

# **PENN FOREST PLACE HOMEOWNER'S ASSOCIATION, INC.**

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HALL ASSOCIATES MANAGING AGENT-- 540-982-0011

P.O. Box 20468 Roanoke, VA 24018

Chrissy Greene – Vice President of Association Management – cgreene@hallassociatesinc.com

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

## **NOTICE OF ANNUAL MEETING**

ALL OWNERS ARE REQUESTED TO ATTEND THE  
ANNUAL HOMEOWNERS ASSOCIATION MEETING

AT

### **SOUTH COUNTY LIBRARY**

#### **DATE & TIME**

Monday, November 16, 2025 at 6:00 PM

#### **Agenda Items**

Election of Board Member/s (Nominations taken from the Floor)  
General Discussion

Your attendance is greatly needed at the Annual Meeting to ensure a quorum to conduct the meeting.  
However, if you cannot be present, please appoint a Proxy to act on your behalf.

#### **PROXY INCLUDED WITH THIS NOTICE**

Your proxy must be signed, dated and witnessed in order to be valid.

**A Board of Directors meeting will be held directly following the  
annual meeting at the same location.**

# PROXY

## Penn Forest Place Homeowner's Association, Inc.

Proxy for Annual Meeting of the Association to be held **Monday, November 16, 2026 at 6 pm.**

The undersigned hereby appoints \_\_\_\_\_, with full power of substitution, proxy to vote on behalf of the undersigned at the annual meeting of the Penn Forest Place Homeowners Association, Inc. to be held at the date above and until any adjournments thereof.

|           |              |       |
|-----------|--------------|-------|
| _____     | _____        | _____ |
| Signature | House Number | Date  |

|           |              |       |
|-----------|--------------|-------|
| _____     | _____        | _____ |
| Signature | House Number | Date  |

**ALL OWNERS OF RECORD MUST SIGN AND A WITNESS IS REQUIRED TO  
MAKE THE ABOVE PROXY VALID**

By signing below, I acknowledge that I witnessed the above signature:

Witness's Printed Name:

\_\_\_\_\_

Witness's Signature:

Date:

\_\_\_\_\_

Witness's Address:

\_\_\_\_\_

House Number & Street

\_\_\_\_\_

City, State and Zip

Please give this form to your designated proxy to bring to the meeting or you can email to [astclair@hallassociatesinc.com](mailto:astclair@hallassociatesinc.com)

or mail to Hall Associates, P.O. Box 20468 Roanoke, VA 24018.

This Proxy must be filed with the Secretary of the Penn Forest Place Homeowners Association or its Managing Agent, Hall Associates, prior to convening the meeting. Unassigned proxies will be voted by the Board Secretary.

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## **AGENDA – ANNUAL MEETING**

**Monday, November 16, 2026**

**6:00 PM**

**SOUTH COUNTY LIBRARY**

- I. DETERMINE QUORUM & CALL TO ORDER
- II. INTRODUCTIONS & PROOF OF NOTICE
- III. READING OF MINUTES FROM PREVIOUS MEETING
- IV. REPORTS FROM DIRECTORS

- President's Report
- Presentation of 2027 Budget

- V. ELECTION OF DIRECTORS

- Current Board Members:

|                  |                |      |
|------------------|----------------|------|
| Deborah Sprenger | President      | 2027 |
| Andrew Whisnant  | Vice President | 2027 |
| Alan Pritchard   | Treasurer      | 2027 |
| Jean Kenney      | Secretary      | 2026 |

Two Board seats are open for election; Expiring members may be nominated for an additional term.

- Open Floor for Nominations
- Appointment of Inspectors of Elections (IF NEEDED)
- Election

- VI. NEW BUSINESS

- General Discussion

- VII. ADJOURNMENT



**Penn Forest Place Homeowners Association, Inc.**  
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Amanda St. Clair/Association Manager – astclair@hallassociatesinc.com

## **ANNUAL MEETING MINUTES BOARD OF DIRECTORS MEETING**

December 17, 2025

6:00 PM

South County Library

|                        | <b>Name</b>      | <b>Position</b> | <b>Term Expires</b> |
|------------------------|------------------|-----------------|---------------------|
| Board Members Present: | Deborah Sprenger | President       | 2027                |
|                        | Jeannie Kenney   | Secretary       | 2025                |
|                        | Andrew Whisnant  | Vice President  | 2027                |
|                        | Alan Pritchard   | Director        | 2027                |

### **I. RECONVENE ANNUAL MEETING FROM NOVEMBER 12, 2025 TO ESTABLISH QUORUM**

At 6:02 pm the board reconvened the annual meeting from November 12, 2025, to establish a quorum with 16 homes represented. A motion was made (Sprenger) and seconded (Pritchard) to appoint Rick Patterson to serve a one-year term as treasurer. Motion carried. Below is the 2026 slate of officers and directors.

|                         |                       |             |
|-------------------------|-----------------------|-------------|
| <i>Deborah Sprenger</i> | <i>President</i>      | <i>2027</i> |
| <i>Jeannie Kenney</i>   | <i>Secretary</i>      | <i>2025</i> |
| <i>Andrew Whisnant</i>  | <i>Vice President</i> | <i>2027</i> |
| <i>Alan Pritchard</i>   | <i>Director</i>       | <i>2027</i> |
| <i>Rick Patterson</i>   | <i>Treasurer</i>      | <i>2026</i> |

### **II. ADJOURN ANNUAL MEETING**

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