



Penn Forest Place Homeowners Association, Inc.
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
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Management St. Clair – Association Manager – astclair@hallassociatesinc.com

MINUTES BOARD OF DIRECTORS MEETING

July 21, 2026
6:00 PM
The Brambleton Center

	Name	Position	Term Expires
Board Members Present:	Deborah Sprenger	President	2027
	Jeannie Kenney	Secretary	2026
	Andrew Whisnant	Vice President	2027
	Alan Pritchard	Interim Treasurer	2027

I. ESTABLISH QUORUM, CALL TO ORDER

The regular scheduled board meeting was called to order at 6:00 pm with all board members present.

II. OWNERS FORUM

III. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A motion was made (Sprenger) and seconded (Whisnant) to waive the reading of the March 17, 2026 meeting minutes and accept them as written.

IV. UNANIMOUS VOTES BETWEEN MEETING

Ratification: Treasurer Rick Patterson resigned from the Board effective July 8, 2026.

A motion was made by Sprenger and seconded by Whisnant to ratify the electronic vote taken between meetings appointing Director Alan Pritchard as Interim Treasurer for the remainder of Rick Patterson's term. The motion carried unanimously.

- Chimney Flashing - change order to add the metal overtop of the existing chimney outlets \$1750
- 5819 – Work Order to Remove Screen and Replace
- 5838 – Work Order approved Pavers Installed by driveway.

V. FINANCIAL REPORTS

Review financial reports through June 30, 2026

○ Operating Account Balance	\$ 30,067.56
○ Operating Reserve Balance	\$ 30,255.66
○ Capital Reserve Balance	<u>\$387,979.57</u>
	\$448,302.79

Vinyl Siding/Gutter Capital Project	\$462,350.00
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Payment 1 paid 4/6/26	(\$115,587.50)
*Payment 2 paid 7/7/26	(\$115,587.50)
*Payment 3 paid 7/14/26	(\$115,587.50)

**Balance of the June financials do not reflect these payments.*

Financial reports showed total combined assets of \$448,000 as of June 30th, with approximately \$40,000 remaining in the capital reserve after completing the gutter project and addressing additional costs.

A motion was made (Sprenger) and seconded (Kenney) to approve the financials through June 30, 2026. Motion carried.

VI. WORK ORDERS

The Board reviewed and approved several work orders, including:

- Work Order 5807
- Work Order 5804
- Work Order 5809, for rescreening, to be completed at the owner's expense
- Screen replacement and paver installation at specified properties, to be completed at the respective owners' expense
- Painting for Sue and Martha, to be completed at the owners' expense

VII. BUSINESS

Siding Project Update

Management provided an update on the siding project. Cook was scheduled to return Monday and Tuesday to complete remaining punch list items. Overall, the project was reported to have progressed well, with good communication between Cook, management, and the Board.

Several issues were discussed, including interior damage reported by some residents. President Sprenger explained that the contractor would make repairs consistent with industry standards, such as spackling, but would not be responsible for improvements beyond that standard.

Drainage concerns were also identified during recent heavy rainfall. Water was observed dripping from the roof onto a plank, and the issue will be added to the punch list for further investigation. Gutter-related items will also be tracked as part of the project. Cook is providing a one-year workmanship warranty.

Color Committee

The Board reviewed color options for trim and garage doors. Four options were presented, including navy and soft black. A motion was made (Pritchard) and seconded (Whisnant) to go ahead and approve ***Sherwin-Williams 7039 Virtual Taupe*** as one of the color choices for trim. Motion carried.

Reserve Study

Management presented options for updating the Association's reserve study:

- Miller-Dodson Level 2 Update – \$3,145
- DMA Reserve Study – approximately \$4,000

After discussion, the Board agreed to proceed with a Level 2 update through Miller-Dodson. The update will assist with upcoming budget planning, particularly as roof replacement is anticipated to be the Association's next major capital expense.

A motion was made (Sprenger) and seconded (Whisnant) to approve the Level 2 study with Miller-Dodson. Motion Carried.

Gutter Resolution and Governing Documents

Management discussed possibly being able to prepare a resolution addressing the Association's responsibility for gutters. The proposed resolution would be included with resale certificates and establish a process requiring Board approval for certain gutter-related matters.

Management will research to determine if this is a possibility as opposed to amending the documents.

Neighborhood Drainage

President Sprenger discussed drainage issues throughout the community. Based on the governing documents, maintenance and repair of certain drainage components located on individual properties are the responsibility of the individual homeowners.

The Board discussed the potential cost of drainage repairs, noting that one homeowner recently paid approximately \$2,500 for repairs. President Sprenger suggested that neighboring homeowners with similar drainage issues may be able to coordinate repairs together to obtain more favorable pricing.

Payment Portal Update

Management advised the Board that the new payment portal system is scheduled to launch August 1. Homeowners are expected to receive email notifications around August 3–4 with information regarding the new system. Existing ACH payments are expected to be transferred automatically to the new payment system.

VIII. OWNERS FORUM

IX. EXECUTIVE SESSION

A motion was made (Sprenger) and seconded by (Kenney) to discuss a legal matter. Motion carried.

After executive session was over it was decided that we would continue to research attorneys on behalf of the association.

X. DATE, TIME & LOCATION OF NEXT MEETING

September 17, 2026 – South County Library

XI. ADJOURNMENT

A motion was made (Pritchard) and seconded (Sprenger) to adjourn the meeting. Motion carried.

- **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.