



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

March 29, 2023

Board Members Present:	Stephen Minnix	President	2023
	Gary Baber	Vice President	2023
	Sybil Hayes	Treasurer	2025
	Jack Socha	Appointed Director & Architectural Chairperson	2024*
		*appointed to serve until elected at the next Annual Meeting	
Board Members Absent:	Betty Nevin	Secretary	2025
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 3:03 PM at 4054 Overlook Trail Drive.

II. OWNERS FORUM

There were no owners present who wished to speak.

III. MINUTES

The minutes were reviewed and a correction was made to the officers (Betty Niven – Secretary, Sybil Hayes – Treasurer). A motion was made (Socha) and seconded (Baber) to approve the minutes from the January 25, 2023 meeting minutes and accept them as corrected. Motion passed unanimously.

IV. FINANCIAL REPORT

Financial reports were reviewed through February:

Account balances through 02/28/23:

Operating Account	\$21,849.93
Capital Reserve Account	<u>\$60,625.91</u>
Total Combined Assets	\$82,475.84

A question was posed regarding an increase in utilities. AEP should be monitored, because the year-to-date expenses on electricity were approximately 25% higher than anticipated. Management will contact

AEP and ask them to verify usage. A credit was issued for color copies. Management will check on the penalty and interest rates on the CD's. A motion was made (Baber) and seconded (Socha) to accept the financials as presented through 02/28/23. Motion passed unanimously. *Contact AEP and ask if it was based on actual usage. Ask Angie to verify interest rates on the CD's, because they're only 2% or 2.25% instead of the over 4% they quoted. And what are the penalties if we cash them in and move them to better interest rates.*

V. 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). Susan Young sent a thank you note for the Board's appreciation and recognition of her service.

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). *On the change request form, add Betty to the list of Board members.*

The following requests were approved:

- 4018 Parkway Place Dr – plant (2) Crepe Myrtles along the side of the split rail fence in the backyard of the home.
- 3803 Parkway Place Dr – replace damaged garage door with a white garage door (same as existing color) on the front of the home.

VI. UNFINISHED BUSINESS

Entrance LED Light – Director Socha replaced the LED light at the entrance. Director Socha also said he would repair some of the tiles that need to have new grout.

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 April 3rd, April 17th, May 1st, May 15th, May 29th.

VII. NEW BUSINESS

Entrance Damage – the column at the entrance that was damaged has been repaired and the association was reimbursed for the cost of the repair from the individual's insurance policy.

4026 Mailbox Repair – the mailbox was repaired.

Grounds Issues – only the shrubs in the front yards are trimmed by the association. Leaves are not removed by the association. They are mulched four times during the Fall, with the last to occur in December. Any leaves that fall or accumulate after that will be the owner's responsibility to remove or mulch. A discussion ensued regarding the possibility of posting the grounds contract to the website with

any financial information redacted. Director Socha will send the document to management to post to the website prior to posting. All issues associated with GloFiber have been addressed. *Post the 6-year painting schedule to the website. Again, no pricing. Redact grounds contract and send to the Board.*

Mailbox Post Project – (2) bids were obtained for staining all mailbox posts and reinstalling the numbers on the posts. The bid includes taking the mailboxes and numbers off, washing the posts, staining the posts, reinstalling mailboxes and reinstalling the numbers with screws. Discussion ensued regarding rotten wood and if that would be replaced. The Board was unable to reach a consensus at this time, so the meeting was adjourned at 4:06 PM.

VIII. ANNOUNCEMENTS

The next meeting will be a regular Board meeting, which will be held on May 10, 2023 at 3:00 PM at 3:00 PM.

IX. ADJOURNMENT

The meeting was adjourned at 4:06 PM.