



**Hall Associates**  
Commercial REALTORS since 1975

**Kenwick Place Homeowners Association**  
HALL ASSOCIATES, INC • MANAGING AGENT (540) 982-0011  
112 Kirk Avenue SW - Roanoke Virginia 24011  
Chrissy Greene/V.P. of Association Management – cgreene@hallassociatesinc.com

**MINUTES – BOARD OF DIRECTORS MEETING**

August 19, 2024

**3794 Kenwick Trail, Roanoke, VA 24018**

**Pending Review/Approval at Next Board Meeting**

Board Members Present:	Archie Fralin	President	(2026)
	Russ Merritt	Vice President	(2027)
	Elizabeth Kolendrianos	Secretary	(2027)
	Elaine Beaumont	Treasurer	(2026)
	Cynthia Barnhart	Director	(2025)

Board Members Absent: None

Others Present: Chrissy Greene Association Manager

**I. DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with all five Board Members in attendance. The meeting was called to order at 3:02 PM at 3794 Kenwick Trail, Roanoke, VA 24018.

**II. OWNERS FORUM**

There were no owners present who wished to address the Board.

**III. MINUTES**

A motion was made (Beaumont) and seconded (Fralin) to waive the reading of the July 22, 2024 board meeting minutes and accept them as written. Motion passed unanimously.

**IV. FINANCIAL REPORTS**

A motion was made (Fralin) and seconded (Beaumont) to approve the financials as approved through 07/31/2024. Motion passed unanimously.

Operating Account:	\$ 14,220.01
Operating Reserve Account:	\$ 13,544.40
Capital Reserve Account:	<u>\$119,075.47</u>
Total Combined Assets:	\$146,839.88

**V. COMMITTEE REPORTS**

**Nominating Committee**

**Chairperson/Archie Fralin**

No report.

**Social Committee**

**Chairperson/TBD**

The Board is still approaching an owner to gauge interest in serving as Chairperson.

**Neighborhood Security Committee**

**Chairperson/Chris Bohannon**

No report.

## Landscape Committee

Chairperson/Cynthia Barnhart

**3739** – the owner noted that when the shrubs were planted, she was home and questioned the installers, because the only thing that was done when planting them was to dig a hole and drop the plant in the hole. They did not put in any fertilizer or topsoil. The owner stated that she did water them daily, but she felt that they were not planted correctly. They will be replaced in the Fall. Management will request that the contractor offer some compensation for the replacement plants.

On the back side of the even numbered homes, there is a lot of dead grass. The Committee will monitor these areas to see if they recover.

## Architectural Committee

Chairperson/Marshall Gillespie

**3752** – there is still a request is under review for removal of stairs on the rear and addition of a vent for the half bath. A motion was made (Beaumont) and seconded (Fralin) to approve the request as submitted. Motion passed unanimously.

**3729** – a request was submitted to remove the actual chimney that is mounted directly on the roof, not enclosed in a separate encasement. Pending visual review by President Fralin and Treasurer Beaumont, a motion was made (Merritt) and seconded (Fralin) to approve this unique situation for removal of the chimney that is mounted directly on the roof without having a separate enclosure for the chimney on the exterior. This approval is issued on the basis of the removal not having any impact on the structure, roofline or visibility from the street and does not set a precedent for future requests. All requests are considered on a case-by-case basis. Motion passed unanimously.

## VI. BUSINESS

### Tree Smart Bids

**3794 Front Tree** – the trimming of this tree is still pending.

**Clean-up Behind 3760-3766** – this work was completed.

**TJS Bids** – all work that was included on the bid has been completed.

**2025 Budget Draft** – the budget was reviewed. Management will make the proposed edits and the budget will be discussed at the September meeting.

**Website** – the new website is [www.kenwickplace.com](http://www.kenwickplace.com).

## VII. EXECUTIVE SESSION

A motion was made (Beaumont) and seconded (Fralin) to go into Executive Session to discuss a violation and an owner's account. Motion passed unanimously.

After Executive Session, no action was taken. Motion passed unanimously.

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

The next meeting will be on Monday September 16<sup>th</sup> at 3:00 PM at 3794 Kenwick Trail.

## IX. ADJOURNMENT

The meeting was adjourned at 4:56 PM.

**Balance Sheet**

Period = Jul 2024

Book = Cash ; Tree = hoa\_bs

**Current Balance**

**ASSETS**

<b>CASH</b>	
Operating Cash 1	14,220.01
TOTAL CASH	14,220.01
<b>TOTAL ASSETS</b>	<b>14,220.01</b>

**LIABILITIES & OWNERS EQUITY**

**LIABILITIES**

Association Dues Paid in Advance	3,364.69
TOTAL LIABILITIES	3,364.69

**OWNERS EQUITY**

Deposit to Capital Rsv	65.03
Deposit to Catastrophe Rsv Res	12,103.56
Deposit to GF Operating	12,692.81
Transfer to Capital Funds	9,700.00
Catastrophe funds to Gen Funds	618.40
Ending Owners Equity	-4,924.48
TOTAL OWNERS EQUITY	10,855.32

<b>TOTAL LIABILITIES &amp; OWNERS EQUITY</b>	<b>14,220.01</b>
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**Budget Comparison Cash Flow**

Period = Jul 2024

Book = Cash ; Tree = hoa\_cf

	FTD Actual	FTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>REVENUE</b>									
<b>INCOME</b>									
Association Dues	6,549.00	6,726.00	-177.00	-2.63	46,728.00	47,082.00	-354.00	-0.75	80,712.00
<b>TOTAL INCOME</b>	<b>6,549.00</b>	<b>6,726.00</b>	<b>-177.00</b>	<b>-2.63</b>	<b>46,728.00</b>	<b>47,082.00</b>	<b>-354.00</b>	<b>-0.75</b>	<b>80,712.00</b>
<b>OTHER INCOME</b>									
Late Fee	0.00	0.00	0.00	N/A	25.00	0.00	25.00	N/A	0.00
<b>TOTAL OTHER INCOME</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>N/A</b>	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	<b>N/A</b>	<b>0.00</b>
<b>TOTAL REVENUE</b>	<b>6,549.00</b>	<b>6,726.00</b>	<b>-177.00</b>	<b>-2.63</b>	<b>46,753.00</b>	<b>47,082.00</b>	<b>-329.00</b>	<b>-0.70</b>	<b>80,712.00</b>
<b>EXPENSES</b>									
<b>REPAIRS &amp; MAINT - GENERAL</b>									
Repairs & Maintenance	0.00	50.00	50.00	100.00	0.00	350.00	350.00	100.00	600.00
Exterminating	0.00	41.67	41.67	100.00	175.00	291.69	116.69	40.00	500.00
<b>TOTAL REPAIRS &amp; MAINT - GENERAL</b>	<b>0.00</b>	<b>91.67</b>	<b>91.67</b>	<b>100.00</b>	<b>175.00</b>	<b>641.69</b>	<b>466.69</b>	<b>72.73</b>	<b>1,100.00</b>
<b>GROUNDS COSTS</b>									
Snow Removal	0.00	0.00	0.00	N/A	1,845.00	2,000.00	155.00	7.75	2,506.00
Grounds Maintenance	2,762.00	2,860.00	98.00	3.43	19,267.00	20,020.00	753.00	3.76	34,320.00
Landscaping-Misc	2,276.00	1,014.67	-1,261.33	-124.31	4,579.44	7,102.69	2,523.25	35.53	12,176.00
Irrigation	0.00	0.00	0.00	N/A	697.00	300.00	-397.00	-132.33	600.00
<b>TOTAL GROUNDS COST</b>	<b>5,038.00</b>	<b>3,874.67</b>	<b>-1,163.33</b>	<b>-30.02</b>	<b>26,388.44</b>	<b>29,422.69</b>	<b>3,034.25</b>	<b>10.31</b>	<b>49,602.00</b>
<b>UTILITIES</b>									
Electricity	28.22	30.00	1.78	5.93	223.33	210.00	-13.33	-6.35	360.00
Water	79.13	54.58	-24.55	-44.98	420.61	382.06	-38.55	-10.09	655.00
<b>TOTAL UTILITIES</b>	<b>107.35</b>	<b>84.58</b>	<b>-22.77</b>	<b>-26.92</b>	<b>643.94</b>	<b>592.06</b>	<b>-51.88</b>	<b>-8.76</b>	<b>1,015.00</b>
<b>ADMINISTRATIVE COSTS</b>									
Management Fees	881.00	861.00	0.00	0.00	6,027.00	6,027.00	0.00	0.00	10,332.00
Committee Expenses	0.00	8.33	8.33	100.00	0.00	58.31	58.31	100.00	100.00
Website	0.00	0.00	0.00	N/A	384.40	0.00	-384.40	N/A	0.00
Insurance	153.58	150.00	-3.58	-2.39	1,059.72	1,050.00	-9.72	-0.93	1,800.00
Bank Charges	9.91	11.00	1.09	9.91	82.89	77.00	-5.89	-7.65	132.00
HOA Meetings	0.00	12.50	12.50	100.00	30.00	87.50	57.50	65.71	150.00
Legal Fees	25.00	50.00	25.00	50.00	175.00	350.00	175.00	50.00	600.00
Registration & Annual Report Fees	0.00	0.00	0.00	N/A	30.00	30.00	0.00	0.00	70.00

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The Kenwick Place Homeowners Association (o.kp)

**Budget Comparison Cash Flow**

Period = Jul 2024

Book = Cash ; Tree = hoa\_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Tax Return Review	0.00	0.00	0.00	N/A	425.00	415.00	-10.00	-2.41	415.00
Miscellaneous Expense	0.00	50.00	50.00	100.00	0.00	350.00	350.00	100.00	600.00
<b>TOTAL ADMINISTRATIVE COSTS</b>	<b>1,049.49</b>	<b>1,142.83</b>	<b>93.34</b>	<b>8.17</b>	<b>8,214.01</b>	<b>8,444.81</b>	<b>230.80</b>	<b>2.73</b>	<b>14,199.00</b>
<b>TRANSFER TO RESERVES</b>									
Transfer to Capital Reserve Fund	1,233.00	1,233.00	0.00	0.00	13,631.00	8,631.00	-5,000.00	-57.93	14,796.00
Transfer to Operating Reserve Fund	0.00	0.00	0.00	N/A	45.00	0.00	-45.00	N/A	0.00
<b>TOTAL TRANSFER TO RESERVES</b>	<b>1,233.00</b>	<b>1,233.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,676.00</b>	<b>8,631.00</b>	<b>-5,045.00</b>	<b>-58.45</b>	<b>14,796.00</b>
<b>TOTAL EXPENSES</b>	<b>7,427.84</b>	<b>6,428.75</b>	<b>-1,001.09</b>	<b>-15.56</b>	<b>49,097.39</b>	<b>47,732.25</b>	<b>-1,365.14</b>	<b>-2.86</b>	<b>80,712.00</b>
<b>NET INCOME</b>	<b>-878.84</b>	<b>299.25</b>	<b>-1,178.09</b>	<b>-393.68</b>	<b>-2,344.39</b>	<b>-650.25</b>	<b>-1,694.14</b>	<b>-260.54</b>	<b>0.00</b>
<b>ADJUSTMENTS</b>									
Association Dues Paid in Advance	-177.00	0.00	-177.00	N/A	12.00	0.00	12.00	N/A	0.00
<b>TOTAL ADJUSTMENTS</b>	<b>-177.00</b>	<b>0.00</b>	<b>-177.00</b>	<b>N/A</b>	<b>12.00</b>	<b>0.00</b>	<b>12.00</b>	<b>N/A</b>	<b>0.00</b>
<b>CASH FLOW</b>	<b>-1,055.84</b>	<b>299.25</b>	<b>-1,355.09</b>	<b>-452.63</b>	<b>-2,332.39</b>	<b>-650.25</b>	<b>-1,682.14</b>	<b>-258.69</b>	<b>0.00</b>

# Balance Sheet

Period = Jul 2024

Book = Cash ; Tree = hoa\_bs

	<u>Current Balance</u>
<b>ASSETS</b>	
CASH	
Operating Reserve Account	13,544.40
<b>TOTAL CASH</b>	<b>13,544.40</b>
<b>TOTAL ASSETS</b>	<b>13,544.40</b>
<b>LIABILITIES &amp; OWNERS EQUITY</b>	
OWNERS EQUITY	
Ending Owners Equity	13,544.40
<b>TOTAL OWNERS EQUITY</b>	<b>13,544.40</b>
<b>TOTAL LIABILITIES &amp; OWNERS EQUITY</b>	<b>13,544.40</b>

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### Cash Flow Statement

Period = Jul 2024

Book = Cash ; Tree = hoa\_cf

	Period to Date	%	Year to Date	%
<b>REVENUE</b>				
<b>OTHER INCOME</b>				
Interest on Bank Accounts	34.43	0.00	244.01	0.00
Operating Reserve Funds	0.00	0.00	45.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>34.43</b>	<b>0.00</b>	<b>289.01</b>	<b>0.00</b>
<b>TOTAL REVENUE</b>	<b>34.43</b>	<b>0.00</b>	<b>289.01</b>	<b>0.00</b>
<b>NET INCOME</b>	<b>34.43</b>	<b>0.00</b>	<b>289.01</b>	<b>0.00</b>
<b>ADJUSTMENTS</b>				
Operating Reserve Account	-34.43	0.00	-289.01	0.00
<b>TOTAL ADJUSTMENTS</b>	<b>-34.43</b>	<b>0.00</b>	<b>-289.01</b>	<b>0.00</b>
<b>CASH FLOW</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Period to Date</b>				
	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>	
Operating Reserve Account	13,509.97	13,544.40	34.43	
<b>Total Cash</b>	<b>13,509.97</b>	<b>13,544.40</b>	<b>34.43</b>	
<b>Year to Date</b>				
	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>	
Operating Reserve Account	13,255.39	13,544.40	289.01	
<b>Total Cash</b>	<b>13,255.39</b>	<b>13,544.40</b>	<b>289.01</b>	

# Balance Sheet

Period = Jul 2024

Book = Cash ; Tree = hoa\_bs

	<u>Current Balance</u>
<b>ASSETS</b>	
CASH	
Capital Reserve Account	119,075.47
<b>TOTAL CASH</b>	<b>119,075.47</b>
<b>TOTAL ASSETS</b>	<b>119,075.47</b>
<b>LIABILITIES &amp; OWNERS EQUITY</b>	
OWNERS EQUITY	
Initial Funds-Capital Reserve	19,416.62
Ending Owners Equity	99,658.85
<b>TOTAL OWNERS EQUITY</b>	<b>119,075.47</b>
<b>TOTAL LIABILITIES &amp; OWNERS EQUITY</b>	<b>119,075.47</b>



# Cash Flow Statement

Period = Jul 2024

Book = Cash ; Tree = hoa\_cf

	Period to Date	%	Year to Date	%
<b>REVENUE</b>				
<b>OTHER INCOME</b>				
Interest on Bank Accounts	299.70	0.00	2,079.13	0.00
Capital Reserve Funds	1,233.00	0.00	13,631.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>1,532.70</b>	<b>0.00</b>	<b>15,710.13</b>	<b>0.00</b>
<b>TOTAL REVENUE</b>	<b>1,532.70</b>	<b>0.00</b>	<b>15,710.13</b>	<b>0.00</b>
<b>EXPENSES</b>				
<b>CAPITAL RESERVE EXPENSES</b>				
Capital Rsv - Reserve Study	0.00	0.00	262.50	0.00
Capital Rsv - Grounds Improv	0.00	0.00	2,850.00	0.00
<b>TOTAL CAPITAL RESERVE EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>3,112.50</b>	<b>0.00</b>
<b>ADMINISTRATIVE COSTS</b>				
Reserve Study	0.00	0.00	2,362.50	0.00
<b>TOTAL ADMINISTRATIVE COSTS</b>	<b>0.00</b>	<b>0.00</b>	<b>2,362.50</b>	<b>0.00</b>
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>5,475.00</b>	<b>0.00</b>
<b>NET INCOME</b>	<b>1,532.70</b>	<b>0.00</b>	<b>10,235.13</b>	<b>0.00</b>
<b>ADJUSTMENTS</b>				
Capital Reserve Account	-1,532.70	0.00	-10,235.13	0.00
<b>TOTAL ADJUSTMENTS</b>	<b>-1,532.70</b>	<b>0.00</b>	<b>-10,235.13</b>	<b>0.00</b>
<b>CASH FLOW</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Period to Date</b>				
	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>	
Capital Reserve Account	117,542.77	119,075.47	1,532.70	
<b>Total Cash</b>	<b>117,542.77</b>	<b>119,075.47</b>	<b>1,532.70</b>	
<b>Year to Date</b>				
	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>	
Capital Reserve Account	108,840.34	119,075.47	10,235.13	
<b>Total Cash</b>	<b>108,840.34</b>	<b>119,075.47</b>	<b>10,235.13</b>	

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