



McVitty Forest Condominiums **Unit Owners Association**

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

March 19, 2026

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

Board Members Present:	John Frank	President	(2028)
	John Pearson	Vice President	(2027)
	Monika Wood	Secretary	(2027)
	Wallie Braun	Treasurer	(2026)
	Rosalind Reynolds	Director	(2026)

Board Members Absent: None

Others Present:	Chrissy Greene	Association Manager
	Valerie Drinkwine	Owner
	David and Gail Dymm	Owners
	Ellie Ewald	Owner
	Debbie Hice	Owner
	Tony and Faye McDaniel	Owner
	Lyn Pearson	Owner
	Candy Springer	Owner
	David and Emily Wycoff	Owner

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with four out of five board members in attendance. The meeting was called to order at 10:02 AM at 2800 Keagy Road, Salem, VA 24153.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A motion was made (Frank) and seconded (Wood) to waive the reading of the January 15, 2026 minutes and accept them as written. Motion passed with three in favor and one abstention (Pearson).

III. OWNERS FORUM

Tony McDaniel stated that there is an owner who is not cleaning up after their dog. This was especially unsightly during the snows around the circle. Since that time, he believes the person has been contacted and is now cleaning up after the pet.

IV. REPORTS

A. Financial – Treasurer Braun reported that everything looked on track with electricity and gas in 2025. Buildings 3025, 3040, and 3050 all had water bills of over \$1,000. Building 3060 had invoices of \$1,200 in November and December. January and February have all dropped back in line. Treasurer Braun presented financials through February 2026. A motion was made (Pearson) and seconded (Wood) to accept the financial report as presented through February 2026. Motion passed unanimously.

B. President's Report – President Frank reported that Eagle has completed the inspections and repairs. A resident in 3060 reported that a package went missing in the late afternoon. If you are in the mail room and see a

package, please set them inside the secure lobby doors for the resident to pick up. There are two manholes that are starting to sink. President Frank contacted WVWA to assess. They will send someone out to check and determine if it is something they would repair or if the association would have to repair. Tony McDaniel stated that the weather held up the people who were installing the grommets for the 3045 elevator pads. They finally repaired it and he brought them back and they were the wrong size grommets. He has returned the elevator pads to have larger grommets installed. The exhaust fan in 3025 is still waiting on the replacement part. President Frank has been working on the directory. He is going to give a copy of the draft to each of the building directors. After it has been reviewed, it will be published for the owners/residents. President Frank inquired about dryer vent cleaning bids, since that is due this year. Association Manager Greene shared the estimates from Dirty Duct Cleaning, Cundiff, and Fresh Air Solutions. A motion was made (Pearson) and seconded (Wood) to approve the bid for dryer vent cleaning by Fresh Air Solutions at a cost of \$85 for first and second floor units and \$95 for third floor units. There is an additional \$20 per unit that has a booster fan and an additional \$10 per unit if the transition hose has to be replaced. Motion passed unanimously. President Frank inquired if Sayford Meadows is preparing for pool season. Association Manager Greene responded that she has spoken with Mr. Meadows and he is already preparing for pool maintenance this season. Discussion ensued regarding the pool cover and the debris that accumulates in the bottom.

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

IX. OLD BUSINESS

Roof replacement – the roof replacements were discussed.

3045 elevator pad replacement – this was covered under the President's report.

Cell dialers – Association Manager Greene presented the bids from TKE Elevator for the conversion of the Verizon phone lines to cell dialers for the elevator phone lines. A motion was made (Reynolds) and seconded (Pearson) to approve the conversion to cell dialers for the elevators, contingent on the service not requiring replacement again in the near future due to new technology and dialer speeds. Motion passed unanimously.

Barriers across from emergency exit at back of 3060 – President Frank presented the recommendations and estimate from TJS. The estimate for the landscaping barrier is \$1,174. The physical fence would be a wooden fence. Discussion ensued. President Frank will investigate a metal fence that would match the fencing in other areas of the community.

Resolution regarding Move-in/Move-out fees – the previous discussion was for this to be assessed to owners and tenants for move-in and move-out. However, after getting a legal opinion, the only way to assess a move-in and move-out fee or one-time buy-in/initiation fee upon the sale of a condo is to amend the documents. Updating the Aiphone will be assessed back to the owner requesting the change, the same as garage door openers needing to be programmed.

X. NEW BUSINESS

Confirm July meeting date – the meeting in July will be July 9th. Please note the different date in July (second Thursday of the month instead of third).

Maintenance issues – President Frank met with the janitorial company to look at areas that need more attention, such as stairwells, light fixture lenses, benches outside the entrances, etc...

Vents in storage units in the garages – Comfort Services is meeting with President Frank today to assess the vents to determine if those vents can be closed off.

Alcove request – a motion was made (Pearson) and seconded (Braun) to restate for record the approval of the alcove request. Motion passed unanimously.

Conversion of lighting in garage from fluorescent to LED – the only way to get new fluorescent bulbs was to order an entire pallet. Suppliers are switching to LED bulbs. Wilson-Lynch Electric looked at converting the fixtures from fluorescent to LED. The estimate was \$1,261 with the bulbs included. The estimate if \$550 for labor only, if the association provides the bulbs. If the association orders the bulbs, it would be a savings of around \$200. A motion was made (Pearson) and seconded (Braun) to convert one building at a time and reuse the existing fluorescent bulbs that were removed from a building, with Mr. Holland ordering the bulbs and Wilson-Lynch installing them. Motion passed unanimously.

3050 renovation – a motion was made (Frank) and seconded (Reynolds) to appoint a Renovation Committee, consisting of the following – Chairperson Wallie Braun, Faye McDaniel, Linda Cunningham, Sue Brown, Roger Fowler, and Donna Ooghe. There is currently no representative from 3060 interested in serving. Motion passed unanimously.

Wildlife issues – there are issues with flying squirrels in 3045. The Critter Guy proposed to put a one-way trap on each of the (3) vents on top of the roof of the two buildings with issues. This would be \$450 per building for 3045 and 3050. A motion was made (Frank) and seconded (Pearson) to approve the estimate from The Critter Guy. Motion passed unanimously.

XI. EXECUTIVE SESSION

There was no Executive Session.

XII. DATE, TIME AND LOCATION OF NEXT MEETING

The next board meeting is scheduled for May 21st, 2026 at 10:00 AM and will be held in-person at the office of Hall Associates, Inc., 2800 Keagy Road, Salem, VA 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 11:27 AM.

Approved as submitted:

President Date

Secretary Date