



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 23, 2025

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
	Mike Glowczynski	Owner
	Gloria Hamlen	Owner

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with five board members in attendance. The meeting was called to order at 3:03 PM at 3803 Parkway Place Drive.

II. OWNERS FORUM

Mike Glowczynski inquired about a letter that suggested pressure washing. The owner asked which association policy this violated. Management and the Board responded that this was not a violation. It was a suggestion for owners' consideration.

Mike Glowczynski inquired about status and timeframe for new construction. The mud and water run-off is an issue. The most recent update from the owner indicated an estimated timeframe of October/November for completion. This is an estimated timeframe.

Gloria Hamlen stated she was available to assist with the directory, if needed.

III. MINUTES

A motion was made (James) seconded (Hayes) to approve the minutes from the April 16, 2025 meeting minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Financial reports were reviewed through June:

Account balances through 06/30/25:

Operating Account	\$28,286.65
Capital Reserve Account	<u>\$58,103.84</u>
Total Combined Assets	\$86,390.49

A motion was made (Hankins) and seconded (James) to accept the financials as presented through 06/30/25. 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. Rachelle Sanders and Fred and Cheryl Drennan were welcomed to the community. They purchased 4080 Overlook Trail Drive.

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).

The following requests were approved since the last meeting.

- 4011 PPD – Replace the current garage door with a new Haas Steel 2400 raised standard panel in Sahara Tan. Which is identical to the previous garage door. No aesthetic changes will be made.
- 3814 PPD – Change the color of the front door to: Sawdust #SW-6158. Change the color of the front columns to: Extra White # SW-7006.
- 4021 PPD – Remove the dead dogwood tree in the back yard of home.
- Update on new construction – construction is in process.

VI. UNFINISHED BUSINESS

Tree removal clean/up – this has been completed.

Exterior Painting – this project has been completed.

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

VII. NEW BUSINESS

Trash can storage locations – an inquiry was made as to whether the items constructed to conceal the trash cans are more unsightly than having a trash can on the side. Discussion ensued. The rule prevents trash cans from being stored where they are visible, so the concealment panels were the solution to meet the rule without requiring owners to keep them in garages.

Potential for backyard gardens – the documents currently prohibit vegetable gardens. If there is sufficient interest in allowing gardens subject to specific sizes and restrictions, President Minnix would be happy to consider amending the documents.

Lawn treatments (fronts versus sides/back) – the grounds maintenance contractor indicated they do fertilize the entire yard. One owner stated that she has a camera in the back and the ground has not been treated in the three years she has lived here. Management will notify the grounds contractor.

Directory update – the Welcome Packet and directory will be updated soon. It will be made available on the website when it is complete.

Stormwater pond – Roanoke County inspects all stormwater ponds routinely (approximate schedule is every 3 years). The pond was found to need some repairs in order to be brought into compliance. An estimate from U. S. Lawns was obtained for the work required to bring the pond into compliance. The Board requested additional estimates.

Annual meeting – two seats come up for election at the annual meeting. Those seats are currently filled by Sybil Hayes and Sue James. Karen Hankins will serve as Chair of the Nominating Committee, with support from Ms. Hayes and Ms. James, as needed. If you are interested in being placed on the ballot for consideration, please contact Karen Hankins at karenlhankins@gmail.com or management, via email at cgreene@hallassociatesinc.com. Terms are for 3 years. Expiring members may be nominated for another term. Directors are elected by the membership. Officers are appointed by the Board of Directors at an organizational meeting that will immediately follow the annual meeting. The Board meets quarterly.

VIII. EXECUTIVE SESSION

A motion was made (Minnix) and seconded (Baber) to go into Executive Session to discuss violations noted during the May walk-through.

After Executive Session, no action was taken.

IX. ANNOUNCEMENTS

The next meeting will be the annual meeting of the members, which is scheduled for October 15th, 2025 at 6:00 PM at the Brambleton Center.

X. ADJOURNMENT

The meeting was adjourned at 4:46 PM.