Hall Associates
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**Parkway Place Homeowners Association**

HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011
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Chrissy Greene/V.P. of Association Management – cgreene@hallassociatesinc.com

**Pending Review/Approval at the Next Board Meeting**

**BOARD OF DIRECTORS MEETING**

**April 14, 2026**

| | | | |
|---|---|---|---|
| Board Members Present: | Stephen Minnix | President | 2026 |
| | Karen Hankins | Treasurer | 2027 |
| | Sybil Hayes | Secretary | 2025 |
| | Sue James | Director | 2025 |
| Board Members Absent: | Gary Baber | Vice President | 2026 |
| Others Present: | Chrissy Greene | Association Manager | |

## I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with four out of five board members in attendance. The meeting was called to order at 3:03 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 (Baber) seconded (James) to approve the minutes from the January 21, 2026 meeting minutes. Motion passed unanimously.

## IV. FINANCIAL REPORT

Financial reports were reviewed through March:

Account balances through 03/31/26:

| | |
|---|---|
| Operating Account | $14,585.07 |
| Capital Reserve Account | $56,636.24 |
| Total Combined Assets | $71,221.31 |

A motion was made (Baber) and seconded (James) to accept the financials as presented through 03/31/26 with the correction of a pond invoice being paid out of Operating instead of Capital. 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. There are new residents in the community and emergency contact forms have been shared with those residents for completion. The board is waiting on the return of the emergency contact form.

**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 (Minnix) to restate for record the approval of the following requests that have been approved. Motion passed unanimously.

- 4010 Parkway Place – replacement of landscaping shrubs that were removed last fall on the front of the home; the back row will have two (2) Dwarf Hinoki Cypress shrubs and two (2) Baby Gem boxwoods or similar small boxwoods; the front row will have three (3) Blue Star Junipers and several Salvia plants mixed throughout for color. Planting will take place as soon as weather permits.
- 4002 Parkway Place – replacing all of the windows on the home with a similar style window to the current windows on the home; the back windows will be replaced with windows that do not contain grids.
- 4074 Overlook Trail Drive – removing two small spruce trees in the front of the home located at the left of the double window and to the right of the double window.

The following requests were recently received and will be reviewed for approval.

- 4018 Overlook Trail Drive – request to replace roof with Owens Corning Architectural shingles in color 'Teak'.
- 4091 Overlook Trail Drive – request for planting front yard with hydrangeas, dwarf juniper shrubs, and azaleas. The homeowner would like to plant grass, but it will be dependent on the soil conditions.

Update on new construction – the home has been completed. The driveway and retaining walls are expected to be completed by the end of April, depending on the weather and the contractor. The termite treatment that was done around all mailboxes in the community also needs to be done around the 4091 Overlook Trail Drive mailbox post. The association is also responsible for mulching around the mailbox post, since all mailboxes are included in the association, even opt-outs.

## VI. UNFINISHED BUSINESS

**Stormwater detention pond** – Retention Pond currently HOA has only a provisional in compliance with the County. A final inspection is schedule for the beginning of May to make sure that grass has taken in those areas where soil was disturbed. Need to have matting that was used be removed slowly from new grass

areas so that those areas can be mowed. There are a few areas that need to be either reseeded that did not take (Note: seeding was not guaranteed in the contract by TJS). Discussion on the 2 areas that were identified during annual walk thru that show bank slippage behind 3917 and 4001 Parkway Place Drive as well as 4029 and 4037 Parkway Place Drive.

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

## VII. NEW BUSINESS

**Annual inspection** – this was completed on April 1st. Management will send out letters by April 30th.

**Drain channel/inlet** – the silt from the runoff is affecting the drain channel and now dirty water is stagnant for several hours after a rain. There is a drainage channel between Overlook and Parkway. The silt filter on the drain inlet will be removed upon completion of construction. The inlet will need to be cleaned out once the barrier for debris next to the driveway in the Overlook Trail cul-de-sac is removed. The main channel where it starts on Overlook will need to be thoroughly cleaned out with removal of silt build-up, removal of brush through entire channel, and removal of trees located in the channel that will impede waterflow. Management is to solicit three bids for this project. *Hernandez, USL, and TJS*

**Entrance sign** – during annual inspection the team found that some of the letters on the main entrance signs have deteriorated and will need to be replaced. On further inspection conducted 4/9/2026, there are additional problems with the tile backing on the exit side sign and lack of caulking around signs as well as need to have some mortar repointing to the stone. Management is to reach out to Mr. Hernandez to provide an estimate on the repairs to the sign and tile. Fast Signs is working on pricing for the actual letters and backing. *Contact Mr. Hernandez.*

**Snow removal/Ice melt removal** – a homeowner suggested that sidewalks should be cleaned by US Lawns after storms. The homeowner also stated that they felt that US Lawns should be required to use a product specifically recommended for brick in the future. It was also recommended to have the association's attorney to review the contract in light of the unintended consequences. Discussion ensued. The association is currently required to provide snow removal and assumes liability if they do not do so. The only way to remove that liability is to get the required percentage of the membership to approve an amendment of the documents. The Board does not feel this is the most reasonable approach, since many people moved into the community for the purpose of having those services provided. Management will contact U S Lawns to inquire if they currently use calcium chloride or magnesium chloride. The contract currently includes putting down ice melt, but there is nothing included in the contract for removal or clean-up of ice melt post-storm. The governing documents only require snow removal, not post-storm clean-up. This responsibility falls on the individual owners. *In his response letter, let him know that the board looked at the sidewalk and it needs to be repointed.*

**Mulching around trees** – an attachment with information regarding the proper way to mulch around the base of trees was reviewed. Homeowner Mr. Terry Lauver stated that this should be discussed with the landscape contractor and incorporated as a requirement in future contracts. *Let USL know to add to the contract. Also ask them to mulch around 4091 OTD mailbox.*

**Define maintenance** – 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.

**Inspection list** – management is to send out the inspection form with a cover letter once the new resolution is adopted. The inspection form will identify for owners what the Board, committee, and/or management are looking for during the annual inspection.

**Directory update –** this is in process.

## VIII. EXECUTIVE SESSION

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

After Executive Session, a motion was made (Hankins) and seconded (Baber) to discontinue maintenance services until the account is brought current. Motion passed unanimously.

## IX. ANNOUNCEMENTS

The next meeting will be Wednesday, July 8, 2026, at 3 PM at 3803 Parkway Place Drive.

## X. ADJOURNMENT

The meeting was adjourned at 4:57 PM.