



**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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## MINUTES BOARD OF DIRECTORS MEETING

December 17, 2025  
6:00 PM  
South County Library

	Name	Position	Term Expires
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.

### III. ESTABLISH QUORUM, CALL TO ORDER

The regular scheduled board meeting was called to order at 6:12 pm with all board members present.

### IV. DISCUSSION ABOUT SIDING PROJECT

The board meeting focused on selecting a contractor and finalizing details for a community siding project. After reviewing proposals from Cook Siding and Do It All, **a motion was made (Sprenger) and seconded (Whisnant) to approve Cook Siding as the contractor using Royal™ Residential D5 0.044 product to**

**include replacement of 6" Gutters, Fascia and Soffit including fan fold insulation and house wrap for extra insulation for a total amount of \$462,350.00. Motion carried with Treasurer Patterson abstaining.**

The anticipated balance of the Capital Reserve account will be approximately \$510,000. Management presented special assessment scenarios based on the different proposals and holding back \$50,000 in the reserve fund. A special assessment, if needed, will be voted on at the next board meeting in January.

The board listened to concerns about foundation flashing and window replacements but ultimately left those decisions to individual homeowners. A color committee was established to narrow down color options for the new siding, with the goal of presenting two choices to the board. The conversation ended with a discussion about future painting costs after the siding project and potential conflicts with existing maintenance free garage doors not needing to be painted.

## V. WORK ORDERS

A work order was received from 5826 PFP for retroactive approval of replacement of her windows. Any type of architectural changes require pre-approval from the board prior to work commencing. **A motion was made (Sprenger) and seconded (Kenney) to retroactively approve the work order at the owners' expense. Motion carried.**

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
3/19/2025	5807	GM	Metal Siding Trim on Garage Door	Will be completed with siding replacement.
3/19/2025	5804	GM	Metal Siding Trim on Garage Door	Will be completed with siding replacement.
			Request US Lawns to replace drain cover on left side of house. Replace with like cap/cover that is on right side.	
12/1/2025	5803	L	Replace all windows with same color, style as current windows. Will be vinyl since aluminum not available. Cook	Management contacted USL. Joe will get in touch with Sue.
12/17/2025	5826	AR	Siding is the installer.	Approved at owners expense.

## VI. DATE, TIME & LOCATION OF NEXT MEETING

JANUARY 20, 2026 – 6 PM - South County Library

## VII. 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](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.