



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

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Amanda St. Clair – Association Manager – astclair@hallassociatesinc.com

MINUTES – BOARD OF DIRECTORS MEETING

May 27, 2025
6:00 PM at the Brambleton Center

	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 Beckner	Owners
	Sue LaPrade	Owner
	Martha Pittard	Owner
	Dee Lovelace	Owner
	Charles Spencer	Owner
	Jane Sumpter	Owner
	Lois Sumpter	Owner
	Michael Sprenger	Owner
	Thelma Simpson	Owner
	Joanne Hines	Owner

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum met with four board members in attendance and one on zoom. The meeting was called to order at 6:08 PM at the South County Library.

II. OWNERS FORUM

Your Board encourages your attendance at meetings.

Any homeowner can attend the meeting to observe. They may also speak on any subject to the Board or other homeowners during the 15-minute owner's forum. Items noted in the forum will be taken under consideration for a future agenda. Homeowners wishing to have a subject added to the current agenda must submit the information in writing to Property Management at least 10 days in advance so that the Board has an opportunity to research the issue before rendering an opinion or decision. Anyone interrupting the meeting once it has started will be asked to leave. Homeowners wishing to attend the meeting should check with Management prior to the meeting in case the time or location has been changed. You may also check the calendar at www.pennforestplace.com

III. READING OF THE MINUTES FROM PREVIOUS MEETING

A motion was made (Pritchard) and seconded (Kenney) to waive the reading of the March 25, 2025 meeting minutes and approve them as written. Motion passed unanimously.

IV. UNANIMOUS VOTES BETWEEN MEETINGS

A request was received for a homeowner to replace his sliding glass door. Request was approved unanimously via email and restated for the record.

V. FINANCIAL REPORTS

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

○ Operating Account Balance	\$ 29,143.35
○ Operating Reserve Balance	\$ 25,133.61
○ Capital Reserve Balance	<u>\$409,152.23</u>
Total Combined Assets:	\$463,429.19

VI. WORK ORDERS

Work Orders

If your work order request is not listed, please resubmit it.

Type: L - Landscaping, **GM** - General Maintenance, **AR** - Architectural Change Request

W/O Date	House #/Owner	Type	Request Description	Status
2/6/2025	Entrance Sign	GM	Pressure Wash	Management to go ahead with getting the sign pressure washed.
3/19/2025	5807	GM	Metal Siding Trim on Garage Door	Management seeking a vendor to repair
3/19/2025	5804	GM	Metal Siding Trim on Garage Door	Management seeking a vendor to repair
4/1/2025	5847	L	Removal of 2 pine trees leaning towards house	Management to get Bartlett to inspect and advise.
4/2/2025	5808	L	Removal of 10-15 pine trees leaning towards house	Management to get Bartlett to inspect and advise.
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	Management to get Bartlett to inspect and advise.
5/26/2025	5803	L	Pull new low branches on crape myrtles	Management to let US Lawns know.

VII. UNFINISHED BUSINESS

Median Trees

The management team plans to engage a certified arborist, such as Bartlett, to assess the median trees and provide recommendations or a detailed report. This would include suggestions for suitable replacements for the existing maple trees. Additionally, there was a discussion about the potential cost savings of removing all the trees in the median simultaneously, rather than using a phased approach.

Pressure Washing of Entrance Sign

It was decided to proceed with finding an independent contractor to pressure wash the entrance sign separately from other pressure washing projects.

Pressure Washing and Staining of Decks

Management has begun gathering bids for pressure washing and staining the decks. A challenge arises due to the variety of stain and paint colors currently in use. Treasurer Patterson suggested creating an inventory of all the decks requiring staining to ensure uniformity in the bids for both pressure washing and staining.

Gutter Cleaning

Management is in the process of soliciting bids for gutter cleaning. Once all bids are received, a bid analysis will be presented to the board to facilitate swift approval and completion of the work.

VIII. NEW BUSINESS

Vinyl Siding Replacement

The 2022 Reserve Study recommends replacing the vinyl siding throughout the community by 2027. Management will begin preliminary research to develop a comprehensive Request for Proposal (RFP) for this project.

Document Revision

A special session will take place during the next board meeting to review and approve the updated Bylaws. Revised Bylaws and Proxy forms will be distributed to homeowners at the beginning of July to accommodate those unable to attend the special meeting.

IX. OWNERS FORUM

An owner asked about a streetlight that is out in the cul-de-sac. Management will call AEP to have it repaired.

X. EXECUTIVE SESSION

No executive session was needed.

XI. DATE, TIME & LOCATION OF NEXT MEETING

July 22, 2025 – 6PM - South County Library – **Special Meeting for Approval of Amended Bylaws**
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

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

All meetings are at 6 PM.