



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

September 18, 2024

Board Members Present:	Stephen Minnix	President	2026*
	Gary Baber	Vice President	2026
	Karen Hankins	Treasurer	2024
	Sybil Hayes	Secretary	2025
	Sue James	Director	2025**

*appointed to serve as Architectural Committee
the remaining one-year of the two-year term
until elected at the next Annual Meeting

**appointed to serve until next annual meeting

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 3:02 PM at 3803 Parkway Place Drive.

II. MINUTES

A motion was made (Baber) and seconded (Hankins) to approve the minutes from the July 17, 2024 meeting minutes and accept them as written. Motion passed unanimously.

III. FINANCIAL REPORT

Financial reports were reviewed through August:

Account balances through 08/31/24:

Operating Account	\$36,247.29
Capital Reserve Account	<u>\$56,949.03</u>
Total Combined Assets	\$93,196.32

The CD was renewed for 9 months at 4.25%. A motion was made (Hankins) and seconded (Baber) to accept the financials as presented through 08/31/24. Motion passed unanimously.

IV. 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). New owners have been welcomed. 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).

There were three requests approved since the last meeting.

- 4098 Overlook Trail – request to change the color of the garage door, window and trim to Sherwin Williams SW6393 Convivial Yellow. The original request was approved. However, an amended request was submitted for the color change to be limited to the front of the home, but that request was denied. The request to change the trim color on the entire home remains approved.
- 3802 Parkway Place – request to trim all bushes on the front of the home to 24", remove the bushes from around the HVAC unit and replace with an enclosure made for a/c units or trash cans, and trim junipers back on the wall. The request was approved.
- 4090 Overlook Trail – request to replace the 3 front windows and (1) 3-pane window in the back of the home. The owner will be using the same design as the other windows on the back of the main floor of the home. The request was approved.

V. UNFINISHED BUSINESS

Exterior Painting – the 2024 homes are scheduled to be painted the last week of September, first week of October, weather permitting.

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

VI. NEW BUSINESS

2025 Budget – the draft of the budget was reviewed. A motion was made (Baber) and seconded (Hayes) to approve the budget as presented, with no increase in dues for 2025. Motion passed unanimously.

Annual Meeting – as a reminder, the annual meeting of the members is scheduled for Wednesday October 16th, 2024 at 6:00 PM at the Brambleton Center, 3738 Brambleton Avenue, Roanoke, VA 24018. There is one position coming up for a three-year term and one position coming up for the remaining one-year of a three-year term. Expiring directors may be nominated to run again. These positions are currently filled by Karen Hankins and Sue James. The Architectural Chair position is also up for election for a 2-year term. This position is currently filled by Stephen Minnix.

Grounds Issue – an owner reported an invasive weed that appears to be crossing over onto lawns, even where sod was installed.

VII. OWNERS FORUM

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

VIII. EXECUTIVE SESSION

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

After Executive Session, no action was taken.

IX. ANNOUNCEMENTS

The next meeting will be the annual meeting on October 16, 2024 at 6:00 PM at the Brambleton Center.

X. ADJOURNMENT

The meeting was adjourned at 4:05 PM.