



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
Pending Review/Approval at the Next Board Meeting
BOARD OF DIRECTORS MEETING
January 21, 2025

Board Members Present:	Stephen Minnix	President	2026
	Gary Baber	Vice President	2026
	Karen Hankins	Treasurer	2027
	Sybil Hayes	Secretary	2025
	Sue James	Director	2025

Board Members Absent: None

Others Present: Chrissy Greene Association Manager

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with five board members in attendance. The meeting was called to order at 3:12 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) and seconded (Hayes) to approve the minutes from the September 18, 2024 meeting minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Financial reports were reviewed through December:

Account balances through 12/31/24:

Operating Account	\$34,359.62
Capital Reserve Account	<u>\$57,315.56</u>
Total Combined Assets	\$91,675.18

A motion was made (Baber) and seconded (Hayes) to accept the financials as presented through 12/31/24. Motion passed unanimously.

Snow removal was discussed. The invoices are appropriate for the services that were received. A motion was made (Baber) and seconded (James) to approve the invoices for payment. 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, Karen Hankins, Sybil Hayes or Sue James). As a friendly reminder, please return completed emergency contact forms to management.

These can be sent via email at cgreene@hallassociatesinc.com.

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).

The following requests were approved since the last meeting.

- 4065 Overlook Trail Drive – replace sidewalk.
- 4091 Overlook Trail Drive – preliminary approval of plans have been submitted and approved if additional information is provided. Additional information on exterior paint, siding, shingle and brick colors as well as the style of the Front Elevation windows and light fixtures to ensure compatibility to the neighborhood as to be used in the construction of the home.
- 3803 Parkway Place Drive – replace sliding glass door on the back of the home.
- 4098 Overlook Trail Drive – install a flight of concrete stairs on the northeast side of the home.
- 4038 Overlook Trail Drive - Install a cast iron railing to the front steps. Pictures are enclosed of homes that currently have railings for samples of railing styles that should be taken into account when selecting the railing.
- 4062 Overlook Trail Drive - remove dead shrub located on the property line above 3 utility lines. Replacement will be at a later date when utility line complications are determined.
- 4080 Overlook Trail Drive - replace the front door and garage door on the front of the home. Front Door will be stained in the color Charcoal, and the garage door will be in the color Almond.

VI. UNFINISHED BUSINESS

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

VII. NEW BUSINESS

Exterior Painting – management will get bids on painting for 2025.

Update on Corporate Transparency Act – this remains on hold.

VIII. EXECUTIVE SESSION

A motion was made (Baber) and seconded (Minnix) to go into Executive Session to discuss violations noted during the inspection. Motion passed unanimously.

After Executive Session, a motion was made (Minnix) and seconded (Hayes) to send a response to the concerned homeowners. Motion passed unanimously.

IX. ANNOUNCEMENTS

The next meeting will be April 16, 2025 at 3:00 PM at 3803 Parkway Place Drive, Roanoke, VA 24018.

X. ADJOURNMENT

The meeting was adjourned at 4:35 PM.