Hall Associates
Commercial REALTORS since 1975

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

July 9, 2026

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	
	Paul Olney	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with all five board members in attendance. The meeting was called to order at 3:00 PM at 3803 Parkway Place Drive.

II. OWNERS FORUM

Paul Olney reported on the status of the completion of his home. Roanoke County is now requiring a geotechnical survey. Once that is completed and there is a final inspection, the remaining barriers will be removed. The drain channel

III. MINUTES

A motion was made (Baber) seconded (James) to approve the minutes from the April 14, 2026 meeting and May special board meeting minutes. Motion passed unanimously.

IV. FINANCIAL REPORT

Financial reports were reviewed through May:

Account balances through 05/31/26:

Operating Account	$19,201.40
Cash Reserve Account	$11,697.42
Reserve Account CD's	$44,854.62
Total Combined Assets	$75,753.44

A motion was made (Baber) and seconded (James) to accept the financials as presented through 05/31/26. 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.

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).

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

- 3801 Parkway Place Drive –
  - Replace the rubber boarder that separates the gravel from the grass with stones made for borders.
  - Boarder measures 8.2” X 3” X 4” and will run on both sides and the rear of the house.
- 3810 Parkway Place Drive –
  - Removal of the tree located on the right side of the house to comply with inspection letter from last year. Tree will not be replaced.
  - Removal of the half-dead tree with roots that are reaching to the sidewalk in the front yard. Tree will be replaced in the fall of this year.
  - Replace dead boxwoods located on the walkway and on either side of the garage.
- 3909 Park Place Drive –
  - Paint garage door and trim in the approved color of SW 7570 Egret White on the front of your home.
  - Paint exterior front door and shutters in approved color of SW 7019 Gauntlet Gray on the front of your home.
- 4087 Overlook Trail – paint front door and trim to the original approved color of SW 6193 Privilege Green for the front door and the trim to be painted in the approved color of SW7507 Stone Lion on the front of your home.
- 3916 Park Place Lane – paint entrance trim, sidelights, garage door and trim in the approved color of SW 7570 Egret White on the front of your home.
- 4018 Overlook Trail Drive – replacing the roof of your home with Owens Corning TruDefinition Duration Architectural Shingles in the color of Teak9494.

VI. UNFINISHED BUSINESS

Stormwater detention pond – all work is complete.

Drain channel/inlet – the drainage ditch has been cleared.

Entrance sign – the order has been sent for fabrication of the letters. The anticipated date for the letters to ship is the last of August. They will be mounted after they arrive.

Directory update – this is still in process. A final update will be done at the annual meeting.

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

VII. NEW BUSINESS

Resolutions – the documents currently require owners to maintain their homes, but there is no clear definition of what that might entail. During the inspections over the past few years, several homes have been noted to need pressure washing of mildew on the shaded sides of the homes and several of the driveways need repairs or sealant. The Board discussed consideration of clarifying what is expected of owners for "maintaining" the property. President Minnix will draft a resolution for the Board's consideration.

Painting – the bids were reviewed. A motion was made (Baber) and seconded (Hankins) to contract with Southern Virginia Painting Company. Motion passed unanimously.

VIII. EXECUTIVE SESSION

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

After Executive Session, no action was taken.

IX. ANNOUNCEMENTS

The next meeting will be Wednesday, October 21, 2026, at 6 PM at the Brambleton Center.

X. ADJOURNMENT

The meeting was adjourned at 4:20 PM.