



PARKWAY PLACE HOMEOWNERS' ASSOCIATION  
ROANOKE, VA

WELCOME PACKET AND DIRECTORY

# PARKWAY PLACE HOMEOWNERS ASSOCIATION

## Welcome Packet

Dear Homeowner,

This packet is given to new residents to help them become familiar with our community and has been updated by the (Enter new year) Board of Directors. This packet contains valuable information about our community and is divided into several sections:

- **Welcome** section – gives information about Hall Associates, which is our management firm, and the (Enter new year) Board of Directors
- **Directory/Emergency Information** section – contains an information sheet which Hall and Associates asks that you complete and return to either a Board Member or them, as well as a revised directory for (Enter new year).
- **Assessments** section – explains most of the services which your monthly assessment covers, especially those who are opt-in homeowners.
- **Homeowner Information** section – gives helpful information about items of which you should be aware of.
- **Forms** section – contains copies of several of the forms used by Parkway Place HOA, a) Changes Request Form, b) Parkway Place HOA Complaint Form, c) Automatic Draft Form, d) Emergency Contact and Information Sheet, e) Hall Associates Privacy Policy f) Email Authorization Form. All of these forms can also be found on our website at [www.parkwayplacehoa.com](http://www.parkwayplacehoa.com).

We hope you will find this packet a valuable asset to knowing about the Association.

Best regards,

Parkway Place Board of Directors

# WELCOME TO PARKWAY PLACE!

**We hope you enjoy living here!**

Our Management Firm is: Hall Associates, Inc.  
P O Box 20468  
Roanoke, VA 24011  
Phone Number (540) 982-0011  
[www.hallassociatesinc.com](http://www.hallassociatesinc.com)

Our Community Association Manager: Mrs. Chrissy Greene  
[cgreene@hallassociatesinc.com](mailto:cgreene@hallassociatesinc.com)

Our Parkway Place HOA website is: <https://www.parkwayplacehoa.com>

Our 2025 Board of Directors

President Stephen Minnix  
540-685-2011 (home)  
703-508-9192 (cell)  
[sminnix4@comcast.net](mailto:sminnix4@comcast.net)

Vice-President Gary Baber  
540-772-9415 (home)  
540-537-3804 (cell)  
[gwbaber123@gmail.com](mailto:gwbaber123@gmail.com)

Treasurer Karen Hankins  
540-314-8525 (cell)  
[karenlhankins@gmail.com](mailto:karenlhankins@gmail.com)

Secretary Sybil Hayes  
540-774-1338 (home)  
540-314-7956 (cell)  
[stan.sybilh@cox.net](mailto:stan.sybilh@cox.net)

Director Sue James  
540-772-4451 (home)  
540-314-3532 (cell)  
[shj115@cox.net](mailto:shj115@cox.net)

Architectural Review  
Committee Chairperson Open  
Contact either Stephen Minnix or Gary Baber on matters  
concerning Architectural Review matters

## PARKWAY PLACE HOA HOMEOWNER INFORMATION

- The By-Law/Declarations/Resolutions were included in your disclosure packet. These restrictive covenants outline the rules of the Association. As soon as you get a chance, please familiarize yourself with the information included in these documents, especially Article 12. They will explain in detail the operation of the HOA and your responsibilities as a homeowner.
- If you are a lot owner who has opted-out of the maintenance services, you are responsible to maintain the exterior features and landscape in a manner that is consistent with the standards and frequency maintained by the Association for all other lots.
- Most changes to your home exterior or landscaping WILL require the approval of the Architectural Review Committee. The Change Request Form is located on Hall Associates Inc. website, and on the Parkway Place website. You should call the Management Firm if you have any questions.
- Your property will be inspected occasionally for compliance with the Association documents (Bylaws/Declarations/Resolutions). The inspection dates will be posted in the BOD minutes.
- Weekly County Trash Collection is usually early Monday morning, with Brush and Bulk Collection every two weeks (**go to Roanoke County website for schedule**). Declarations 12.3.18 detail the storage of trash containers. Please put out your trash container out on Sunday and put it back inside no later than Monday evening.
- If you are a renter, the renter of the property is responsible for the full compliance of the By-Laws/Declarations/Resolutions as well as the owner.

### **Landscape Maintenance services:**

1. Mowing of all accessible turf areas will take place on a weekly basis during the growing season (min. of 28 cuts).
  - a. During extended rainy or dry periods mowing will take place as conditions dictate.
  - b. All walks and paved areas littered in the mowing process will be air blown to maintain a neat appearance.
2. Litter removal in the turf and bed areas shall be performed during each mowing visit.
  - a. Properties with excess litter or debris will be brought to the attention of the property manager and may result in an additional charge for removal.
3. Edging of all walk and curb areas shall be performed in concurrence with every other mowing visit or as inspection requires.
  - a. Edging of all plant beds shall be performed in concurrence with every other mowing visit or as inspection requires.
4. Weeding of all plant beds will take place as often as necessary and will be done by chemical or mechanical means.
5. Leaf removal will be performed to maintain a neat appearance on the property.
  - a. Fallen leaves will be removed from maintained areas using all means possible including blowing, raking, vacuuming, and mowing/mulching.
  - b. Weather conditions may shorten or lengthen the process.
  - c. Shrubbery trimming will be done two times per year.
    - i. This includes corner to corner on each home. Includes trees and around mailboxes.
    - ii. Liriope, ornamental grasses and Crepe Myrtles will be trimmed in Jan/Feb.
6. Fertilization and Insect Control of mowing areas will be performed 4 times per year.
  - a. Notice of treatment will be posted at entrance of community prior to application.
7. Mulching will be performed 1 time per year in spring.
  - a. Mulching includes beds, trees and mailboxes in front areas.

### **Snow and Ice Control**

**Homeowners must be mindful that slippery conditions before and after pretreating and shoveling; still represents an inherent risk.**

Services:

1. Driveways and front sidewalk areas will be treated, plowed or shoveled during a snow or ice event.
2. Cleanup after VDOT has plowed Parkway Place Drive and Overlook Trail Drive.

[Contractor Representative along with the President and/or Vice President of the Homeowners Association through discussion of prevailing weather reports will determine the need of services to be rendered prior to event].

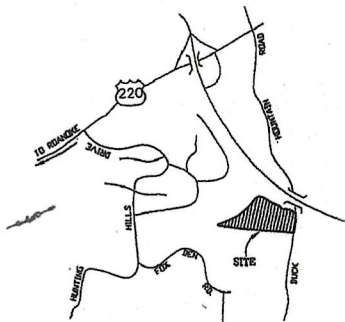
**Homeowners must report any damages immediately to the Management Company Representative.**

For specific questions or details please contact Chrissy Greene at the management company (540) 982-0011

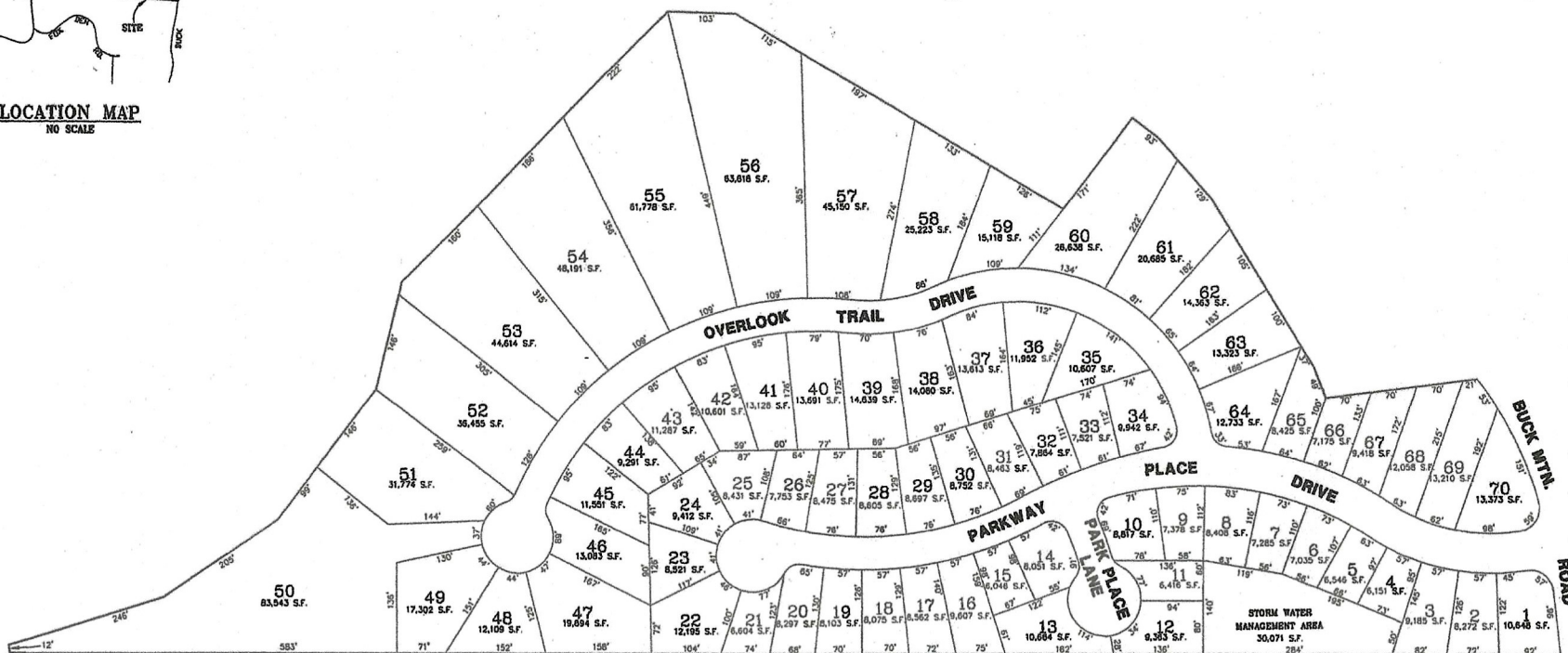
## **FORMS AVAILABLE ON THE WEB SITE**

**Forms included are:**

- **Change Request Form** – to be completed when requesting approval for a change to the exterior of your house or property.
- **E-mail Authorization Form** – gives management your approval to receive minutes and other correspondence by e-mail instead of regular mail.
- **Parkway Place Complaint Form** – to be completed to address any complaint against any other homeowner(s).
- **Automatic Draft Form** – to be completed if you choose to have your HOA fees drafted each month from your bank account.
- **Emergency Contact Form** – gives the management company your contact information in case of an emergency. Also with your permission your name, address, and phone number will be shared **ONLY** with other Parkway Place residents in the HOA Directory.



**LOCATION MAP**  
NO SCALE



Lot #	Street Address	Lot #	Street Address	Lot #	Street Address	Lot #	Street Address	Lot #	Street Address
1	4061 Parkway Place Dr.	16	3827 Parkway Place Dr.	31	3836 Parkway Place Dr.	46	4090 Overlook Trail Dr.	61	4015 Overlook Trail Dr.
2	4053 Parkway Place Dr.	17	3823 Parkway Place Dr.	32	3900 Parkway Place Dr.	47	4094 Overlook Trail Dr.	62	4011 Overlook Trail Dr.
3	4045 Parkway Place Dr.	18	3819 Parkway Place Dr.	33	3908 Parkway Place Dr.	48	4098 Overlook Trail Dr.	63	4007 Overlook Trail Dr.
4	4037 Parkway Place Dr.	19	3815 Parkway Place Dr.	34	3916 Parkway Place Dr.	49	4099 Overlook Trail Dr.	64	4002 Parkway Place Dr.
5	4029 Parkway Place Dr.	20	3811 Parkway Place Dr.	35	4018 Overlook Trail Dr.	50	4095 Overlook Trail Dr.	65	4010 Parkway Place Dr.
6	4021 Parkway Place Dr.	21	3807 Parkway Place Dr.	36	4026 Overlook Trail Dr.	51	Vacant Lot	66	4018 Parkway Place Dr.
7	4011 Parkway Place Dr.	22	3803 Parkway Place Dr.	37	4032 Overlook Trail Dr.	52	4087 Overlook Trail Dr.	67	4026 Parkway Place Dr.
8	4001 Parkway Place Dr.	23	3801 Parkway Place Dr.	38	4038 Overlook Trail Dr.	53	4079 Overlook Trail Dr.	68	4032 Parkway Place Dr.
9	3917 Parkway Place Dr.	24	3802 Parkway Place Dr.	39	4046 Overlook Trail Dr.	54	4073 Overlook Trail Dr.	69	4042 Parkway Place Dr.
10	3909 Parkway Place Dr.	25	3806 Parkway Place Dr.	40	4054 Overlook Trail Dr.	55	4065 Overlook Trail Dr.	70	4056 Parkway Place Dr.
11	3912 Park Place Lane	26	3810 Parkway Place Dr.	41	4062 Overlook Trail Dr.	56	4059 Overlook Trail Dr.		
12	3916 Park Place Lane	27	3814 Parkway Place Dr.	42	4068 Overlook Trail Dr.	57	4047 Overlook Trail Dr.		
13	3915 Park Place Lane	28	3820 Parkway Place Dr.	43	4074 Overlook Trail Dr.	58	4037 Overlook Trail Dr.		
14	3837 Parkway Place Dr.	29	3826 Parkway Place Dr.	44	4080 Overlook Trail Dr.	59	4031 Overlook Trail Dr.		
15	3831 Parkway Place Dr.	30	3832 Parkway Place Dr.	45	4086 Overlook Trail Dr.	60	4023 Overlook Trail Dr.		

## " PARKWAY PLACE "

ROANOKE COUNTY, VIRGINIA

SCALE: 1" = 80'



## EMERGENCY CONTACT AND INFORMATION SHEET

THE COMPLETED FORM SHOULD BE MAILED OR EMAILED TO THE ATTENTION OF  
PROPERTY MANAGEMENT AT THE ADDRESS ABOVE OR DROPPED OFF IN PERSON

DATE COMPLETED BY OWNER: \_\_\_\_\_ DATE RECEIVED BY BOARD/MGMT: \_\_\_\_\_

HOMEOWNER \_\_\_\_\_

ASSOCIATION ADDRESS \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_

CELLULAR PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### TENANT INFORMATION

MUST BE FILLED OUT IF RENTED AND A COPY OF THE LEASE SENT TO PROPERTY MANAGEMENT

TENANT \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_

CELLULAR PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### EMERGENCY CONTACT

PERSON(S) LISTED SHOULD BE SOMEONE LOCAL AND WITH A KEY TO YOUR UNIT

EMERGENCY CONTACT (1) \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_

CELLULAR PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

EMERGENCY CONTACT (2) \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_

CELLULAR PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

- ☐ By checking this box, I authorize Parkway Homeowners Association and its managing agent to share my telephone number with other members of the community.
- ☐ By checking this box, I authorize Parkway Homeowners Association and its managing agent to share my email address with other members of the community.
- ☐ By checking this box, I consent to receive association communications, notices (excludes Annual Meeting notices) and information via email.