



McVitty Forest Condominium **Unit Owners Association**

HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011
P O Box 20468 Roanoke Virginia 24018
Chrissy Greene/Director of Association Management – cgreene@hallassociatesinc.com
Amanda St. Clair/Association Manager – astclair@hallassociatesinc.com

BOARD OF DIRECTORS MEETING

September 18, 2025

Pending Review/Approval at Next Board Meeting
2800 Keagy Rd, Salem, VA 24153

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

Board Members Absent:	Rosalind Reynolds	Director	(2026)
-----------------------	-------------------	----------	--------

Others Present:	Chrissy Greene	Association Manager
	Wally Braun	Owner
	Robert Carignan	Owner
	David and Gail Dymm	Owners
	Ellie Ewald	Owner
	Marshall and Thelma Helm	Owner
	Debbie Hice	Owner
	Nancy Hopkins	Owner
	Tony and Faye McDaniel	Owner
	Candy Springer	Owner

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with three out of five board members in attendance. The fourth board member joined shortly after the call-to-order (Pearson). The meeting was called to order at 10:03 AM at 2800 Keagy Road, Salem, VA 24153.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A motion was made (Ewald) and seconded (Wood) to waive the reading of the July 24, 2025 minutes and accept them as written. Motion passed unanimously.

III. OWNERS FORUM

Candy Springer reported that it has been a problem over several years, but there is a specific group that reserves the pool routinely each year. This party of individuals was so loud that the party could be heard at 3050. Discussion ensued among those present that the group was excessively loud, foul language was heard, an individual urinated outside, etc... The owners present also stated that the owner should have been present. The individuals parked at 3025 and across at 3040. President Frank responded that the Board plans to create a form that owners are required to sign that outlines the rules that apply to the reservation. As far as the specific violation, that will be discussed during Executive Session.

Thelma Helm asked that owners/residents in the building disclose if they are positive with the flu or CoVid, please be considerate of your neighbors and let them know, so they can exercise additional caution.

Nancy Hopkins reported that she still has a leak over her sideboard. Management responded that the roofer has already been out and is working on an estimate to repair a soft spot in the flat roof.

John Pearson reported that the gutter/soffit over their patio at 3045 is still leaking, even after the roof replacement and gutter work.

Gail Dymm reported that when the bulbs are replaced in the garage, they left 2 standing up in their parking space that need to be removed.

Wally Braun asked if a reserve study had been completed, and if it is being followed. President Frank responded that the current study is not due to be updated for another year and the Board does use it as a guideline. However, some replacements are pushed out or moved up, as needed. Mr. Braun stated he would rather pay a special assessment than see monthly fees continue to increase.

John Ewald reported that there is a leak that is appearing intermittently in the garage over their parking space.

Faye McDaniel stated that she likes the new sign and she appreciates it. However, she would like to have a second sign on the other side, as it was originally. If you are coming from the Tanglewood area, you can't see a sign for McVitty. Secretary Wood responded that it was determined to only do one sign at this time because of cost. Mrs. McDaniel asked that it be considered for the future, when finances permit.

Tony McDaniel inquired about the financial summary that is in the garage. It looks like the association is already over budget by \$375 for fire inspections and there is probably still supposed to be an additional inspection before the end of the year. President Frank responded that the company increased rates. Mr. McDaniel stated that insurance is also over budget by \$36,000 year-to-date. President Frank responded that it is a one-time payment but is budgeted over 12 months. This will catch up by the end of the year.

Tony McDaniel inquired if there are still issues with exhaust fans. The Board responded that all issues have been corrected. Mr. McDaniel stated he has sources that can handle those repairs if the current contractor is not available. He said Boyd Electric did a great job with their business' motors and pulleys.

IV. REPORTS

- A. Financial – Treasurer Frank presented financials through August 2025. Treasurer Frank has posted a financial report in each building through August. The fire expenses and elevator expenses are a concern right now. He is tracking the trends on utilities by building. There was higher than normal usage in 3060 and 3025. There is no explanation for why the usage was higher. Discussion ensued regarding whether readings are estimated every other month. A motion was made (Pearson) and seconded (Ewald) to accept the financial report as presented through August 2025. Motion passed unanimously.
- B. President's Report – President Frank reported that he plans to check with other banks to see if the rates the association is getting on CD's is competitive.
- C. Management Report – everything management would report on is covered elsewhere on the agenda.

V. COMMITTEE REPORTS

- A. Communications – if there is anyone who would like to submit information for the newsletter, or if you would be willing to be featured in the newsletter, please contact John Frank. The next newsletter is in process.

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

IX. OLD BUSINESS

Entrance signage replacement and painting – this has been completed.

3045 elevator pad replacement – Vice President Pearson is still working on this.

X. NEW BUSINESS

Request of décor for door/alcove – a request was submitted for 3050-313. The board discussed the possibility of assigning the responsibility to the building rep. The discussion suggested there would be inconsistency in how it applies to the community as a whole if it was solely up to building representatives. Vice President Pearson stated that he had only abstained because he had not seen what was being requested. A motion was made (Ewald) and seconded (Wood) to approve the request as submitted. Motion passed unanimously.

Annual meeting – the annual meeting is scheduled for November 20th, 2025 in the auditorium. Discussion ensued regarding starting the meeting earlier, since the library requires that the room be vacated by 7:30 PM. The decision was to start sign-in at 5:05 PM with the meeting starting at 5:30 PM. This gives management and the Board a few minutes to set up the room for sign-in, since the room is not opened before 5 PM.

Photocell at 3045 – lights along the walk, sconces and the pole lights at the building, and the canopy light at the entrance are all controlled by a photocell. The one at 3045 is in a location where it does not get as much light. This means that the lights at this building are on longer than other buildings. Some residents at other buildings had inquired about why those lights are on during the day. There was an inquiry about the light over the garage door at 3025 that stay on 24/7. The lights at the pool are also coming on earlier now. Discussion ensued regarding the benefit of paying for an electrician to investigate. It was determined that President Frank would show the electrician the issue when they're onsite for the sconce issue.

Tree – an owner reported that there is a limb hanging over the dumpster needs to be cut back to keep it from getting damaged by the trash removal when the dumpster is emptied. Management is to notify the grounds company to trim this limb back.

Notice to owners of required items – this applies to things like sprinkler inspections, vent cleaning, and any other required association maintenance or repair. Discussion ensued about the best way to communicate these inspections to owners. President Frank will take what Secretary Wood drafted and amend it to reflect the changes discussed.

Sprinkler inspection report – there is an escutcheon plate that is loose in the third floor of 3050 in the main interior hall that is loose. Management will notify the contractor and ask for the last inspection report.

Remind TJ to please trim the back slope at the edge of the Ewalds' property once per year.

SECURITY REMINDER – PLEASE KEEP UNIT DOORS LOCKED AT ALL TIMES, PLEASE SECURELY CLOSE THE EXTERIOR DOORS WHEN COMING AND GOING, DO NOT PROP DOORS AT ANY TIME.

XI. EXECUTIVE SESSION

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

After Executive Session, a motion was made (Pearson) and seconded (Wood) that the owner be notified of the violations, the deposit shall be forfeited, and future reservations will be reviewed on a case-by-case basis. Motion passed unanimously.

XII. DATE, TIME AND LOCATION OF NEXT MEETING

The next meeting is the annual meeting is scheduled for November 20th at 5:30 PM and will be held in-person at the South County Library. Sign-in will begin at 5:05 PM.

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 11:37 AM.

Approved as submitted:

_____ President	_____ Date
--------------------	---------------

_____ Secretary	_____ Date
--------------------	---------------