



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 17, 2024

Board Members Present:	Stephen Minnix	President	2026*
	Gary Baber	Vice President	2026
	Karen Hankins	Treasurer	2024
	Sybil Hayes	Secretary	2025
	Betty Nevin	Director	2025

*appointed to serve as Architectural Committee
the remaining one-year of the two-year term
until elected at the next Annual Meeting

Board Members Absent: None

Others Present: Chrissy Greene Association Manager
Sue James Owner

I. DETERMINE QUORUM AND CALL TO ORDER

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

II. MINUTES

A motion was made (Baber) and seconded (Nevin) to approve the minutes from the September 27, 2023 meeting minutes and accept them as written. Motion passed unanimously.

III. FINANCIAL REPORT

Financial reports were reviewed through December:

Account balances through 12/31/23:

Operating Account	\$25,639.56
Capital Reserve Account	<u>\$54,884.87</u>
Total Combined Assets	\$80,524.43

A motion was made (Minnix) and seconded (Baber) to accept the financials as presented through 12/31/23, with the note that the CD terms will be updated on the balance sheet. The second CD that would mature at the end of January 2024 will be re-invested. Motion passed unanimously.

IV. 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 Betty Nevin). The new owners of 4036, Theodore and Denisa Lyketsos, were welcomed to the community. The committee is discussing the possibility of a social in the Spring, such as bringing in Deb's Lemonade and holding it in the Park Place Lane cul-de-sac. A golf cart may be considered to help transport owners or residents. Discussion ensued regarding possibly including information on local restaurants or coupons for local places with the directory. The Welcome Committee will be researching the social event, as well as the feasibility of getting coupons, restaurant list, etc... for the directory.

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).

There were five requests approved since the last meeting.

- 4047 Overlook – approval to remove pine trees on North side of home, remove Pine, Blackgum and Oak trees in back yard, approval of trees on side yard is contingent on trees being cut to ground level or the stumps ground down.
- 4074 Overlook – approval to replace door side lights and transom, front door (in approved color), exterior doors on back of home, windows, replacement of front foyer Palladian window (approval contingent on same color as current window and same grids/mullions as existing window).
- 4090 Overlook – approval for adding edging and 4-6 evergreen bushes.
- 4098 Overlook – approval for removing dying ornamental tree in front and replacing with Japanese Maple and removing dying small shrub and replacing with comparable shrub.
- 4099 Overlook – approval for installing solar lights along walkway.

V. UNFINISHED BUSINESS

Status of CD's – the long-term CD has been reinvested. The CD that expires at the end of this month will be reinvested at a higher interest rate.

Website – the website was updated and all links should be working correctly. The Board would like management to inquire if electronic forms that can be filled out online and automatically submitted and create a spreadsheet from that information. Management looked online and responded that Vista Wix does not offer this, but if there is an app that does this, it can be attached to the website.

VI. NEW BUSINESS

Grounds Issues – there was an issue where owners are walking their dogs and not cleaning up after their pets. This is primarily at the end of the cul-de-sac on Park Place Lane where the small pond area is

located. In the large detention pond, there are owners from the neighboring community walking through the trees and allowing their dogs in this area and not cleaning up. Discussion ensued regarding installing signage at the paths where people from the neighboring community are entering, so that the area can be clearly blocked off or marked. President Minnix and Vice President Baber will investigate these areas, so the number and location of signs can be provided. There was an issue at 4045 Parkway Place Lane, where the back corner of the home was damaged. U. S. Lawns has been contacted again.

Snow Removal – there were some minor snow removal issues that occurred, but they were able to be addressed quickly.

Inspection – management and at least two Board members will do the annual walk-through in the Spring. The annual walk-through is scheduled for Thursday April 11, 2024 at 2 PM.

VII. OWNERS FORUM

There were no owners present who wanted to address the Board.

VIII. EXECUTIVE SESSION

There was no need for an Executive Session.

IX. ANNOUNCEMENTS

The next meeting will be held on April 17, 2024 at 3:00 PM at 3803 Parkway Place Drive.

X. ADJOURNMENT

The meeting was adjourned at 4:22 PM.