



**Penn Forest Place Homeowners Association, Inc.**  
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011  
P.O. Box 20468 Roanoke, VA 24018

Chrissy Greene/VP of Association Management – [cgreene@hallassociatesinc.com](mailto:cgreene@hallassociatesinc.com)  
Amanda St. Clair – Association Manager – [astclair@hallassociatesinc.com](mailto:astclair@hallassociatesinc.com)

## MINUTES – BOARD OF DIRECTORS MEETING

July 22, 2025

6:00 PM at the South County Library

	Name	Position	Term Expires
Board Members Present:	Deborah Sprenger	President	2027
	Rick Patterson	Treasurer	2025
	Jeannie Kenney	Secretary	2025
	Andrew Whisnant	Vice President	2027
	Alan Pritchard	Director	2027
Board Members Absent:			
Others Present:	Amanda St. Clair	Association Manager	
	Pam and David Beckner	Owners	
	Martha Pittard	Owner	
	Jane Sumpter	Owner	
	Lois Sumpter	Owner	
	Michael Sprenger	Owner	
	Thelma Simpson	Owner	
	Joanne Hines	Owner	
	Margie Hefner	Owner	
	Beth Dudley	Owner	
	Jo Ann Heffernan	Owner	
	Michelle Whisnant	Owner	
	Dale Cuccaro	Owner	
	Tom Dehart	Owner	
	Meg Patterson	Owner	

## **I. DETERMINE QUORUM AND CALL TO ORDER**

A quorum met with all board members in attendance. The meeting was called to order at 6:13 PM at the South County Library.

## **II. OWNERS FORUM**

An owner requested that work orders and financial information be attached to agendas. This owner also was concerned with getting solicitors in the neighborhood and inquired about the association installing a sign.

## **III. READING OF THE MINUTES FROM PREVIOUS MEETING**

A motion was made (Sprenger) and seconded (Patterson) to waive the reading of the May 27, 2025 meeting minutes and approve them as written. Motion passed unanimously.

## **IV. UNANIMOUS VOTES BETWEEN MEETINGS**

President Sprenger clarified the unanimous vote that took place prior to the May meeting. An emergency meeting was held with Management to review the tax returns, which had been prepared by the CPA and indicated that taxes were owed. Management recommended obtaining a second opinion from Boitnott & Schaben.

While the association did earn interest on reserve funds, Management noted that only 3 out of 28 associations owed taxes for 2024, with the next highest amount owed being under \$600. Based on this, the Board approved spending \$310 for a second opinion and the preparation and filing of the tax returns. No taxes were owed.

## **V. FINANCIAL REPORTS**

Treasurer Rick Patterson reported balances on all accounts through June 30, 2025:

○ Operating Account Balance	\$ 33,140.48
○ Operating Reserve Balance	\$ 26,141.48
○ Capital Reserve Balance	<u>\$420,511.68</u>
<b>Total Combined Assets:</b>	<b>\$479,793.64</b>

## VI. WORK ORDERS

Work Orders				
<i>If your work order request is not listed, please resubmit it.</i>				
<b>Type: L</b> - Landscaping, <b>GM</b> - General Maintenance, <b>AR</b> - Architectural Change Request				
W/O Date	House #/Owner	Type	Request Description	Status
3/19/2025	5807	GM	Metal Siding Trim on Garage Door	Approved. Management seeking a vendor to repair
3/19/2025	5804	GM	Metal Siding Trim on Garage Door	Approved. Management seeking a vendor to repair
4/1/2025	5847	L	Removal of 2 pine trees leaning towards house	Approved removal of tagged trees at owners expense.
4/2/2025	5808	L	Removal of 10-15 pine trees leaning towards house	Approved removal of tagged trees at owners expense.
5/26/2025	5859	L	Inspect trees in wooded lot behind home to see if any are dead, dying or at risk of falling on home	Completed by Bartlett. No findings of trees in wooded lot to be a danger.
6/23/2025	5859	L	Remove storm damaged tree and large limb on edge of forest.	Approved at owners expense.
7/18/2025	5856	ARC	Replace front entry 6 panel door with all glass door and glass side window.	Denied as the proposed change does not reflect the cohesive appearance of the neighborhood.
7/18/2025	5856	ARC	Install a series of steps and landings in the back yard that wraps around to side yard so that it is easier to access.	Pending additional information. Need more details about the stairs placement, construction, drainage and concerns about landscaping.

## VII. UNFINISHED BUSINESS

### Median Trees/Vinyl Siding/Deck Pressure Washing and Staining

The board discussed median tree removal options, with Management reporting that Adam with Bartlett suggested a methodical approach to remove diseased trees and replace them with diverse species. The board decided to table the median tree project and pursue vinyl siding replacement quotes.

A motion was made (Sprenger) and seconded (Whisnant) to accelerate the timeline of the vinyl siding replacement to 2026. Motion passed unanimously. Management will work to have quotes and representatives of siding companies submitting bids, attend the September meeting.

The board also agreed to table decisions about pressure washing and staining of decks until after the siding project is decided, as not all homes have decks and new color choices would be needed.

### HOA Tree Removal

The board discussed tree removal responsibilities, clarifying that homeowners are responsible for trees in their backyards. Management proposed that homeowners should still submit work orders for any tree removals for approval. The board also noted that if a tree falls and causes damage, the homeowner's insurance would cover the damage, not the HOA.

## VIII. NEW BUSINESS

## IX. OWNERS FORUM

## **X. EXECUTIVE SESSION**

No executive session was needed.

## **XI. DATE, TIME & LOCATION OF NEXT MEETING**

September 24, 2025 – 6PM - South County Library  
November 12, 2025 – 6 PM - South County Library (Annual Meeting)

## **XII. ADJOURNMENT**

- **Information** - Information regarding Penn Forest Place Homeowners Association, Inc. (Association), including upcoming meetings, can be found at the Association's web site: [www.pennforestplace.com](http://www.pennforestplace.com)

**Note:** All meetings are subject to change. Please consult the web site for current information.

All meetings are at 6 PM.