



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
January 25, 2023

Board Members Present:	Stephen Minnix	President	2023
	Gary Baber	Vice President	2023
	Sybil Hayes	Secretary/Treasurer	2025
	Betty Nevin	Director	2025
	Jack Socha	Appointed Director & Architectural Chairperson	2024*

*appointed to serve until elected at the next Annual Meeting

Board Members Absent: None

Others Present: Chrissy Greene Association Manager

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 3:02 PM at 3803 Parkway Place Drive. Betty Nevin joined shortly thereafter.

II. APPOINTMENT OF DIRECTOR AND ARCHITECTURAL CHAIRPERSON

A motion was made (Baber) and seconded (Hayes) to restate for record the appointment of Jack Socha as Appointed Director and Architectural Chairperson to serve through the next annual meeting. Motion passed with four in favor and one abstention (Socha).

III. OWNERS FORUM

There were no owners present who wished to speak.

IV. MINUTES

The minutes were reviewed. A motion was made (Socha) and seconded (Baber) to approve the minutes from the October 12, 2022 meeting minutes and the November 16, 2022 organizational meeting minutes. Motion passed unanimously.

V. FINANCIAL REPORT

Financial reports were reviewed through December:

Account balances through 12/31/22:

Operating Account	\$17,416.03
Capital Reserve Account	<u>\$60,604.91</u>
Total Combined Assets	\$78,020.94

Management was asked to check on color copies charged to the association and see if an adjustment can be made. A motion was made (Baber) and seconded (Socha) to accept the financials as presented through 12/31/22. Motion passed unanimously.

VI. 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, Sybil Hayes or Jack Socha). Gary Baber is the Chair the Welcome Committee and will handle welcoming owners on Park and Parkway. Jack Socha will serve as the member of the Welcome Committee for 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 (Jack Socha).

The following requests were approved:

- 4087 Overlook Trail Dr – install a concrete pad and hot tub, next to current patio, per the specifications on the enclosed request form. A small fence on the street side is approved, subject to the fencing restrictions in the documents. Cut down five (5) trees on the right side of the house to increase the life of the roof. Stumps will be ground down.

VII. UNFINISHED BUSINESS

Trash Bin Storage Resolution – the resolution was drafted and provided to the Board for review. A motion was made (Baber) and seconded (Hayes) to approve the resolution. Motion passed with three in favor and one abstention (Socha).

Entrance Sign Letters – Vice President Baber repaired the letters. The light that was on the right as you come in shines at the no soliciting sign, this is the one that is not working. The fixture was removed and capped off, but not repaired or replaced. Management is to request that the fixture be returned, so that he can address the issue. The Board discussed replacement of the letters are some point in the future.

BULK PICK-UP REMINDER – please do not put out bulk trash unless it is the scheduled week for Roanoke County to pick-up. The scheduled pick-ups are available on the Roanoke County website. This will be the week of February 6th, February 20th, March 6th, March 20th, April 3rd, April 17th, May 1st, May 15th, May 29th.

VIII. NEW BUSINESS

Appreciation/Recognition – a motion was made (Baber) and seconded (Nevin) to send a letter of appreciation and a \$50 gift card to the previous Architectural Chair Person for her efforts. Motion passed unanimously.

Mailboxes – the mailbox posts that were previously replaced should have been paid out of Capital. Management will make a transfer from Capital to Operating to reimburse the Operating Account.

Capital Reserve Investment – Director Socha recommended that the Reserve Account be converted to a combination of CD's and Money Market, so that these funds can be earning interest. Management will provide information on two \$25,000 CD's and a Money Market account.

Painting – the estimates for 2023 were obtained and are included in the 2023 budget.

IX. EXECUTIVE SESSION

A motion was made (Baber) and seconded (Socha) to go into Executive Session to discuss delinquencies. Motion passed unanimously.

After Executive Session, no action was taken.

X. ANNOUNCEMENTS

The next meeting will be a regular Board meeting, which will be held on March 8, 2023 at 3:00 PM at 4054 Overlook Trail at 3:00 PM.

XI. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:04 PM.