



McVitty Forest Condominium **Unit Owners Association**

HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
112 Kirk Avenue SW - Roanoke Virginia 24011
Chrissy Greene/Director of Association Management – cgreene@hallassociatesinc.com
Amanda St. Clair/Association Manager – astclair@hallassociatesinc.com

BOARD OF DIRECTORS MEETING

May 24, 2024

Pending Review/Approval at Next Board Meeting
Held via Zoom

Board Members Present:	Candy Springer	President	(2024)
	John Frank	Vice President	(2025)
	Monika Wood	Secretary	(2026)
	Tony McDaniel	Treasurer	(2024)
	Rosalind Reynolds	Director	(2026)

Board Members Absent: None

Others Present:	Chrissy Greene	Association Manager
	Jack Arnold	Owner
	Lois Laucella	Owner
	David and Gail Dymm	Owner
	Nancy Morris	Owner
	David and Emily Wycoff	Owner
	John and Ellie Ewald	Owner
	Ann Thorne	Owner
	Norma Wheeler	Owner
	Penny Cundiff	Owner
	Cynthia Thompson	Owner
	Jody Henley	Owner
	Tom Holland	Owner
	Beth Stump	Owner
	Joe Durrer	Owner
	John Pearson	Owner
	Sue Brown	Owner
	Bob Day	Owner
	Ron Lundy	Owner
	Barbara Bevan	Owner
	Marshall and Thelma Helm	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 10:03 AM via Zoom.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A motion was made (Frank) and seconded (McDaniel) to waive the reading of the minutes from the March 21, 2024 board meeting minutes and accept them as amended. Motion passed unanimously. The April 26, 2024 special Board meeting minutes and May 8, 2024 special Board meeting minutes were deferred.

III. OWNERS FORUM

Monika Wood stated that her concerns pertain specifically to 3025. There are owners asking about the big tree by the corner of 3040, if that tree were to come down, would the association be responsible for the damages? The Board and management stated that it would be the association's responsibility, since the tree is an association tree. Norma Wheeler in 3050 asked about the trees that are on the neighboring property. If they fall, would the association or neighboring property owner be responsible? If the association property is damaged, the association would be responsible.

IV. REPORTS

A. Financial – Treasurer McDaniel presented financials through April 2024. Treasurer McDaniel reported on various invoices that were paid, including the base fee for the irrigation meter, gas for the grills, fire protection system maintenance, elevator maintenance, a repair was paid out for a leak inside a unit, which has been charged back to the owner, a name was corrected on an Aiphone, a leak reported by WVWA was investigated, snow/ice removal was done, etc... A credit from the water leak that was repaired at 3025 is still carrying forward on that water and sewer invoice. The water and sewer charges for March and April, 3025 was \$1,556.60 credit as of March (total charges 1176.62) (deducting from credit), 3040 was \$1,170.12, 3045 was \$1,589.14, 3050 was \$1,169.26 and 3060 was \$1,430.26. Regarding electricity charges for March and April, 3025 was \$815.25, 3040 was \$1,078.75, 3045 was \$907.13, 3050 was \$1,262.40 and 3060 was \$1,182.87. Other miscellaneous invoices were reviewed, including storm clean-up, brush removal, cutting up broken limbs, elevator preventative maintenance, emergency and exit light inspections, lightbulbs, tax filing, legal fees, removal of Bradford Pear, irrigation start-up and repairs, etc... The renovation for 3060 was approved for up to \$125,000. The deposit of 75% for order of materials was paid in the amount of \$91,543.32. A motion was made (Wood) and seconded (Frank) to approve the financials as presented through April 2024. Motion passed unanimously.

B. President's Report – no report.

C. Property Management - Management reported that the irrigation backflow valve at 3040 was replaced and is no longer leaking.

V. COMMITTEE REPORTS

- A. Renovation – the work is scheduled to begin the week of June 3rd. The committee is ready for the work to begin and will arrange to have the restroom opened.
- B. Landscape – the liriopie will need to be sprayed again before the mulch goes down next week. Ask him to follow up with the area off of Ros's patio.

Website Reminder – the company that hosts the website was sold to another company, which resulted in a brief period of downtime to the secure side of the website. Please note – the updated password for ALL OWNERS to access the secure side of the website is now mfcaowner.

IX. OLD BUSINESS

Pool – the pool looks great, but please remember to pull the gate closed behind you. It does not latch without being pulled closed. The grills must be cleaned after every use.

Curb Painting – the curbs were painted. Unfortunately, delivery trucks come through and scuff up the curbs almost immediately.

X. PROJECTS IN PROCESS

Walkway Repair – this remains pending the contractor's availability. They were delayed by weather, but plan to begin the week of June 3rd, weather permitting.

XI. NEW BUSINESS

Insurance – a motion was made (Frank) and seconded (McDaniel) to make a motion to do a special assessment of \$610, with payments due in full by July 1st or in two equal payments of \$305 each, due July 1st and August 1st. This special assessment is intended to cover the difference in the increased premium for the insurance policy and two months' of deferred capital contributions Motion passed unanimously. The insurance agent, Aaron Lower, recommended setting up \$50,000 in an Operating Reserve account that would be allocated to handling smaller building claims rather than filing against insurance and impacting the loss runs and potentially premiums and renewals. This will be discussed as part of the 2025 budget review.

3060 Roof and Roof Membranes – the roofer has advised that the roof at 3060 needs to be replaced this year, after the renovation. Management will get a bid for the shingle replacement in 3060.

2025 Board Members – there are two seats coming up for election in 2024. The current board members serving in these seats are Candy Springer and Tony McDaniel. Neither board members plan to run again. However, Tony McDaniel is willing to continue to help as a building director or in meeting with contractors. Please contact management if you are interested in being placed on the agenda. Board members should be decisive, objective, have a career history that may benefit decisions, be available for Board meetings, be accessible by email and text.

Lock Between Garage and Elevator Lobby – a motion was made (McDaniel) and seconded (Wood) to deny the request from an owner to leave the door from the garage level into the elevator lobby unlocked. Motion passed with four in favor and one opposed (Frank). President Springer stated that she believes that the first door you come to when entering the garage is the door most likely to entice an intruder. If that door is locked, they are not likely to go to the end of the garage level and attempt to enter that door.

XII. QUESTIONS

There were no questions at this time.

XIII. EXECUTIVE SESSION

A motion was made (Springer) and seconded (Frank) to go into Executive Session to discuss two legal issues. Motion passed unanimously.

After Executive Session, no action was taken.

XIV. DATE, TIME AND LOCATION OF NEXT MEETING

The next Board meeting is July 18, 2024 at 10:00 AM via Zoom.

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 11:30 AM.

Approved as submitted:

President

Date

Secretary

Date