



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
June 28, 2023

Board Members Present:	Stephen Minnix	President	2023
	Gary Baber	Vice President	2023
	Sybil Hayes	Treasurer	2025
	Betty Nevin	Secretary	2025

*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 all four board members in attendance. The meeting was called to order at 3:04 PM at 3803 Parkway Place Drive.

II. RESIGNATION OF ARCHITECTURAL CHAIRPERSON/APPOINTMENT OF ARCHITECTURAL CHAIRPERSON

At the end of the March meeting, Jack Socha resigned from the Board and Committee, effective immediately. A motion was made (Baber) and seconded (Nevin) to restate for record the appointment of Steve Minnix as the Architectural Chairperson until the next Annual Meeting.

III. OWNERS FORUM

There were no owners present who wished to speak.

IV. MINUTES

The minutes were reviewed and a correction was made to the date. A motion was made (Baber) and seconded (Hayes) to approve the minutes from the March 29, 2023 meeting minutes and accept them as corrected. Motion passed unanimously.

V. FINANCIAL REPORT

Financial reports were reviewed through May:
Account balances through 05/31/23:

Operating Account	\$24,734.90
Capital Reserve Account	<u>\$60,631.27</u>
Total Combined Assets	\$85,366.17

A motion was made (Nevin) and seconded (Baber) to accept the financials as presented through 05/31/23. 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 Betty Nevin).

Updated Directory – the directory has been updated. The Board has asked management to print (75) copies of this document in black and white, 2-sided and mail out to all owners. The remainder will be given to Gary Baber without being folded, so they can be handed out with the Welcome Committee. A motion was made (Baber) and seconded (Nevin) to approve (75) copies in black and white and mail out to all owners, with the remainder being given to Gary Baber. Motion passed unanimously.

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 no requests approved since the last meeting.

- 3803 Parkway Place Dr – renovate the back patio, underneath the deck, to create a dry area, screening in the underside of the deck and addition of a swim spa for a medical purposes. The Committee approved this request unanimously, with one abstention (Minnix).

VII. UNFINISHED BUSINESS

Mailbox Post Project – four new mailbox posts have been received and will be stained, so they can be installed. President Minnix has contacted Mr. Hernandez regarding the status of the repairs. The project is expected to begin in July. Discussion ensued regarding who will be handling each aspect of the project (ie: installation of posts – Sayford Meadows, cleaning and staining – Mr. Hernandez, etc...).

Investment of Capital Funds for Interest Earning – management is to contact the current financial institution regarding penalties for cashing in CD's early, inquire if they have a brokerage division and financial advisory and if those resources would be available to the association.

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 July 10th, July 24th, August 7th, August 21st, September 4th, September 18th, October 2nd, October 16th, October 30th, November 13th, November 27th and December 11th.

VIII. NEW BUSINESS

2023 Painting – the bid for 2023 painting is \$9,130. A motion was made (Baber) and seconded (Minnix) to approve the bid as presented. Motion passed unanimously.

Change Request Form – the Board suggested that management completely delete the Change Request Form from the website. The Board suggested that management wait a week and then go in and add a new form.

Emergency Contact Form – the Board requested that management add two fields at the bottom that provide the date completed by the owner and the date received by the Board.

Social Media Pages/Apps – a community member has expressed interest in setting up a Facebook page for the community. It is important for owners to understand that this is not a Board maintained community site and all maintenance issues should still be directed to management.

Board Members and Architectural Review Committee – any owners who are interested in being placed on the ballot for consideration to serve on the Board or as the Architectural Review Committee Chair should contact management at cgreene@hallassociatesinc.com. There is currently one vacancy and there are two other seats that come up for election or re-election at the next annual meeting.

IX. ANNOUNCEMENTS

The next meeting will be a regular Board meeting, which will be held on September 27, 2023 at 3:00 PM at 3803 Parkway Place Drive, Roanoke, VA.

X. ADJOURNMENT

The meeting was adjourned at 4:28 PM.