

# **PARKWAY PLACE HOMEOWNERS ASSOCIATION ANNUAL MEETING MINUTES**

**October 16, 2023**

## **I. ROLL CALL AND CERTIFICATION OF PROXIES**

A quorum of 40% is required to conduct the meeting. President Minnix called the meeting to order upon confirmation that a quorum was established with 21 homes represented in person and 32 by proxy. The meeting was called to order at 6:02 PM.

## **II. PROOF OF NOTICE OF MEETING**

President Minnix announced that a notice of the Annual Meeting had been sent 21 days prior to the meeting, as required by the Bylaws. Therefore, the requirement has been met.

## **III. PRESENTATION OF MINUTES OF LAST YEAR'S MEETING**

A motion was made and seconded from the floor to waive the reading of the minutes of 11/16/22 and accept them as written. Motion passed unanimously.

## **IV. REPORTS OF BOARD OF DIRECTORS/OFFICERS**

### **President's Report:**

US Lawns has been awarded the contract for grounds and snow removal for 2024.

We have budgeted money 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.

The 6-year painting cycle remains in effect.

This year a total of 6 mailbox posts were needed to be replaced due to rot or severe damage. In addition, all community mailboxes were stained. (Paid out of Capital Reserves)

Hall Associates is arranging a meeting with Pinnacle Bank and the Board to discuss guaranteed deposits through Certificate of Deposits with other financial institutions paying higher interest rates. We currently have \$50,000 from Capital Reserves account in CDs with Pinnacle paying only 2.0% and 2.25%. This investment was due to the fact that the savings account the money was in was paying only a minimal rate.

Currently, as some have reported there have been and still are a few issues with the HOA's website which are being addressed by Hall Associates. We anticipate an update on the status of these issues remaining issues shortly. The Board has also begun preliminary research on the feasibility of transitioning to an HOA owned website and utilizing a Webservice provider that provides web design and hosting specific to HOA's needs.

Reminder, 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 we can take action.

The Board also wants to say Thanks to Terri McGraw for organizing this past year's Annual Community Yard Sale. We hope she will spearhead the 2024 sale, as well.

The Board also wants to say thanks to Karen Hankins for setting up the Parkway Place Neighbors page to allow the community to share information.

A reminder – that it is extremely important and necessary that everyone is aware of their property lines before trimming trees. We all must follow Virginia Statue on Boundary Fences: Virginia Code Sections 55-317, 55-318, and 55-319 – Tree Trimming Rules: 1. A landowner has the right to "self-help" by trimming encroaching tree branches and roots up to the property line, at his own expense. 2. If actual damage is caused by encroaching branches or roots, the landowner has a right of action for nuisance. 3. Encroaching tree branches are not considered a nuisance merely because they cast shade, or drop leaves, flowers or fruit.

**A. SUBJECT: 2024 BUDGET**

President Minnix presented the 2024 budget voted and adopted by the Board in October. The landscaping contractor will be US Lawns.

The account balances as of 09/30/23:

Operating Account as of 09/30/23:	\$20,653.28
<u>Capital Reserve Account as of 09/30/23:</u>	<u>\$54,906.57</u>
Total Assets:	\$75,559.85

Discussion ensued regarding painting, snow, opt-in/opt-out homes, what is included in Capital Reserves, etc...

**There will be no increase in assessments in 2024.**

**V. REPORTS OF COMMITTEES**

**A. ARCHITECTURAL REVIEW COMMITTEE**

Stephen Minnix, Chair of the Architectural Review Committee reported that 7 change requests were reviewed and approved in 2023. If you don't have access to the internet, please ask Chrissy Greene with management for a copy. The annual community walk-through will be conducted by Hall Associates and the ARC Committee members in the first quarter of 2024. 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.

It is suggested that all Homeowners become familiar with Article 6 & 12 of the Declaration of Covenants, Rules and Restrictions for detailed information concerning alterations which require a completed form. Please note that 12.3.12 has been superseded by the Solar Panel Resolution.

**B. WELCOMING COMMITTEE**

The committee has welcomed new homeowners/residents by presenting them with the introductory information. The updated directory packet was recently mailed out to all owners. Cary Myers and Mareen – 4074 Overlook Trail Drive – were welcomed.

## **VI. ELECTION OF DIRECTORS**

President Minnix announced that Gary Baber and Stephen Minnix have accepted the nominations to the Board.

President Minnix called for nominations from the floor. There were none.

Ballots were collected and tallied.

Association Manager Greene announced that Gary Baber and Stephen Minnix were elected to the Board of Directors for 3-year terms each. Stephen Minnix was elected to serve the remaining one-year of the two-year term of the Architectural Committee Chairperson.

President Minnix thanked Gary and Biljana Baber for the refreshments.

## **VII. UNFINISHED BUSINESS - There was no unfinished business.**

## **VIII. NEW BUSINESS**

### **A. SUBJECT: GENERAL DISCUSSION**

The floor was opened up to general discussion.

What is involved in serving on the Board? Attendance at quarterly meetings, review of monthly financials, review/approval of contracts, review/approval of budget, approval of resolutions, etc... Ms. Hankins indicated she would be willing to serve, if appointed. Mr. Firing indicated that a Nominating Committee should be established to pursue interest from owners in serving on the Board. Management responded that the current Board members have gone door to door to solicit interest, but would consider appointing a separate Nominating Committee for this purpose.

Mike Glowczynski asked if AEP has converted the streetlights to LED and if not, if the request could be made to AEP to make the conversion.

Floyd Firing reported that the No Soliciting sign has been hit three times. He has repaired it previously, but it needs to be repaired again.

Susan Young asked how the meeting notices are being provided to owners. That information is posted on the website. The meetings are set up for the year and posted on the website. If there is a date or time change, it is posted on the website.

## **IX. ADJOURNMENT**

The next Annual Meeting will be scheduled during the month of November 2024. A proper notice of the date and time will be sent to homeowners as required by the documents. The meeting was adjourned at 6:56 p.m. by unanimous consent.

### **ORGANIZATIONAL MEETING MINUTES – 10/16/23**

Immediately following the Annual Meeting, as directed by the Bylaws, the Board of Directors held an organizational meeting to determine officers for 2024. The meeting was called to order at 7:05 PM. This was the only business conducted.

A motion was made (Nevin) and seconded (Baber) to appoint Karen Hankins. Motion passed unanimously.

A motion was made (Nevin) and seconded (Hayes) to appoint the following officers:

President – Stephen Minnix (3-years remaining on term)

Vice-President – Gary Baber (3-years remaining on term)

Secretary – Sybil Hayes (1-year remaining on term)

Treasurer – Karen Hankins (1-year remaining on term)

Director – Betty Nevin (2-years remaining on term)

Architectural Review Committee Chairperson – Stephen Minnix (1-year of term remaining)

**There is no Board of Directors meeting scheduled for December. The next meeting of the Board will be January 17, 2024 at 3:00 PM at 3803 Parkway Place Drive. Homeowners are always welcome to attend. Please refer to the website for meeting time, date and location. The meetings will be quarterly, on the third Wednesday of the month, at 3 PM. The 2024 meeting dates are – April 17<sup>th</sup>, July 17<sup>th</sup> and October 16<sup>th</sup>.**

The organizational meeting was adjourned at 7:12 PM.