

PARKWAY PLACE HOMEOWNERS ASSOCIATION ANNUAL MEETING MINUTES

October 16, 2024

I. ROLL CALL AND CERTIFICATION OF PROXIES

A quorum of 40% is required to conduct the meeting. President Minnix called the meeting to order upon confirmation that a quorum was established with 15 homes represented in person and 25 by proxy. The meeting was called to order at 6:0 PM.

II. PROOF OF NOTICE OF MEETING

President Minnix announced that a notice of the Annual Meeting had been sent 21 days prior to the meeting, as required by the Bylaws. Therefore, the requirement has been met.

III. PRESENTATION OF MINUTES OF LAST YEAR'S MEETING

A motion was made and seconded from the floor to waive the reading of the minutes of 11/16/23 and accept them as written. Motion passed unanimously.

IV. REPORTS OF BOARD OF DIRECTORS/OFFICERS

President's Report:

The Board wants to thank Ms. Terri McGraw for again organizing this past year's annual community yard sale. Ms. McGraw has spearheaded this sale for the last two years and hope she will consider spearheading this for 2025, as well; but would hope that other community members may consider taking on the mantel to either organizing the sale or providing help with next year's sale.

The Board also wants to thank Ms. Karen Hankins for her continuing work on providing the Parkway Place neighbors' page which allows the community a means of sharing information.

The Board also wants to thank Gary and Biljana Baber for the refreshments for tonight's meeting.

US Lawns for a second year has not increased their fees and has been awarded the grounds and snow removal contract for 2025.

We have again budgeted additional money for 2025 to deal with secondary snow removal after VDOT scrapes the main roads of the community to clear away driveway entrances and around in front of mailboxes.

The 6-year painting cycle remains in effect.

We have guaranteed deposits through Certificate of Deposits of \$52,098.44 at 4.5%. This is a greater rate than the standard savings account or the earlier 2.0 or 2.25% rates.

This year a total of 3 mailbox posts and 9 mailboxes were replaced due to rot, age and severe damage. These were paid out of Capital Reserves.

Due to community members using the retention pond area to walk their dogs and not cleaning up after them, a total of 4 signs were obtained (3 non-trespassing and 1 clean-up) and installed along the boundary with the Fairway community.

Reminders:

There is a complaint form on the website under Forms and Documents, that should be used by mailing or emailing the complaint to Hall Associates. If there is a problem with a HOA contractor, please use the complaint form so that Hall Associates can alert the Board of the problem immediately so that action can be taken.

It is the responsibility of the homeowner to ensure that all necessary permits are obtained; and that contractor(s) hired are licensed and have all necessary insurances up to date.

It is the responsibility of the homeowner to know their property lines before trimming or cutting down trees (reference VA Statute on Boundary Fences: VA Code Sections 55-317, 55-318 and 55-319).

In Roanoke County, Virginia, it is **unlawful** for any person to place, distribute, or allow the placement of food, minerals, carrion, trash, or similar substances that attract wildlife in such numbers or circumstances as to cause property damage, endanger people or wildlife, or create public health concerns. This regulation aims to prevent situations where feeding wildlife becomes problematic. (This ordinance follows the State of Virginia regulation.)

Please accept this reminder once again that it is extremely important and necessary that everyone is aware of their property lines before trimming trees. We all must follow Virginia Statue on Boundary Fences: Virginia Code Sections 55-317, 55-318, and 55-319 – Tree Trimming Rules: 1. A landowner has the right to "self-help" by trimming encroaching tree branches and roots up to the property line, at his own expense. 2. If actual damage is caused by encroaching branches or roots, the landowner has a right of action for nuisance. 3. Encroaching tree branches are not considered a nuisance merely because they cast shade, or drop leaves, flowers or fruit.

A. SUBJECT: 2025 BUDGET

President Minnix presented the 2025 budget voted and adopted by the Board in October.

The account balances as of 12/31/23:

Operating Account as of 12/31/23:	\$37,052.12
<u>Capital Reserve Account as of 12/31/23: \$56,943.20</u>	
Total Assets:	\$93,995.32

The account balances as of 09/30/24:

Operating Account as of 09/30/24:	\$37,052.12
<u>Capital Reserve Account as of 09/30/24: \$56,943.20</u>	
Total Assets:	\$93,995.32

There will be no increase in assessments in 2025.

V. REPORTS OF COMMITTEES

A. ARCHITECTURAL REVIEW COMMITTEE

Stephen Minnix, Chair of the Architectural Review Committee reported that 15 change requests were reviewed and approved in 2024.

This year 2024 saw community members working hard on keeping their homes up with some 15 change request forms being reviewed and approved. The Architectural Review Committee and Board are currently in communications with the new homeowner of 4091 Overlook Trail who will be building a new home on this lot. The ARC and Board are working closely with this homeowner to ensure that this new home will compliment with the community homes.

The annual community walk-through will be conducted by Hall Associates and the Architectural Review Committee members in the first quarter of 2025. This walk-through will focus on needed repairs and/or violations and any owners impacted by this inspection will be notified of the findings by mail.

Each homeowner should become familiar with Article 6 and 12 of the Declaration of Covenants, Conditions and Restrictions for detailed information concerning alterations which require a completed change request form. Please note that 12.3.12 has been superseded by the Solar Panel Resolution.

The 2025 walk-through will occur during the late part of the first quarter of the year. This walk-through will focus on needed repairs and/or violations and any owners impacted by this inspection will be notified of the findings by mail.

B. WELCOMING COMMITTEE

Gary Baber spoke on behalf of the Welcome Committee. Sarah Martin was welcomed to the community. Those present indicated they would be in favor of attending a community social in one of the cul-de-sacs in 2025.

VI. ELECTION OF DIRECTORS

President Minnix announced that Gary Baber and Stephen Minnix have accepted the nominations to the Board.

President Minnix called for nominations from the floor. There were none.

Ballots were collected and tallied.

Association Manager Greene announced that Stephen Minnix was elected as the Architectural Chair for a two-year term. Sue James and Karen Hankins were elected to the Board of Directors. Ms. Hankins will serve a three-year term and Ms. James will serve the remaining one year of a three-year term.

VII. UNFINISHED BUSINESS - There was no unfinished business.

VIII. NEW BUSINESS

A. SUBJECT: GENERAL DISCUSSION

The floor was opened up to general discussion.

An owner stated that she felt that it is more appropriate for an estate sale to be held over a weekend versus clients being brought in and out of the community over a period of time. This would apply to owners/residents who pass away or are moved into a long-term assisted living or comparable situation. A show of hands indicated that most owners present would be in favor of the Board adopting a resolution to allow this.

IX. ADJOURNMENT

The next Annual Meeting will be scheduled during the month of October 2025. A proper notice of the date and time will be sent to homeowners as required by the documents.

The meeting was adjourned at p.m. by unanimous consent.

ORGANIZATIONAL MEETING MINUTES – 10/16/24

Immediately following the Annual Meeting, as directed by the Bylaws, the Board of Directors held an organizational meeting to determine officers for 2025. The meeting was called to order at 7:03 PM. This was the only business conducted.

A motion was made (Baber) and seconded (Hankins) to appoint the following officers:

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

Architectural Review Committee Chairperson – Stephen Minnix (2-years of term remaining)

Motion passed unanimously.

A motion was made (James) and seconded (Minnix) to appoint Terry Lauver and Sarah Martin to the Architectural Review Committee. Motion passed unanimously.

There is no Board of Directors meeting scheduled for December. The next meeting of the Board will be January at 3:00 PM at 3803 Parkway Place Drive. Homeowners are always welcome to attend. Please refer to the website for meeting time, date and location. The meetings will be quarterly, on the third Wednesday of the month, at 3 PM. The 2025 meeting dates are – January 15th, April 16th, July 16th and October 15th.

The organizational meeting was adjourned at 7:08 PM.