



Parkway Place Homeowners Association

HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011
112 Kirk Avenue SW - Roanoke Virginia 24011

Chrissy Greene/V.P. of Association Management – cgreene@hallassociatesinc.com

Pending Review/Approval at the Next Board Meeting

BOARD OF DIRECTORS MEETING

April 17, 2024

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

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

Board Members Absent: None

Others Present: Chrissy Greene Association Manager
Sue James Owner

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 3:04 PM at 3803 Parkway Place Drive.

II. RESIGNATION OF BOARD MEMBER AND APPOINTMENT OF BOARD MEMBER

Betty Nevin submitted her resignation when she moved from the community. Her resignation was accepted with appreciation for her efforts of service to the community. A motion was made (Baber) and seconded (Minnix) to appoint Sue James to serve in the vacant seat as director until the next annual meeting. Motion passed unanimously.

III. MINUTES

A motion was made (Hankins) and seconded (Baber) to approve the minutes from the January 17, 2024 meeting minutes and accept them as written. Motion passed with four in favor and one abstention (James).

IV. FINANCIAL REPORT

Financial reports were reviewed through March:

Account balances through 03/31/24:

Operating Account	\$29,568.11
Capital Reserve Account	<u>\$55,564.51</u>
Total Combined Assets	\$80,524.43

A motion was made (Baber) and seconded (Hayes) to accept the financials as presented through 03/31/24. Motion passed with four in favor and one abstention (James).

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). There are two homes under contract, but no new owners at this time. The committee is still considering the possibility of a social in the Spring, such as bringing in Deb's Lemonade and holding it in the Park Place Lane cul-de-sac. A golf cart may be considered to help transport owners or residents. Discussion ensued regarding possibly including information on local restaurants or coupons for local places with the directory. The Welcome Committee is still researching the social event, as well as the feasibility of getting coupons, restaurant list, etc... for the directory. A motion was made (Baber) and seconded (Hayes) to approve up to \$500 for a community social. Motion passed unanimously.

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 two requests approved since the last meeting.

- 4065 Overlook – approval to remove 5 pine trees, and 1 oak tree as indicated on the enclosed drawing, with the condition that the trees are either taken down at ground level or the stumps are grinded down.
- 4098 Overlook – approval to remove (2) pine trees located in the back of your home. It is recommended that the trees be taken down as close to the ground as possible. Remove (4) decorative shrubs on the front of your home. Fencing regulation information was also provided to owners.
- 4047 Overlook – requesting approval for landscaping. This request was just received and is still under review.

VI. UNFINISHED BUSINESS

Status of CD's – the CD's have been reinvested. One CD is \$25,500 and matures 08/30/24 at 4.7% and the second CD is \$25,191.09 matures on 06/30/24 at 4.6%. Board and management will get current rates within 10 days of the renewal.

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

VII. NEW BUSINESS

Walk-through Review on 04/11/24 – the issues were reviewed. Letters will be sent out as soon as management's schedule permits, since there are so many letters that will need to be generated.

Review of Fence Policy – discussion ensued regarding allowing metal or invisible fences. The fence restrictions are currently found in the Second Amendment and Restatement of Declarations (amendment requires an affirmative vote, by signature, of 2/3 of the membership).

Mailbox Posts – a motion was made (Baber) and seconded (Hayes) to replace three mailbox posts. Motion passed unanimously. A motion was made (Baber) and seconded (James) to replace up to 5 mailboxes. Motion passed unanimously.

VIII. OWNERS FORUM

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

IX. EXECUTIVE SESSION

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

After Executive Session, a motion was made (Hankins) and seconded (Hayes) to send opportunity to correct letters regarding issues covered in the inspection, in addition to another issue that was presented at the meeting. Motion passed unanimously.

X. ANNOUNCEMENTS

The next meeting will be held on July 17, 2024 at 3:00 PM at 3803 Parkway Place Drive.

XI. ADJOURNMENT

The meeting was adjourned at 4:37 PM.