



**Kenwick Place Homeowners Association**  
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011  
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## ANNUAL MEETING

May 15, 2023

### I. DETERMINE QUORUM & CALL TO ORDER

A quorum of one third (33.3%) or 13 of the 38 units is required to conduct an Annual Meeting. A quorum was satisfied with 23 of 38 (17 in person and 6 by proxy), or 61% represented and the meeting was called to order by Association President Archie Fralin at 6:01 PM at South County Library, 6303 Merriman Road, Roanoke, VA 24018.

### II. INTRODUCTIONS & PROOF OF NOTICE

President Fralin introduced himself and the other members of the Board of Directors, Mary Ahearn, Elaine Beaumont, Chris Bohannon and Shirley Simmons, as well as Chrissy Greene with Hall Associates, the representative from management. President Fralin thanked the Board and management for their efforts on behalf of the community this past year. President Fralin recognized each of the Chairs of the Committees – Architectural – Marshall Gillespie, Landscape – Cynthia Barnhart, Welcome/Social – Mary Ahearn, Security – Chris Bohannon.

The proof of notice of the meeting was distributed as per the association documents.

### III. APPROVAL OF MINUTES FROM PREVIOUS ANNUAL MEETING

A motion was made (Mackin, C) and seconded (O'Rourke) from the floor to waive the reading of the minutes from the previous Annual meeting, May 16, 2022, and approved as distributed. Motion passed unanimously.

### IV. REPORTS FROM DIRECTORS

Association Manager Greene reported on the association's financial status. Financial summaries are available on the website at [www.kenwickplacehoa.com](http://www.kenwickplacehoa.com).

The account balances as of 04/30/23 were as follows:

Operating	\$ 17,032.58
Operating Reserve	\$ 12,847.07
Capital Reserve	<u>\$109,674.51</u>
<b>Total Combined Assets:</b>	<b>\$139,554.16</b>

The end of the year balances as of 12/31/22:

Operating	\$ 9,333.58
Operating Reserve	\$ 13,389.76
Capital Reserve	<u>\$103,876.75</u>
<b>Total Combined Assets:</b>	<b>\$126,600.09</b>

Overall, the association ended the year \$293.27 over budget, which is less than 0.5% of the total annual budget. Currently, the association is under budget by \$9,776.96, which is not unusual this early in the year, due to landscaping expenses that occur later in the year. President Fralin reported that the dues were increased based on an increase in contract rates. In order to continue to maintain the community to the standards that have been set in the past, the Board felt there was no other choice but to keep the same

level of services and increase the dues to account for that. The Board did not make this decision lightly. The Board reviews the expenses monthly, so that the Board can make every effort to stay on budget. The Capital Account is continuing to build to cover the anticipated expenses in the Reserve Study and maintain the infrastructure that has in place.

## V. ELECTION OF DIRECTORS

Current Board Members, Titles and Terms;

Archie Fralin	President	(2023)
Shirley Simmons	Vice President	(2024)
Chris Bohannon	Secretary	(2025)
Elaine Beaumont	Treasurer	(2023)
Mary Ahearn	Director	(2024)

There are two board seats open for election; both are for three-year terms, expiring in 2026. Expiring members may be nominated for another term. The current nominees are Elaine Beaumont and Archie Fralin.

The floor was opened to nominations. No additional nominations were made. A motion was made from the floor (Mackin, C) and seconded (Jones) to close the floor for nominations and elect by acclamation. Motion passed unanimously.

New Board Members and Terms:

Elaine Beaumont	(2026)
Archie Fralin	(2026)
Chris Bohannon	(2025)
Shirley Simmons	(2024)
Mary Ahearn	(2024)

A brief Organizational Meeting will be held directly after the Annual Meeting so that the Board Members can elect officers. Directors will serve through the Annual Meeting of the year noted above.

## VI. GENERAL DISCUSSION

Judy O'Rourke inquired about the discussion from the January 2022 minutes where the Board had discussed having the snow removal company return to clear the snow that gets piled up behind vehicles. President Fralin responded that the Board inquired about this option and unfortunately, the contractor indicated they did not have sufficient men/labor to do this additional work that is outside the scope of the contract. The shoveling part is the most time consuming, so they are unable to get enough manpower to handle this work. However, the Board is open to keeping this on the radar for consideration for the next season. It was also noted that the contractor had a potential liability concern when shoveling near vehicles. Gena Bishop asked if there is a specific contract that spells out exactly what they are to do and if so, can a specific provision be added to the contract that clearly identifies how closely they plow up to a vehicle, where the snow is pushed, etc... President Fralin responded that the Board would review this contract and see if any provisions can be made that the snow removal contractor would agree to consider.

Marshall Gillespie would like to discuss the possibility of having the bushes at the gazebo removed. They are totally overgrown and unsightly. She believes this would help with the security issues. They provide concealment for individuals in the gazebo. President Fralin responded that the Board has discussed this with the landscaping company and obtained a bid for full removal of all shrubs and installing smaller shrubs. Gena Bishop shared that there is a low bush at the sidewalk and then a very tall bush that is over 6 ft. tall. That tall bush is what should be removed. Discussion ensued regarding the bid that has been obtained, but the bid was received after the last Board meeting, so the Board has not had an opportunity to review and discuss.

President Fralin stated that part of the Capital Reserve plan is the maintain the trees surrounding the property. Periodically, the trees in the natural areas have been topped or thinned out in the past. The trees were brought up in the last Annual Meeting. Another owner reached out with concerns on the even numbered side of the street, also. President Fralin and Secretary Bohannon met with a tree company that that had done work on the property previously. The contractor was to top 80% of the trees and remove

approximately 20% of the trees, if needed. There was no way to mark each individual tree. The work was completed, which resulted in some phone calls of concern over how the work was done. The work was supposed to be completed prior to the trees blooming. However, due to the contractor's availability, the work was not done until after the trees had started to leaf out. Also, the property line narrows behind the homes as you get further up the hill. Betty Williams suggested that the Board prioritize projects before taking on additional tree work, since the roads are an issue that need attention, as well. The Reserve Study is projected out to 2039. Further discussion ensued regarding the tree project that was done previously and what could be considered for the future.

Sundays at the gazebo begin Sunday May 21<sup>st</sup> at 4 PM. Please bring an appetizer and beverage of your choice. The socials will be the third Sunday of the month at 4 PM. In the event of inclement weather, please come to 3786 Kenwick Place. The progressive holiday dinner was also a success.

Marshal Gillespie introduced Ann Stobbeloor, the new neighbor and owner of 3739 Kenwick.

Mary Mackin thanked the Board for all of their hard work.

## **VII. ADJOURNMENT**

There being no additional business, the meeting was adjourned at 6:57 PM.

## **ORGANIZATIONAL MEETING**

The meeting was called to order at 7:00 PM with all Board members present. Chrissy Greene with Hall Associates was also present.

A motion was made (Beaumont) and seconded (Simmons) to appoint the following officers:

Archie Fralin	President	(2023)
Shirley Simmons	Vice President	(2024)
Chris Bohannon	Secretary	(2025)
Elaine Beaumont	Treasurer	(2023)
Mary Ahearn	Director	(2024)

Motion passed unanimously.

The Board discussed the bid for removal of the overgrown plants at the gazebo. A motion was made (Fralin) and seconded (Beaumont) to approve the bid as submitted, with the provision that the contractor assume watering responsibility with a watering truck. Motion passed with four in favor and one abstention (Bohannon).

The Board discussed the board on the gazebo that was previously repaired. It is starting to bow again. The contractor warned that the repair was the cheap option and that if that repair did not hold, replacement may be required.

The next meeting is the annual walk-through, which is scheduled for May 22<sup>nd</sup> at 9 AM.

The meeting was adjourned at 7:25 PM.