



McVitty Forest Condominium
Unit Owners Association

HALL ASSOCIATES, INC MANAGING AGENT (540) 982-0011
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MINUTES
ANNUAL MEETING

November 20, 2025

Pending Review/Approval at Next Annual Meeting

I. CALL TO ORDER

The quorum requirement for the meeting is a “majority” of unit owners. A quorum was met with 59 out of 92 units represented or 64% in attendance (in person and by proxy). The meeting was called to order at 5:37 PM at the South County Library. The Board members were introduced.

II. ROLL CALL

In place of Roll Call, Owners were asked to sign in to be accounted for prior to the Call to Order.

III. PROOF OF NOTICE OF MEETING

Proof of notice was established by those present in person or by proxy.

IV. READING OF MINUTES FROM PRECEDING MEETING

A motion was made from the floor (Pearson) and seconded (Beard) to dispense with the reading of the minutes from the previous annual meeting on November 21, 2024 and accept as written. Motion passed unanimously.

V. REPORT OF THE OFFICERS

President’s Report

Nov 2025

President Frank reported that the board has worked with the garage door company on the 3060 door. There is a new sign on the entrance. The association changed janitorial services. There was an adjustment period, but it appears to be going well at this point. If you have any issues, please notify the board or management. There have been repairs to heaters in the stairwells. As we go into colder weather, please note if the heaters are not operating correctly, and please be mindful to not set the heaters too high. There have been repairs and replacement to exercise equipment. The gutters were cleaned and seams sealed, as needed. At no cost to the association, GloFiber was installed in all buildings. Any owner/resident who is interested in this service should reach out to the company. The pool house, the gazebo, 3025, and 3045 all got new shingle roofs. The Aiphone entry system in 3025 had to be replaced. Some landscaping was also done to improve the grounds. Several owner requests were reviewed and approved, including alcove changes, replacement windows, etc...

Association Manager Greene spoke on the year-to-date finances and reported that monthly summaries are posted in every building. Account balances as of 12/31/24 are:

Operating Account:	\$ 2,999.13
Operating Reserve Account:	\$ 27,892.65
Capital Reserve Account:	<u>\$ 344,534.13</u>
Total Combined Assets	\$ 375,425.91

Association Manager Greene spoke on the year-to-date finances and reported that monthly summaries are posted in every building. Account balances as of 10/31/24 were:

Operating Account:	\$ 65,734.66
Operating Reserve Account:	\$ 27,008.39
Capital Reserve Account:	<u>\$ 278,162.90</u>
Total Combined Assets	\$ 370,905.95

Association Manager Greene spoke on the year-to-date finances and reported that monthly summaries are posted in every building. Account balances as of 10/31/25 are:

Operating Account:	\$ 44,482.87
Operating Reserve Account:	\$ 16,264.76
Capital Reserve Account:	<u>\$ 318,652.44</u>
Total Combined Assets	\$ 379,400.07

This means the association's total assets have increased by \$8,494.12 since the same time last year. However, you were able to do new shingle roofs on the pool house, gazebo, 3025, and 3045 during this same timeframe. You also replaced the sign at the front entrance and the entry system in building 3025 after it was damaged by a suspected lightning strike. A claim was not filed against the insurance policy because of the issues with obtaining an insurance policy previously. The reasoning behind setting up an Operating Reserve account was to self-insure claims that area considered "small" by insurance standards, which would be something that is only \$5,000 more than the association's master policy deductible of \$10,000.

2026 Budget – The budget was distributed to owners with the annual meeting notice packet. The landscape figure was lowered. That figure had been intended to relandscape each building and there are two buildings that have not been relandscaped. Since that category has been reduced from \$15,000 to \$8,000, will those landscape improvements still be done? Fire Code Inspection seemed to be a large increase. That was based on actual expenses. Monika Wood stated that the Landscaping Miscellaneous used to cost approximately \$10,000 per year. However, there were always Landscaping Miscellaneous. A motion was made (Ewald, E.) and seconded (Cundiff, P.) to increase the monthly dues amount by \$7/unit/month. Discussion ensued. Motion passed unanimously. A motion was made (Ewald, J.) and seconded (Pearson, J.) to approve the amended budget as presented. Motion passed unanimously.

VI. REPORT OF COMMITTEES

None.

VII. ELECTION OF DIRECTORS

There are two seats open for the Board of Directors. One term is for a three-year term and one is for the remaining one-years of a three-year term. Expiring members could be nominated for an additional term. The following nominees are on the ballot – Wallace Braun and John Frank. The floor was opened for additional nominations. There were no nominations from the floor. A motion was made (Ewald, J.) and seconded (McDaniel, T.) from the floor to close the floor to nominations and elect the nominees by acclamation. Motion passed unanimously.

VIII. NEW BUSINESS

General Discussion – The floor was opened for discussion.

Stefanie Fowler reported on the PORCH program that she spoke on last year. This forms partnerships with neighborhoods and food pantries. The previous Board allowed the organization to post wish lists and collect food in baskets, which is all voluntary. Since August 2024 through this month, McVitty Forest Condos has collected 2,500 pounds of food.

John Frank reported that the next Board meeting will be January 15, 2026. It will be held in person at Hall Associates, Inc., 2800 Keagy Road, Salem, VA 24153. If inclement weather poses an issue, the meeting may be converted to Zoom.

IX. ADJOURNMENT

Meeting was adjourned at 6:17 PM.

After the Annual Meeting, the Board held for a brief meeting for the sole purpose of electing officers and confirming the next meeting. The meeting was called to order at 6:20 PM. A motion was made (Pearson) and seconded (Frank) to approve the following:

2026 Board Members, Terms and Titles:

John Frank	President/Treasurer	(2028)
John Pearson	Vice President	(2027)
Monika Wood	Secretary	(2027)
Wallie Braun	Director	(2026)
Rosalind Reynolds	Director	(2026)

Motion passed unanimously.

The 2026 meeting schedule will be January 15, 2026, March 19, 2026, May 21, 2026, and September 17, 2026 at 10:00 AM. All meetings may be held at 2800 Keagy Road, Suite 300, Salem, VA 24153. The July meeting date is to be determined, because management is not available the third Thursday of the month. The annual meeting will be held on Thursday November 19th at 6:00 PM at the South County Library. A motion was made and seconded to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 6:28 PM.

As a friendly reminder, the website address is www.mcvittyforestcondos.com.