



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
Kendall Moore/Association Manager – kmoore@hallassociatesinc.com

BOARD OF DIRECTORS MEETING

January 18, 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)

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

Others Present:	Chrissy Greene	Association Manager
	Jody Henley	3025-103
	David Dymm	3025-313
	John and Lyn Pearson	3045-102
	Marshall and Thelma Helm	3045-215
	Joe Durrer	3060-207

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 via Zoom.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A motion was made (McDaniel) and seconded (Frank) to waive the reading of the minutes from the September 21, 2023 board meeting minutes and accept them as amended. Motion passed unanimously.

A motion was made (McDaniel) and seconded (Wood) to waive the reading of the minutes from the November 16, 2023 organizational meeting minutes and accept them as amended. Motion passed unanimously.

III. OWNERS FORUM

Joe Durrer stated that he has the information on the truck that made the delivery. He has the name of the driver, a picture of the truck. It is a white Ryder truck. It arrived at 3:10 PM and left at 3:31 PM. The truck referenced in the letter was a yellow Penske truck. President Springer will double check with the other witness and management will be in touch.

John Pearson inquired about holding in-person meetings in the future. This will be considered, but when they were held in-person, they were not well-attended and the Zoom meetings are free.

John Pearson would like to re-open discussions regarding a possible handrail down the front of his building. President Springer responded that the Board will investigate adding a handrail. Secretary Wood stated that this subject has been brought up several times. The previous Board got an estimate, but they were cost-prohibitive, because railings would go against rock walls and interfere with utilities. It has been voted down every time the subject has been brought up, because of the cost.

IV. REPORTS

- A. Financial – Treasurer McDaniel presented financials through December 2023. Treasurer McDaniel reported on various invoices that were paid, including reimbursement for Christmas decorations at the pool, redoing the landscaping at the circle after the concrete work was done, other grounds maintenance of shrub removal and installation of new plants, a repair to the irrigation system, repairs to the entry systems in 3025 and 3050, garage door repairs, various roof repairs from a preventative maintenance inspection, elevator inspections and preventative maintenance invoices, winterization of the irrigation system, preventative maintenance on HVAC and garage exhaust fans, etc... The water and sewer charges for November and December, 3025 was \$934.25, 3040 was \$856.95, 3045 was \$1,487.21, 3050 was \$1,302.88 and 3060 was \$2,514.64. Regarding electricity charges for November and December, 3025 was \$673.67, 3040 was \$880.82, 3045 was \$1,015.05, 3050 was \$1,089.96 and 3060 was \$880.60. Star City Plumbing addressed a water leak at 3060 and the grate over the drain at the 3040 garage entrance, legal fees, etc... Door Service made a repair to the garage door. Wilson-Lynch Electric checked the lights in the elevator in 3040. The association ran low on funds in the Operating Account, so the Capital transfer was not able to be made in December. There were expenses associated with the improvements at the circle that can be reclassified to come out of the Capital Reserve account instead of Operating. This will return approximately \$2,500 to the Operating Account. A motion was made (Frank) and seconded (McDaniel) to approve the financials as presented through December 2023. Motion passed unanimously.
- B. President's Report – President Springer shared that she is disappointed in the negative responses she received when requesting assistance with small issues, such as verifying that heaters are operating in building stairwells, to prevent pipes from freezing during inclement weather. This is especially important, because there are sprinkler lines in those stairwells.
- C. Property Management - Management reported the following items as in process or complete:
- Completed –
- All other completed items were reviewed in the Financial Report.
- In Process –
- Everything that is in process is covered elsewhere on the agenda.

V. COMMITTEE REPORTS

- A. Architectural – no report.
- B. Landscaping – no report.
- C. Social – no report.
- D. Communication – a newsletter will go out in February.

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

None.

X. PROJECTS IN PROCESS

Circle – the color and pattern have been selected. The timeframe for this work is the first week of October.

3040 Roof – the roof was completed very quickly and efficiently.

XI. NEW BUSINESS

Pole Lights – there is a light at the sidewalk of 3060. When the pole was shaken slightly, the bulb went back into the socket and the light came back on. These pole lights need to be replaced. The actual poles could be reused, but the fixtures at the top will need to be replaced and all poles will need to be completely removed and reinstalled.

Pavement – the asphalt needs to be sealed. However, there are some sections that may need to be milled and replaced. There is one section between 3050-3060 where there is an open crack fissure. After the asphalt is done, the yellow curbs need to be pressure washed, so that all paint is removed. Then, the curbs would only be painted at the fire hydrants. This would allow the No Parking signs to be removed. A motion was made (McDaniel) and seconded (Frank) to have the paint removed, repaint at the fire hydrants and remove the signs.

Roof – the Board would like to have the roofer review the three remaining roofs and identify which one needs to be done first. When John T. Morgan did the 3040 replacement, they said there were 2 membrane roofs that had only 1-2 years left. The Board would like for management to ask the roofer to identify those 2 roofs.

Walkway – the brick paver walkway needs to be repaired. Management is to get bids on this as soon as possible. A tree root appears to have pushed up the walkway. There is an approximately 80 ft. section that needs attention and possibly 4 other locations. Management posed a question as to whether that section of the walkway should be closed off for now. The Board agreed. Treasurer McDaniel and Vice President Frank will set up cones in the area.

3060 Renovation – the bid was discussed. It was initially almost 65% higher than it was previously. The Committee was able to get the bid down by approximately \$20,000. However, the bid needs to be reviewed in more detail, so that it can be determined why it is so much higher. Discussion ensued regarding the frequency of the renovations in relation to the increased costs. A separate meeting will be held with the Committee and the Board to further discuss the issue. A motion was made (Springer) and seconded (Frank) to table the decision on the renovation until the Board and Committee can review the proposal in detail. Motion passed unanimously.

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, a motion was made (Frank) and seconded (McDaniel) to send two opportunity to correct letters. Motion passed unanimously.

A motion was made (Springer) and seconded (Wood) to deny the owner's request for the cost of repairs to a damaged vehicle. Motion passed unanimously.

XIV. DATE, TIME AND LOCATION OF NEXT MEETING

The next Board meeting is March 21, 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 12:09 PM.

Approved as submitted:

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

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