



**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**

October 16, 2023

**3786 Kenwick Trail, Roanoke, VA 24018**

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

|                        |                  |                                    |        |
|------------------------|------------------|------------------------------------|--------|
| Board Members Present: | Archie Fralin    | President                          | (2026) |
|                        | Shirley Simmons  | Vice President                     | (2024) |
|                        | Elaine Beaumont  | Treasurer                          | (2026) |
|                        | Chris Bohannon   | Secretary                          | (2025) |
|                        | Mary Ahearn      | Director                           | (2024) |
| Board Members Absent:  | None             |                                    |        |
| Others Present:        | Chrissy Greene   | Association Manager                |        |
|                        | Cynthia Barnhart | Owner/Chair of Landscape Committee |        |

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

A quorum was met with three out of five Board Members in attendance. The fourth and fifth Board members joined after the call to order (Beaumont, 3:23 PM, Bohannon, 4:20 PM). The meeting was called to order at 3:00 PM at 3786 Kenwick Trail, Roanoke, VA 24018.

### **II. OWNERS FORUM**

There were no owners present who wanted to address the Board in Owners' Forum.

### **III. MINUTES**

A motion was made (Simmons) and seconded (Fralin) to waive the reading of the 09/30/23 minutes and accept them as written. Motion passed unanimously.

### **IV. FINANCIAL REPORTS**

A motion was made (Fralin) and seconded (Simmons) to approve the financials as approved through 09/30/2023, pending moving an expense for tree work from Operating to Capital in August. Motion passed unanimously.

### **V. COMMITTEE REPORTS**

#### **Landscape Committee**

**Chairperson/Cynthia Barnhart**

**Gazebo** – this work has been completed. This was a heavy rejuvenation and it will take some time for the greenery to fill back in. The Landscape Committee will continue to monitor this area and will evaluate the area next year for a maintenance trimming. **PLEASE DO NOT WALK YOUR DOGS IN THE MULCH AROUND THE GAZEBO AREA WHERE THE WORK WAS JUST COMPLETED. ALSO, PLEASE ACCEPT THIS FRIENDLY REMINDER THAT ALL LOTS ARE PRIVATELY OWNED. PLEASE DO NOT WALK YOUR PETS ON OTHER OWNER'S LOTS, IN THE FRONT OR REAR OF THE TOWNHOMES.**

**Tree Trimming** – this work will be completed in the next thirty (30) days. (Board member Elaine Beaumont joined the meeting at this time (3:23 PM).)

**3763** – a request was submitted for new plantings in front, with the work to be done by Townside Gardens and all plantings are to be evergreens. A motion was made (Fralin) and seconded (Beaumont) to approve the request as submitted. Motion passed unanimously.

**3739** – a request was submitted for new plantings in front, some of which will be at the owner's expense and some of which will be the association's responsibility. The landscaper will remove the dead shrubs and install (6) Globas Nana

for the association. The owner will install Dee Runk Boxwoods and juniper, at her expense. However, the owner would like to select her own plantings. Management will contact the landscaper to find out where he gets his plants and if it is possible for the owner to select her own plantings. A motion was made (Fralin) and seconded (Beaumont) to approve the request as submitted, with the removal of the original shrubbery and installation of (6) Globas Nana to be done at the association's expense and maintained by the association going forward and the installation of (1) Dee Runk Boxwood on either side of the walkway and (3) Blue Star Juniper in the corners on either side of each walkway at the owner's expense and to be maintained by the owner going forward. Motion passed unanimously.

**Nominating Committee**

**Chairperson/Archie Fralin**

This Committee is on hold until closer to the next Annual Meeting.

**Social Committee**

**Chairperson/Mary Ahearn**

The holiday social has tentatively been scheduled for Friday December 8<sup>th</sup>. This will likely be a progressive dinner. The tentative schedule is as follows – the first stop will be at 3751 Kenwick Trail for cocktails and hors'd'oeuvres, 3786 Kenwick Trail for dinner and 3748 Kenwick Trail for coffee and dessert.

**Neighborhood Security Committee**

**Chairperson/Chris Bohannon**

No report.

**Architectural Committee**

**Chairperson/Marshal Gillespie**

None.

**VI. UNFINISHED BUSINESS**

**Updated Rules and Regulations** – the Rules and Regulations policy resolution was updated to specify that replacement of rotten boards does not require a change request, provided the owner understands that the entire area (front, side or back) must be painted, not just the replaced boards. Additionally, clarification was made about responsibility for replacements of trees and shrubs that exceed the amount allowed by the association. Board member Chris Bohannon joined the meeting at this time (4:20 PM). A motion was made (Beaumont) and seconded (Fralin) to adopt Policy Resolution 2023-1 as amended. Discussion occurred for clarification. Motion passed unanimously.

**VII. NEW BUSINESS**

**2024 Budget** – the budget was discussed. The current budget reflects funding the reserve account less than the study recommends. However, the study will be updated in 2024 and the association has not been spending as quickly as the study anticipated. So, it seems reasonable to fund the reserve account less than projected. This may be revisited in 2024, after the study is updated. A motion was made (Fralin) and seconded (Beaumont) to approve the 2024 budget with dues remaining \$177/month. Motion passed unanimously.

**Website** – the web host is no longer hosting the site. Management is in the process of setting up a new site.

**VIII. EXECUTIVE SESSION**

A motion was made (Fralin) and seconded (Beaumont) to go into Executive Session to discuss a violation and legal issue. Motion passed unanimously.

After Executive Session, a motion was made (Fralin) and seconded (Simmons) to send two violation letters. Motion passed unanimously.

**IX. DATE, TIME & LOCATION OF NEXT MEETING**

The next meeting will be on Monday November 20<sup>th</sup> at 3:00 PM at 3786 Kenwick Trail.

**X. ADJOURNMENT**

The meeting was adjourned at 4:51 PM.

**Balance Sheet**

Period = Sep 2023

Book = Cash ; Tree = hoa\_bs

|  | <b>Current Balance</b> |
|--|------------------------|
| <b>ASSETS</b>                                |                        |
| CASH   |                        |
| Operating Cash 1                             | 14,023.61              |
| <b>TOTAL CASH</b>                            | <b>14,023.61</b>       |
| <b>TOTAL ASSETS</b>                          | <b>14,023.61</b>       |
| <b>LIABILITIES &amp; OWNERS EQUITY</b>       |                        |
| LIABILITIES                                  |                        |
| Association Dues Paid in Advance             | 2,821.69               |
| <b>TOTAL LIABILITIES</b>                     | <b>2,821.69</b>        |
| 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                         | -4,577.88              |
| <b>TOTAL OWNERS EQUITY</b>                   | <b>11,201.92</b>       |
| <b>TOTAL LIABILITIES &amp; OWNERS EQUITY</b> | <b>14,023.61</b>       |

**Budget Comparison Cash Flow**

Period = Sep 2023

Book = Cash ; Tree = hoa\_cf

|                                   | PTD Actual      | PTD Budget      | Variance       | % Var        | YTD Actual       | YTD Budget       | Variance       | % Var        | Annual           |
|-----------------------------------|-----------------|-----------------|----------------|--------------|------------------|------------------|----------------|--------------|------------------|
| <b>REVENUE</b>                    |                 |                 |                |              |                  |                  |                |              |                  |
| INCOME                            |                 |                 |                |              |                  |                  |                |              |                  |
| Association Dues                  | 6,173.00        | 6,726.00        | -553.00        | -8.22        | 59,804.94        | 60,534.00        | -729.06        | -1.20        | 80,712.00        |
| TOTAL INCOME                      | 6,173.00        | 6,726.00        | -553.00        | -8.22        | 59,804.94        | 60,534.00        | -729.06        | -1.20        | 80,712.00        |
| <b>TOTAL REVENUE</b>              | <b>6,173.00</b> | <b>6,726.00</b> | <b>-553.00</b> | <b>-8.22</b> | <b>59,804.94</b> | <b>60,534.00</b> | <b>-729.06</b> | <b>-1.20</b> | <b>80,712.00</b> |
| <b>EXPENSES</b>                   |                 |                 |                |              |                  |                  |                |              |                  |
| REPAIRS & MAINT - GENERAL         |                 |                 |                |              |                  |                  |                |              |                  |
| Repairs & Maintenance             | 0.00            | 109.00          | 109.00         | 100.00       | 184.44           | 981.00           | 796.56         | 81.20        | 1,308.00         |
| Exterminating                     | 0.00            | 46.50           | 46.50          | 100.00       | 0.00             | 419.50           | 419.50         | 100.00       | 558.00           |
| TOTAL REPAIRS & MAINT - GENERAL   | 0.00            | 155.50          | 155.50         | 100.00       | 184.44           | 1,399.50         | 1,215.06       | 86.82        | 1,866.00         |
| GROUNDS COSTS                     |                 |                 |                |              |                  |                  |                |              |                  |
| Snow Removal                      | 0.00            | 0.00            | 0.00           | N/A          | 0.00             | 3,017.00         | 3,017.00       | 100.00       | 3,017.00         |
| Grounds Maintenance               | 2,635.00        | 2,600.00        | -35.00         | -1.35        | 23,561.00        | 23,400.00        | -161.00        | -0.69        | 31,200.00        |
| Landscaping-Misc                  | 1,677.00        | 966.25          | -710.75        | -73.56       | 8,506.00         | 8,696.25         | 190.25         | 2.19         | 11,595.00        |
| Irrigation                        | 0.00            | 250.00          | 250.00         | 100.00       | 140.00           | 550.00           | 410.00         | 74.55        | 550.00           |
| TOTAL GROUNDS COST                | 4,312.00        | 3,816.25        | -495.75        | -12.99       | 32,207.00        | 35,663.25        | 3,456.25       | 9.69         | 46,362.00        |
| UTILITIES                         |                 |                 |                |              |                  |                  |                |              |                  |
| Electricity                       | 28.53           | 29.00           | 0.47           | 1.62         | 267.16           | 261.00           | -6.16          | -2.36        | 348.00           |
| Water                             | 76.18           | 51.58           | -24.60         | -47.69       | 483.92           | 464.22           | -19.70         | -4.24        | 619.00           |
| TOTAL UTILITIES                   | 104.71          | 80.58           | -24.13         | -29.95       | 751.08           | 725.22           | -25.86         | -3.57        | 967.00           |
| ADMINISTRATIVE COSTS              |                 |                 |                |              |                  |                  |                |              |                  |
| Management Fees                   | 861.00          | 861.00          | 0.00           | 0.00         | 7,749.00         | 7,749.00         | 0.00           | 0.00         | 10,332.00        |
| Office Expense                    | 0.00            | 0.00            | 0.00           | N/A          | 95.97            | 0.00             | -95.97         | N/A          | 0.00             |
| Committee Expenses                | 0.00            | 8.33            | 8.33           | 100.00       | 74.97            | 74.97            | 0.00           | 100.00       | 100.00           |
| Insurance                         | 145.91          | 200.00          | 54.09          | 27.04        | 1,021.33         | 1,800.00         | 778.67         | 43.26        | 2,400.00         |
| Bank Charges                      | 8.55            | 15.00           | 6.45           | 43.00        | 89.67            | 135.00           | 45.33          | 33.58        | 180.00           |
| HOA Meetings                      | 0.00            | 27.08           | 27.08          | 100.00       | 102.50           | 243.72           | 141.22         | 57.94        | 325.00           |
| Legal Fees                        | 745.06          | 50.00           | -695.06        | -1,390.12    | 1,550.98         | 450.00           | -1,100.98      | -244.66      | 600.00           |
| Registration & Annual Report Fees | 0.00            | 0.00            | 0.00           | N/A          | 65.00            | 30.00            | -35.00         | -116.67      | 70.00            |
| Tax Return Review                 | 0.00            | 0.00            | 0.00           | N/A          | 410.00           | 410.00           | 0.00           | 0.00         | 410.00           |
| Miscellaneous Expense             | 0.00            | 40.00           | 40.00          | 100.00       | 0.00             | 360.00           | 360.00         | 100.00       | 480.00           |
| TOTAL ADMINISTRATIVE COSTS        | 1,760.52        | 1,201.41        | -559.11        | -46.54       | 11,084.45        | 11,252.69        | 168.24         | 1.50         | 14,897.00        |

**Budget Comparison Cash Flow**

Period = Sep 2023

Book = Cash ; Tree = hoa\_cf

|                                    | PTD Actual       | PTD Budget      | Variance         | % Var            | YTD Actual       | YTD Budget       | Variance        | % Var         | Annual           |
|------------------------------------|------------------|-----------------|------------------|------------------|------------------|------------------|-----------------|---------------|------------------|
| <b>TRANSFER TO RESERVES</b>        |                  |                 |                  |                  |                  |                  |                 |               |                  |
| Transfer to Capital Reserve Fund   | 1,340.00         | 1,340.00        | 0.00             | 0.00             | 12,060.00        | 12,060.00        | 0.00            | 0.00          | 16,080.00        |
| Transfer to Operating Reserve Fund | 45.00            | 45.00           | 0.00             | 0.00             | 405.00           | 405.00           | 0.00            | 0.00          | 540.00           |
| <b>TOTAL TRANSFER TO RESERVES</b>  | <b>1,385.00</b>  | <b>1,385.00</b> | <b>0.00</b>      | <b>0.00</b>      | <b>12,465.00</b> | <b>12,465.00</b> | <b>0.00</b>     | <b>0.00</b>   | <b>16,620.00</b> |
| <b>TOTAL EXPENSES</b>              | <b>7,562.23</b>  | <b>6,638.74</b> | <b>-923.49</b>   | <b>-13.91</b>    | <b>56,681.97</b> | <b>61,505.66</b> | <b>4,813.69</b> | <b>7.83</b>   | <b>80,712.00</b> |
| <b>NET INCOME</b>                  | <b>-1,389.23</b> | <b>87.26</b>    | <b>-1,476.49</b> | <b>-1,692.06</b> | <b>3,112.97</b>  | <b>-971.66</b>   | <b>4,084.63</b> | <b>420.38</b> | <b>0.00</b>      |
| <b>ADJUSTMENTS</b>                 |                  |                 |                  |                  |                  |                  |                 |               |                  |
| Association Dues Paid in Advance   | -354.00          | 0.00            | -354.00          | N/A              | 1,577.06         | 0.00             | 1,577.06        | N/A           | 0.00             |
| <b>TOTAL ADJUSTMENTS</b>           | <b>-354.00</b>   | <b>0.00</b>     | <b>-354.00</b>   | <b>N/A</b>       | <b>1,577.06</b>  | <b>0.00</b>      | <b>1,577.06</b> | <b>N/A</b>    | <b>0.00</b>      |
| <b>CASH FLOW</b>                   | <b>-1,743.23</b> | <b>87.26</b>    | <b>-1,830.49</b> | <b>-2,097.74</b> | <b>4,690.03</b>  | <b>-971.66</b>   | <b>5,661.69</b> | <b>582.68</b> | <b>0.00</b>      |

**Balance Sheet**

Period = Sep 2023

Book = Cash , Tree = hoa\_bs

**Current Balance**

**ASSETS**

CASH

Operating Reserve Account

13,082.92

TOTAL CASH

13,082.92

**TOTAL ASSETS**

**13,082.92**

**LIABILITIES & OWNERS EQUITY**

OWNERS EQUITY

Ending Owners Equity

13,082.92

TOTAL OWNERS EQUITY

13,082.92

**TOTAL LIABILITIES & OWNERS EQUITY**

**13,082.92**

### Cash Flow Statement

Period = Sep 2023

Book = Cash ; Tree = hoa\_cf

|  | Period to Date           | %                     | Year to Date      | %           |
|--|--------------------------|-----------------------|-------------------|-------------|
| <b>REVENUE</b>                             |                          |                       |                   |             |
| OTHER INCOME                               |                          |                       |                   |             |
| Interest on Bank Accounts                  | 2.14                     | 0.00                  | 19.43             | 0.00        |
| Operating Reserve Funds                    | 45.00                    | 0.00                  | 405.00            | 0.00        |
| <b>TOTAL OTHER INCOME</b>                  | <b>47.14</b>             | <b>0.00</b>           | <b>424.43</b>     | <b>0.00</b> |
| <b>TOTAL REVENUE</b>                       | <b>47.14</b>             | <b>0.00</b>           | <b>424.43</b>     | <b>0.00</b> |
| <b>EXPENSES</b>                            |                          |                       |                   |             |
| REPAIRS & MAINT - GENERAL                  |                          |                       |                   |             |
| Repairs & Maintenance                      | 0.00                     | 0.00                  | 731.27            | 0.00        |
| <b>TOTAL REPAIRS &amp; MAINT - GENERAL</b> | <b>0.00</b>              | <b>0.00</b>           | <b>731.27</b>     | <b>0.00</b> |
| <b>TOTAL EXPENSES</b>                      | <b>0.00</b>              | <b>0.00</b>           | <b>731.27</b>     | <b>0.00</b> |
| <b>NET INCOME</b>                          | <b>47.14</b>             | <b>0.00</b>           | <b>-306.84</b>    | <b>0.00</b> |
| ADJUSTMENTS                                |                          |                       |                   |             |
| Operating Reserve Account                  | -47.14                   | 0.00                  | 306.84            | 0.00        |
| <b>TOTAL ADJUSTMENTS</b>                   | <b>-47.14</b>            | <b>0.00</b>           | <b>306.84</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                  | 13,035.78                | 13,082.92             | 47.14             |             |
| <b>Total Cash</b>                          | <b>13,035.78</b>         | <b>13,082.92</b>      | <b>47.14</b>      |             |
| <b>Year to Date</b>                        |                          |                       |                   |             |
|  | <b>Beginning Balance</b> | <b>Ending Balance</b> | <b>Difference</b> |             |
| Operating Reserve Account                  | 13,389.76                | 13,082.92             | -306.84           |             |
| <b>Total Cash</b>                          | <b>13,389.76</b>         | <b>13,082.92</b>      | <b>-306.84</b>    |             |

# Balance Sheet

Period = Sep 2023

Book = Cash ; Tree = hoa\_bs

**Current Balance**

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**ASSETS**

|                         |                   |
|-------------------------|-------------------|
| CASH                    |                   |
| Capital Reserve Account | 107,733.21        |
| TOTAL CASH              | 107,733.21        |
| <b>TOTAL ASSETS</b>     | <b>107,733.21</b> |

**LIABILITIES & OWNERS EQUITY**

|  |                   |
|--|-------------------|
| OWNERS EQUITY                                |                   |
| Initial Funds-Capital Reserve                | 19,416.62         |
| Ending Owners Equity                         | 88,316.59         |
| TOTAL OWNERS EQUITY                          | 107,733.21        |
| <b>TOTAL LIABILITIES &amp; OWNERS EQUITY</b> | <b>107,733.21</b> |



# Cash Flow Statement

Period = Sep 2023

Book = Cash ; Tree = hoa\_cf

|                                       | Period to Date           | %                     | Year to Date      | %           |
|---------------------------------------|--------------------------|-----------------------|-------------------|-------------|
| <b>REVENUE</b>                        |                          |                       |                   |             |
| <b>OTHER INCOME</b>                   |                          |                       |                   |             |
| Interest on Bank Accounts             | 131.17                   | 0.00                  | 1,096.46          | 0.00        |
| Capital Reserve Funds                 | 1,340.00                 | 0.00                  | 12,060.00         | 0.00        |
| <b>TOTAL OTHER INCOME</b>             | <b>1,471.17</b>          | <b>0.00</b>           | <b>13,156.46</b>  | <b>0.00</b> |
| <b>TOTAL REVENUE</b>                  | <b>1,471.17</b>          | <b>0.00</b>           | <b>13,156.46</b>  | <b>0.00</b> |
| <b>EXPENSES</b>                       |                          |                       |                   |             |
| <b>CAPITAL RESERVE EXPENSES</b>       |                          |                       |                   |             |
| Capital Rsv - Grounds Improv          | 0.00                     | 0.00                  | 9,300.00          | 0.00        |
| <b>TOTAL CAPITAL RESERVE EXPENSES</b> | <b>0.00</b>              | <b>0.00</b>           | <b>9,300.00</b>   | <b>0.00</b> |
| <b>TOTAL EXPENSES</b>                 | <b>0.00</b>              | <b>0.00</b>           | <b>9,300.00</b>   | <b>0.00</b> |
| <b>NET INCOME</b>                     | <b>1,471.17</b>          | <b>0.00</b>           | <b>3,856.46</b>   | <b>0.00</b> |
| <b>ADJUSTMENTS</b>                    |                          |                       |                   |             |
| Capital Reserve Account               | -1,471.17                | 0.00                  | -3,856.46         | 0.00        |
| <b>TOTAL ADJUSTMENTS</b>              | <b>-1,471.17</b>         | <b>0.00</b>           | <b>-3,856.46</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               | 106,262.04               | 107,733.21            | 1,471.17          |             |
| <b>Total Cash</b>                     | <b>106,262.04</b>        | <b>107,733.21</b>     | <b>1,471.17</b>   |             |
| <b>Year to Date</b>                   |                          |                       |                   |             |
|                                       | <b>Beginning Balance</b> | <b>Ending Balance</b> | <b>Difference</b> |             |
| Capital Reserve Account               | 103,876.75               | 107,733.21            | 3,856.46          |             |
| <b>Total Cash</b>                     | <b>103,876.75</b>        | <b>107,733.21</b>     | <b>3,856.46</b>   |             |