

**PARKWAY PLACE HOMEOWNERS ASSOCIATION
ANNUAL MEETING**

HALL ASSOCIATES MANAGING AGENT-- 540-982-0011

P O Box 20468, Roanoke, Va., 24018

Chrissy Greene—Vice President of Association Management--e-mail--cgreene@hallassociatesinc.com

Amanda St. Clair—Association Manager--e-mail--astclair@hallassociatesinc.com

NOTICE OF ANNUAL MEETING

ALL HOMEOWNERS IN GOOD STANDING ARE REQUESTED TO ATTEND THE
ANNUAL ASSOCIATION MEETING OF THE MEMBERSHIP

LOCATION

Brambleton Center

3738 Brambleton Avenue, Roanoke, Va 24018

DATE & TIME

Wednesday October 21st, 2026 at 6:00 PM

The meeting will open at 5:30 PM for sign-in

Agenda Items

Election of 2 Board Members (both seats are for 3-year terms)

Election of 1 Architectural Committee Chairperson (2-year term) – this seat may also be a
board member

Please contact management if you would like to be placed on the ballot.

General Discussion

PROXY

Your attendance is needed at the Annual Meeting.

However, if you cannot be present, please appoint a

Proxy to act on your behalf.

PROXY INCLUDED WITH THIS NOTICE

Your attendance or proxy is needed to insure a quorum. This is necessary to conduct the meeting.

Your proxy must be signed and dated by all owners of record in order to be valid.

A brief board meeting will be held immediately after the Annual Meeting for the purpose of
electing officers of the Board and discussing the 2027 meeting schedule.

PARKWAY PLACE HOMEOWNERS ASSOCIATION

**2026 ANNUAL MEETING AGENDA
WEDNESDAY OCTOBER 21, 2026 – 6:00 PM
SIGN-IN BEGINS AT 5:30 PM**

**BRAMBLETON CENTER
3738 BRAMBLETON AVENUE, ROANOKE, VA 24018**

1. Roll Call and Determine Quorum (certification of proxies at sign-in)
2. Proof of Notice of Meeting
3. Presentation of Minutes of Preceding Annual Meeting
4. Reports of Officers and Board of Directors
 - a. President's Report
5. Reports of Committees
6. Election or appointment of inspectors of election
7. Election of Directors
 - a. There are two seats on the Board coming up for re-election. Both are for three-year terms. Directors currently serving in these positions may be nominated for re-election. These seats are currently filled by Stephen Minnix and Gary Baber. Both have declined to be placed on the ballot. Please contact management if you would like to be placed on the ballot for consideration.
8. Election of Architectural Chair – this is a 2-year term. This person may also be a board member.
9. Unfinished business
10. New business
11. Adjournment

PARKWAY PLACE HOMEOWNERS ASSOCIATION

ANNUAL MEETING MINUTES

October 15, 2025

I. ROLL CALL AND CERTIFICATION OF PROXIES

A quorum of 40% is required to conduct the meeting. Vice President Baber 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 6:03 PM.

II. PROOF OF NOTICE OF MEETING

Vice President Baber announced that notice was provided, as indicated by the quorum.

III. PRESENTATION OF MINUTES OF LAST YEAR'S MEETING

A motion was made (Stump) and seconded (Hankins) from the floor to waive the reading of the minutes of 10/16/24 and accept them as written. Motion passed unanimously.

IV. REPORTS OF BOARD OF DIRECTORS/OFFICERS

President's Report

1. The Board wishes to thank Ms. Terri McGraw once again for organizing this past year's Annual Community Yard Sale. Ms. McGraw has spearheaded this sale now for the last 3 years. We would hope that others in the community would consider taking on this endeavor for 2026 or contacting Ms. McGraw to volunteer to help in organizing next year's community yard sale.
2. The Board also wants to thank Ms. Karen Hankins for her continuing work on providing the Facebook Parkway Place Neighbors page which allows the community a means of providing and sharing information.
3. The Board also wants to thank Gary and Biljana Baber for taking time to bring the refreshments for tonight's meeting.
4. US Lawns has increased their fees 2% for 2025 on their lawn maintenance and has increased both the labor hourly and materials charges for snow removal as well. We need to remember that this company had not made any increases for the last 2/3 years.
5. Hall Associates as well has had to increase all of their management fees by 5%. For me this is well-deserved by the amount of work Ms. Greene does for us and the number of questions and requests we make to her.
6. We have again budgeted additional money for 2025/26 to deal with secondary snow removal after VDOT scrapes the main roads of the community to clear away driveway entrances and in front of mailboxes.
7. The 6-year painting cycle remains in effect.
8. We continue to keep HOA reserves in guaranteed deposits through Certificate of Deposits since we receive higher interest rates than the standard saving accounts rates.

9. In July Parkway Place HOA was cited as being non-compliant in the maintenance of the Retention Pond and required the following actions to be taken to become compliant.
 1. Remove ALL trees from the embankment and seed and straw mulch to bare areas
 2. Remove accumulated sediment from within and below inflow pipes and reinstall outlet protection (fabric and rip rap).
 3. Fill the scour in the east pilot channel and below outlet pipe and apply seed.
 4. Remove debris from the drop inlet grate a structure T

Action taken

1. We contracted with Lumsden to mark the retention pond easement area
 2. We have contracted with Tree Smart (\$4,800.00) to remove all trees within the retention pond easement area.
 3. We have contracted with TJS Enterprises (\$2,980.00) to deal with the problems within the retention pond and the seeding of those areas necessary along the retention pond easement areas.
 4. Letters have been sent out to those homes along Parkway Place Drive and Park Place Lane as well as those homes backing up to the retention pond on Hannah Belle Way.
10. During the 2024 Annual Meeting a number of homeowners felt that there was a need to allow for Estate and or Auction sales for those who had passed away or moving to assisted living. On April 22, 2025, action was taken and the Board approved, Policy Resolution No-2025-2 Rules on Estate and/or Auction Sales. This can be found on the website parkwayplacehoa.com, along with other important information for the homeowner to be aware of.

Reminders

1. There is a complaint form on the website under Forms and Documents, that should be used by mailing or by 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.
2. 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.
3. It is the responsibility of the Homeowner to know their property lines before trimming or cutting down trees (reference VA Statue on Boundary Fences: VA Code Sections 55-317, 55-318 and 55-319).
4. 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 provided below)

SUBJECT: 2026 BUDGET

Vice President Baber presented the 2026 budget voted and adopted by the Board in October:

The account balances as of 12/31/24:

Operating Account as of 12/31/24:	\$34,359.62
<u>Capital Reserve Account as of 12/31/24:</u>	<u>\$57,315.56</u>
Total Assets:	\$91,675.18

The account balances as of 09/30/25:

Operating Account as of 09/30/25:	\$33,679.08
<u>Capital Reserve Account as of 09/30/25:</u>	<u>\$58,076.45</u>
Total Assets:	\$91,755.53

There will be a 2.2% increase in assessments in 2026.

V. REPORTS OF COMMITTEES**A. ARCHITECTURAL REVIEW COMMITTEE**

This year 2025 continues to see community members working hard on keeping their homes up with some 15 change request forms being reviewed and approved.

The ARC and Board are in communications with the new Homeowner of 4091 OLT as well as with the Builder. The last few months the neighbors have experienced some problems which were both due to a few heavy rains and the need for additional protections by the builder. These have been addressed by Roanoke County and the Builder is working to keep the cul-de-sac clear of debris. Mr. Olney has returned to the States and is making daily trips to the construction site to oversee the progression of his new home. The ARC is working closely with this Homeowner to ensure that this new home will blend with the community homes as much as Roanoke County Building codes allow.

The annual community walk-thru will be conducted by Hall Associates and the ARC Committee members in the first quarter of 2026. 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 & 12 of the Declaration of Covenants, Rules and Restrictions and Posted Policy Resolutions for detailed information concerning alterations which require a completed Change Request Form.

B. WELCOMING COMMITTEE

Gary Baber reported that all new owners have been welcomed and emergency contact forms have been distributed. If you have not yet filled out an emergency contact form, please do so and send it to management at cgreene@hallassociatesinc.com. New owners were introduced in the meeting.

VI. ELECTION OF DIRECTORS

Vice President Baber announced that there are two seats up for election this year. Both seats are for three-year terms. There are currently two nominees on the ballot, Sue James and Sybil Hayes.

Vice President Baber called for nominations from the floor. There were none.

A motion was made (Hankins) and seconded (Brown) to close the floor to nominations and elect the nominees by acclamation. Motion passed unanimously.

VII. UNFINISHED BUSINESS - There was no unfinished business.

VIII. NEW BUSINESS

A. SUBJECT: GENERAL DISCUSSION

The floor was opened up to general discussion.

Ann Sumpter asked if the big trees are going down at the pond, is there any plan to plant something in their place. Vice President Baber responded that the County has indicated that the association is not allowed to plant anything in that location.

Jennifer Foster asked if there was any secondary assessment to determine if the trees were a benefit to the drainage. The County indicated the roots could weaken the bank.

June Shores asked how the contractors will access the pond. Vice President Baber responded that they will have to come in between the homes, but that will be determined at a later date.

There will be two spots coming up on the Board next year. Mr. Minnix and Mr. Baber do not plan to run for the Board again in 2026, so please keep that in mind for anyone interested in serving.

Sandy Large asked when her home would be painted. Based on the schedule, it is coming up in 2026.

IX. ADJOURNMENT

The meeting was adjourned at 6:39 p.m. by unanimous consent.

PROXY

Parkway Place Homeowners Association

Proxy for Annual Meeting of Homeowners to be held

Wednesday October 21st, 2026 at 6:00 PM

The undersigned hereby appoints _____, with full power of substitution, proxy to vote on behalf of the undersigned at the annual meeting of the unit owners of the association to be held at the date above and at any and all postponements or recesses thereof.

Signature

Address

Date

Signature

Address

Date

ALL OWNERS OF RECORD MUST SIGN TO MAKE THE ABOVE PROXY VALID

Unassigned proxies will be voted by the Board President.