



McVitty Forest Condominium **Unit Owners Association**

HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011
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BOARD OF DIRECTORS MEETING

March 20, 2025

Pending Review/Approval at Next Board Meeting
Held via Zoom

Board Members Present:	John Frank	President	(2025)
	John Pearson	Vice President	(2027)
	Monika Wood	Secretary	(2027)
	John Ewald	Treasurer	(2026)
	Rosalind Reynolds	Director	(2026)

Board Members Absent: None

Others Present:	Chrissy Greene	Association Manager
	David and Gail Dymm	Owners
	Debbie Hice	Owner
	Tony McDaniel	Owner
	Lyn Pearson	Owner
	Candy Springer	Owner

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 10:00 AM via Zoom.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A motion was made (Pearson) and seconded (Wood) to waive the reading of the September 19, 2024 minutes and accept them as written. Motion passed unanimously.

A motion was made (Frank) and seconded (Wood) to waive the reading of the January 16, 2025 minutes and accept them as written. Motion passed unanimously.

III. OWNERS FORUM

David Dymm stated that the power failures prompted him to think about the pipes freezing, particularly the sprinkler system pipes. He is requesting a committee be formed to investigate what could be done to prevent freezing. The Board will consider a committee to investigate this. Gas fireplaces should work in the absence of power, so that could be an alternative source of heat.

David Dymm stated that the landscaping costs are high. He would like to know if the Board is looking at ways to lower the costs. The Board has met with the landscaper to review these costs.

David Dymm inquired about an intercom on the wall of the hallway. This is not something that is still in use.

Tony McDaniel stated there is a shrub outside of Tom Holland's patio. The owner is requesting that the landscaper remove the shrub.

Candy Springer reported that since someone had an accident at the back of the property, there is a part to someone's car that is down by the tree that needs to be removed. She would also like to have the stop sign put back in place. President Frank reported it to the police department. They indicated it would be taken care of, but when they came out, they only put the sign on the bridge back up. Management is working with the police department to get the insurance information, so that the owner can be held responsible.

Candy Springer also requested that owners be reminded to have contractors sign in and out when they are on the property. A roof hatch was recently left open in 3025 and someone had to go up and close it. President Frank responded that he reminds contractors to complete the log, to close and securely latch doors and hatches, anytime he opens the door for a contractor or sees one in the hallway. It is important for all owners and residents to take these same steps. Secretary Wood stated that she believes the fire department was the last ones in the building.

IV. REPORTS

- A. Financial – Treasurer Frank presented financials through February 2025. Treasurer Frank has posted a financial report in each building through February. There will be February snow removal invoices that are not yet reflected in the financials. The billing had not come for February grounds maintenance, also. The transfer to the Capital Reserve was short \$1,000 in January and February, so March will bring it current. The association was under budget both months year-to-date in water and sewer, but slightly over in electricity. A motion was made (Reynolds) and seconded (Wood) to accept the financial report as presented through February 2025. Motion passed unanimously.
- B. President's Report – President Frank reported that Door Services replaced the panel at 3060 that was hit by an owner. However, they did not adjust the switch that triggers the exhaust fan on and off. Tony McDaniel helped him adjust it and it is working correctly now. When the doors are manually opened, some of the doors do not open completely. The technician suggested that they adjust the tension on the springs so that they open fully when they are opened manually. Building 3040 opens ok, but the others need to be checked, particularly 3045 and 3060. Door Services should check to see if they can be opened fully, so that owners do not accidentally hit the top of the door.
- C. Management Report – Fast Signs stated that the stop sign can be cleaned up and reused, but the post needs to be replaced. The cost is \$120 for the post. The cost for installation is \$350. Management is to follow up with Roanoke County, since Mrs. Springer advised that the stop sign is on County property.

V. COMMITTEE REPORTS

- A. Landscape – no report.
- B. Communications – no report.

Website Reminder – please note – the updated password for ALL OWNERS to access the secure side of the website is now mfcaowner.

IX. OLD BUSINESS

Janitorial Services – three bids were reviewed. The Board decided to go with Next Level, but there were questions regarding the current contract. There was also a question regarding notice not being required for minimum wage increase or annual contract renewal increase. A motion was made (Pearson) and seconded (Wood) to restate for record the approval of the contract with Next Level janitorial services. Motion passed unanimously.

Entrance Signage Repair, Painting, Replacement – an estimate was obtained for replacement of the sign, because the wood is rotting. There are currently two signs at the entrance. The price was \$4,020 per sign, plus \$900 installation for both signs. Discussion ensued. A motion was made (Frank) and seconded (Reynolds) to approve removal of both signs and replacement of one sign (the one on the left). Motion passed unanimously.

Stairwell Heaters – the stairwell heater in the second floor of 3060 would not come on. Vice President Pearson reported that some residents adjust them without permission, but they appear to be working without any problems.

Scheduling of 3045 and Pool House Roofs – management is to follow up with the roofer on the status of replacement.

3025 Roof – the roof at 3025 needs 60 shingles replaced. Vice President Pearson reported that 3025 and 3045 both have brittle shingles and need replacement. A motion was made (Pearson) and seconded (Reynolds) to approve the roof replacement for 3025 at a cost not to exceed \$50,000. Motion passed unanimously.

X. NEW BUSINESS

Fitness Room Equipment – there is a treadmill in 3040, and an elliptical in 3025 that need to be replaced. A motion was made (Wood) and seconded (Reynolds) to replace the elliptical in 3025 with a recumbent elliptical. Motion passed with four in favor and one abstention (Pearson). A motion was made (Frank) and seconded (Reynolds) to replace the treadmill in 3040. Motion passed unanimously.

Consideration of Landscaping at 3060 – the Board met with the grounds contractor onsite. After discussion and review of the bid, a motion was made (Reynolds) and seconded (Wood) to approve the bid for the improvements at building 3060 at a cost of \$9,796. Motion passed unanimously.

Aiphone Repair or Replacement at 3060 – there are two people who have reported that their Aiphones do not work. One has indicated she does not use it, so she is not requesting repair or replacement. The second Aiphone was not checked inside. If the issue persists, United Security will coordinate with the owner to attempt to repair with the leftover parts onsite.

Gutters and Downspouts – the roofer has proposed sealing the gutters, replacing missing nails and clearing out the gutters on a time and material basis. It would likely be between approximately \$500-\$1,000 plus materials (caulk and nails). A motion was made (Frank) and seconded (Reynolds) to approve the repairs. Motion passed unanimously.

3060 Grounds Damage – the grounds were damaged by a lift used in the installation of windows. The contractor has agreed to assume responsibility. The grounds contractor is working on a bid for repairing with sod. The bid will include watering.

Security – Tony McDaniel stated that he has been going around the buildings to check for unlocked doors, since the incident at The Fairfax. He has found doors left unlocked several times. All owners are strongly advised to make sure all doors are latched and locked securely and to not open the doors for anyone they are not expecting.

GloFiber – the representative stated that they installed the line under the creek. The next step will be to bring service into the community within a few weeks. John Pearson stated that GloFiber removed the supports under their steps and did not reinstall them. Tony McDaniel stated that he would provide the contact information to the owner.

XI. EXECUTIVE SESSION

A motion was made (Frank) and seconded (Wood) to go into Executive Session to discuss delinquencies. Motion passed unanimously.

After Executive Session, no action was taken.

XII. DATE, TIME AND LOCATION OF NEXT MEETING

The next meeting is May 15, 2025 at 10:00 AM and will be held in-person at the offices of Hall Associates, Inc., 2800 Keagy Road, third floor, Salem, Virginia 24153.

You may also check the website for updates at any time. www.mcvittyforestcondos.com

X. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 11:32 M.

Approved as submitted:

_____ President	_____ Date
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_____ Secretary	_____ Date
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