



**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

September 24, 2025  
6:00 PM at the South County Library

	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	
	Sue Laprade	Owner	
	Martha Pittard	Owner	
	Thelma Simpson	Owner	
	JoAnn Hefferman	Owner	
	Margie Hefner	Owner	
	Tom DeHart	Owner	
	Dale Cuccaro	Owner	
	Jane Sumpter	Owner	
	Lois Sumpter	Owner	
	Pam Beckner	Owner	
	Joanne Hines	Owner	
	Michael Sprenger	Owner	

### I. DETERMINE QUORUM AND CALL TO ORDER

A quorum met with all board members in attendance. The meeting was called to order at 6:02 PM at the South County Library.

### II. COOK SIDING PRESENTATION – Three representatives from Cook Siding attended the meeting to present various siding options, explain the installation process, and answer questions from owners.

### III. OWNERS FORUM – No owners wished to speak.

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

A motion was made (Pritchard) and seconded (Whisnant) to waive the reading of the June 22, 2025 special meeting minutes and approve them as written. Motion passed unanimously.

A motion was made (Kenney) and seconded (Pritchard) to waive the reading of the June 22, 2025 regular board meeting minutes and approve them as written. Motion passed unanimously.

#### V. UNANIMOUS VOTES BETWEEN MEETINGS

The board approved the work order request from 5856 PFP to install a set of steps in the back of the home for easier access. To be completed at owners expense.

#### VI. FINANCIAL REPORTS

Treasurer Patterson reported balances on all accounts through August 31, 2025:

○ Operating Account Balance	\$ 30,017.54
○ Operating Reserve Balance	\$ 27,153.76
○ Capital Reserve Balance	<u>\$431,918.15</u>
<b>Total Combined Assets:</b>	<b>\$489,089.45</b>

Treasurer Patterson presented a spreadsheet outlining his projections for the Capital Reserve Account balance as of July 22, 2026. Taking into account the combined interest from money market accounts and CDs, along with the current balance in the Capital Reserve checking account, the estimated total of the Capital Reserve fund will be approximately \$510,208.77 as of July 2026.

A motion was made (Whisnant) and seconded (Sprenger) to approve the financial reports through August 31, 2025. Motion passed unanimously.

#### VII. WORK ORDERS

Work Orders				
<i>If your work order request is not listed, please resubmit it.</i>				
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.
9/15/2025	5859	L	1. Remove 2 dead shrubs in front of kitchen window and replace. 2. Prune back holly shrubs on right that have grown together. 3. Prune back 2 shrubs at entrance to sidewalk. 4. Maintain red bud tree; Limbs are leaning and need cut back.	Approved at association expense.
9/24/2025	5860	L	Replace plants in front yard. Work to be done by Varsity Landscaping. See attached plan. Would like to plant in early November.	Approved at owners expense.

A motion was made (Sprenger) and seconded (Whisnant) to approve the landscape request for 5859 PFP. Motion passed unanimously.

**A motion was made (Pritchard) and seconded (Patterson) to approve the landscape request for 5860 PFP. Motion passed unanimously.**

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

Management presented a bid analysis of the bids already received for the replacement of siding, soffits, fascia and gutters.

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

**2026 Budget** – Management presented the proposed 2026 budget, which includes an increase in monthly dues from \$344 to \$350.

**A motion was made (Sprenger) and seconded (Whisnant) to approve the proposed 2026 budget. Motion passed unanimously.**

**Community Colors Committee** – President Sprenger appointed Pam Beckner to chair a committee tasked with selecting updated paint color options for the community.

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

Sue LaPrade wanted to remind the board that some owners have maintenance free garage doors.

**XI. EMPIRE SIDING PRESENTATION** – Two representatives from Empire Siding attended the meeting to present various siding options, explain the installation process, and answer questions from owners.

#### **XII. EXECUTIVE SESSION**

No executive session was needed.

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

November 12, 2025 – 6 PM - South County Library (Annual Meeting)

#### **XIV. 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.