



McVitty Forest Condominium **Unit Owners Association**

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

January 16, 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
	Gail Dymm	Owner
	Jody Henley	Owner
	Ron and Kathleen Lundy	Owners
	Tony McDaniel	Owner
	Lyn Pearson	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 (Frank) to defer the approval of the minutes to the next regular board meeting due to the transition to new board members. Motion passed unanimously.

III. OWNERS FORUM

Connie Thornton requested that a light be installed at the dumpster. This time of year, it gets dark so much earlier and she goes out to walk her dog and has the waste to put into the dumpster. She is requesting that a motion-activated light be installed in the back, so that the area is well lit when she is disposing of waste. Discussion ensued regarding the cost of running electrical service to the dumpster area in order to install a motion activated light versus a solar light. The Board feels that there is already lighting in this area and other pet owners use flashlights when walking their pets. A motion was made (Wood) and seconded (Ewald) to deny the request based on existing lighting in the area, the request only coming from one owner and pet owners can use flashlights if they feel it is needed. Motion passed unanimously.

A request was submitted from Susan Sink to replace her windows. Her existing windows do not close completely so that the locks will fully engage on all windows. A motion was made (Pearson) and seconded (Reynolds) to approve her request as submitted. Motion passed unanimously.

Monika Wood requesting replacement or refreshment of the community signs at the front entrance. They are showing signs of deterioration.

Monika Wood is requesting replacement of the light fixture inside the pool house.

Monika Wood requested replacement of the wall heater in back hallway of the third floor of 3025.

Management is to get estimates on painting the entrance sign, replacement of the light fixture inside the pool house and checking the heater in the third floor back hallway of 3025. each floor of the stairwell in the back and the mailroom. There are two others that need to be checked. The first one is on the third floor of 3045. That heater runs on full blast even when it is turned to the lowest setting. The ones in 3050 operate the same way. They are either all the way off or full blast. John Ewald will check the heaters in 3050 and will report to management.

John Pearson stated that there is a young squirrel in the wall. He attempted to trap it, but it did not enter the trap. He put steel wool in the hole to prevent it from coming into the building. But he does not want it to be trapped inside the walls where it could die and then be an unbearable smell as it decomposes. John Pearson stated he would continue to monitor for it and listen for it before taking any additional action.

IV. REPORTS

- A. Financial – Treasurer Frank presented financials through December 2024. Treasurer Frank reported that the community finished the year with expenses exceeding the budget by approximately \$10,000. The special assessment helped to offset that, as well as being under budget on some line items such as Repairs and Maintenance and Landscaping Miscellaneous. The overage was related to insurance and insurance claim repairs. The association was over budget on insurance repairs by approximately \$19,000. Fire system repairs and elevator preventative maintenance lines were also over budget. The new expense for inspecting the stormwater system was included. Utilities were up, as well. President/Treasurer Frank will begin tracking the utilities to gauge increases/decreases. A motion was made (Reynolds) and seconded (Wood) to approve the financials as presented through December 2024. Motion passed unanimously.
- B. President's Report – President Frank reported that he has been looking into the responsibilities of building representatives, so that it is defined for those who volunteer to serve in this position. Candy Springer shared information that is very useful. It will be reviewed to see if anything needs to be updated.

V. COMMITTEE REPORTS

- A. Landscape – no report.
- B. Communications – a newsletter was put out. President Frank intends to try to get a newsletter out every other month. Any owner who would like to submit content, please do not hesitate to reach out to him or management.

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

Janitorial Services – a meeting was held in December with the owners of the company to bring some items to their attention. President Frank has since met with Moses, another representative with the company, to reiterate these issues. One of the employees continues to put trash in the right-hand side of the dumpster, miss putting a trash bag inside the can, there continue to be insects in the light fixtures that are not being cleaned out, etc... The Board would like to request another meeting with the owner. The cleaning solution they use to mop the elevator and the entrance to the elevator into the garage is so strong, it leaves a strong odor for days. It also leaves a sticky residue.

Trash Reminder – this is an important reminder that all trash bags must be tied securely and may not contain any glass or sharp items that could break the bag or pose a risk to those who handle the bags.

X. PROJECTS IN PROCESS

None.

XI. NEW BUSINESS

3045 Roof Leaks – this building continues to experience roof leaks and service calls. There is currently an active leak in 3045.

Pool House Roof – an estimate was obtained to replace the pool house roof at the same time as the roof at 3045. The estimate is \$3,164. A suggestion was made to get a price on replacement of the roof of the pavilion, as well.

A motion was made (Wood) and seconded (Pearson) to approve the roof replacement bid for 3045 and the pool house, with the work to begin in early April, weather permitting. Motion passed unanimously.

Landscaping request – President Frank received a request from an owner who wants to remain anonymous would like for the Board to consider things related to the landscaping expenses. Secretary Wood stated that the landscaping at 3060 is the most cost prohibitive, according to the landscaper. The landscaping at 3045 would be last. The landscaping will be evaluated to determine what the savings would be for replacement of the landscaping at each building before moving forward with replacement. The Board will work with the landscaper to fully evaluate the building. This owner is proposing installing mulch every 3 years instead of every year. The owner is proposing reducing the frequency of mowing in the Summer. In the Fall, the owner is suggesting that the leaves are mulched rather than removed. The owner is also requesting eliminating herbicides on the lawns.

Snow removal – overall, they did a good job, but the ramps at the garages need to be treated/cleaned better. If it cannot be done with a plow, it needs to be done with something else. President Frank reported that he ran into the snow removal crew when they were attempting to plow at the entrance to the garages and he opened the garage doors for them and they were able to get them cleared significantly better by pushing from inside/out.

XII. QUESTIONS

There were no questions at this time.

XIII. EXECUTIVE SESSION

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

After Executive Session, no action was taken.

XIV. DATE, TIME AND LOCATION OF NEXT MEETING

The next meeting is March 20, 2025 at 10:00 AM and will be held by Zoom. The Board plans to go to in-person meetings in May. Those meetings will be held at 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 11:36 AM.

Approved as submitted:

President

Date

Secretary

Date