was taken. Management will respond to the complaining party.

IX. ANNOUNCEMENTS

The next meeting will be the annual meeting of the members, which will be held on October 16, 2023 at 6:00 PM at the South County Library, 6303 Merriman, Roanoke, VA 24018.

X. ADJOURNMENT

The meeting was adjourned at 4:54 PM.