



Parkway Place Homeowners Association
HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011
2800 Keagy Road, Suite 300, Salem, VA 24153
Chrissy Greene/V.P. of Association Management – cgreene@hallassociatesinc.com

Pending Review/Approval at the Next Board Meeting

BOARD OF DIRECTORS MEETING

April 16, 2025

Board Members Present:	Stephen Minnix	President	2026
	Gary Baber	Vice President	2026
	Karen Hankins	Treasurer	2027
	Sybil Hayes	Secretary	2025
	Sue James	Director	2025

Board Members Absent: None

Others Present:	Chrissy Greene	Association Manager
	Sarah Martin	Owner/Architectural Committee Member
	Terry Lauver	Owner/Architectural Committee Member

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with five board members in attendance. The meeting was called to order at 3:02 PM at 3803 Parkway Place Drive.

II. OWNERS FORUM

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

III. MINUTES

A motion was made (Baber) and seconded (Hankins) to approve the minutes from the January 21, 2025 meeting minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Financial reports were reviewed through March:

Account balances through 03/31/25:

Operating Account	\$26,588.01
Capital Reserve Account	<u>\$57,298.33</u>
Total Combined Assets	\$83,886.34

A motion was made (James) and seconded (Hayes) to accept the financials as presented through 03/31/25. Motion passed unanimously.

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, Karen Hankins, Sybil Hayes or Sue James). As a friendly reminder, please return completed emergency contact forms to management. Discussion ensued regarding the need for updated emergency contact forms and the best way to solicit these. The Board members will consider the best approach to this and send an email to the Board President for consideration.

These can be sent via email at cgreene@hallassociatesinc.com.

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).

The following requests were approved since the last meeting.

- 4098 Overlook Trail Drive – repaint exterior trim at owner's expense
- 4062 Overlook Trail Drive – remove deteriorated brick steps and replace with dirt & shrubs on the front of the home, the entire front yard will be relandscaped to blend with the change and new grass planted
- 3802 Parkway Place Drive – redo the front landscape with shorter growing shrubs and shorter growing ground cover, add a hardtop gazebo over concrete patio
- 4011 Parkway Place Drive – replace the current garage door with a new door (Haas Steel raised standard panel in Sahara Tan). This request was just received prior to the meeting, so it will be reviewed and considered by the Committee.
- Update on new construction – the silt fence has been put up for the beginning of construction.

VI. UNFINISHED BUSINESS

Exterior Painting Bids – management obtained three bids for the 2025 painting (Southern Virginia Painting Company, Vinton Professional Painters, and Croy Contracting (formerly Jesse Dalton Painting). President Minnix provided the list of the paint colors for each address. A motion was made (James) and seconded (Baber) to approve the painting contract with Croy Contracting. Motion passed unanimously.

Corporate Transparency Act – this no longer applies. The law has been updated to apply to foreign

Website – as a friendly reminder, the website address <https://www.parkwayplacehoa.com/>

VII. NEW BUSINESS

Tree removal – Tree Smart is in the process of reviewing the trees that were blown down in the high windstorms.

Schedule community walk-through and inspection – this is scheduled for May 1st at 10 AM, weather permitting. The rain date is May 8th at 10 AM.

Resolution regarding Holiday Decorations – a potential resolution was reviewed for defining the acceptable timeframes for holiday decorations.

Resolution regarding – a potential resolution was reviewed for defining handling of estate or auction sales.

A motion was made (Hankins) and seconded (James) to adopt both resolutions as edited. Motion passed unanimously.

VIII. EXECUTIVE SESSION

No Executive Session was needed.

IX. ANNOUNCEMENTS

The next meeting will be July 23, 2025 at 3:00 PM at 3803 Parkway Place Drive, Roanoke, VA 24018. Please note, this is the fourth Wednesday of the month instead of the usual third Wednesday of the month.

X. ADJOURNMENT

The meeting was adjourned at 4:35 PM.