



**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

March 25, 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	Director	2027
Board Members Absent:	Alan Pritchard	Director	2027
Others Present:	Amanda St. Clair	Association Manager	
	Pam Beckner	Owners	
	Sue LaPrade	Owner	
	Margie Hefner	Owner	
	Martha Pittard	Owner	
	Doug Kenney	Owner	
	Dee Lovelace	Owner	
	Jane Sumpter	Owner	
	Michael Sprenger	Owner	
	Beth Dudley	Owner	

### I. DETERMINE QUORUM AND CALL TO ORDER

A quorum met with three board members in attendance and one on zoom. The meeting was called to order at 6:02 PM at the Brambleton Center.

### II. REVISED GOVERNING DOCUMENT DISTRIBUTION

President Sprenger gave an introduction for the document distribution and talked about the reason for the document changes. She mentioned that the documents reflect what was in the survey that the previous board sent out. It also maintains the Board's responsibility for many of the more important aspects of the community why giving the board flexibility to approve reasonable additions and improvements for owners who want to do things like building a screened in porch. She mentioned that the revision discussion has been going on for at least a decade. The amended and restated Declaration was distributed again with an approval form. President

Sprenger mentioned that there were no changes to the Declaration since it was distributed at the 2024 Annual Meeting. If the Amended and Restated Declaration is approved, then the board will move to schedule a special meeting to approve the bylaws.

### III. 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](http://www.pennforestplace.com)

Margie Hefner mentioned that she provided management with a folder that contains her Architectural Change Request with pictures of the screened back porch that she is proposing. She is patiently waiting for approval of the documents so that she can move forward with this work.

Dee Lovelace points out 1.10 Common Maintenance Areas – wooded areas (maintained in the same state as conveyed by Developer). She believes that this means that the Association should be taking care of her wooded lot and cleaning up the forest floor and removing fallen trees. President Sprenger mentioned that if the tree is in danger of falling on to a house, then the association would be responsible. Or if a tree has fallen after a storm, the association would be responsible for having the tree removed. Dee mentioned that she has 3 trees that are down in her wooded lot. She also mentioned Article 11.7 No pick-up trucks. Discussion was had about this article, and it was determined that this rule is to make sure that no abandoned vehicles, commercial vehicles, atvs, campers, boats or trailers are to be parked in owners' driveways unless the Board approves.

Thelma asked if it was okay for her son to come visit since he drove a truck, and the board said that was not a problem.

Sue wants to thank everyone who has worked many hours on the documents and asked everyone to vote promptly. She is concerned with the median trees being addressed. She understands that the concerns are from the tree roots tearing up the curbs and pavement. However, when the street was paved in 2022 there were only a few little breaks. The trees have been there for 30 years with no issues. Replacement trees should be maintenance free and free from falling debris. She would also like trees that you can see through as she likes to look across to her neighbors. She mentioned that trees take a long time to grow and take a lot of water. The board would need a watering truck to keep them watered properly. She is concerned because painting is in the reserve study for this year. The last time things were painted was in the fall 2019 and the decks were pushed to 2020. According to the reserve study, vinyl siding is due in 2027. Sue also mentioned that Sherwin Williams has a paint book for Penn Forest Place of all the colors if someone is interested in doing some touch up painting.

Discussion was had among owners that it would be better to wait to paint when the vinyl siding is addressed since colors will probably change. It was also discussed that the median trees still need to be addressed as they are dying and diseased.

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

A motion was made (Whisnat) and seconded (Kenney) to waive the reading of the January 28, 2025 meeting minutes and approve them as written. Motion passed unanimously.

#### **V. UNANIMOUS VOTES BETWEEN MEETINGS**

#### **VI. FINANCIAL REPORTS**

Treasurer Rick Patterson reported balances on all accounts through February 28, 2025:

Operating Account:	\$ 30,887.34
Operating Reserve Account:	\$ 24,129.72
Capital Reserve Account:	<u>\$392,130.75</u>
Total Combined Assets:	\$447,147.81

#### **VII. WORK ORDERS**

#### **VIII. UNFINISHED BUSINESS**

Median Trees –

Entrance Sign Repointing Brick –

#### **IX. NEW BUSINESS**

Capital Projects

#### **X. OWNERS FORUM**

#### **XI. EXECUTIVE SESSION**

No executive session was needed.

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

Next meeting is May 27, 2025 at 6 PM at the South County Library.

#### **XIII. 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.