



McVitty Forest Condominium **Unit Owners Association**

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

March 21, 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
	Marshall and Thelma Helms	3045-215
	Jody Henley	3025-103
	Ron Lundy	3025-316
	John Pearson	3045-102
	Sallie Spiller	3040-211

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 10:02 AM via Zoom.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A motion was made (McDaniel) and seconded (Wood) to waive the reading of the minutes from the January 18, 2024 board meeting minutes and accept them as amended. Motion passed unanimously.

III. OWNERS FORUM

Joe Carignan requested permission for items in his alcove. A motion was made (Wood) and seconded (McDaniel) to approve the request as submitted. Motion passed unanimously.

A request was submitted to remove the lock on the door into the elevator lobby in the garage, since the back stairwell door is legally required to remain open and the garage door is already an extra measure of security. Therefore, having that door locked does not appear to provide an extra measure of security and is actually an inconvenience when owners are coming from their vehicles to the garage elevator lobby. President Springer stated that her recommendation was to put a small table next to the door in order to put items down in order to unlock the door. She believes that it would be better to leave it locked. Secretary Wood agreed. Discussion ensued. Director Reynolds agreed that the lock is a hindrance. Treasurer McDaniel indicated he prefers that the security measure remain in place. There was not sufficient support to remove the lock at this time.

David Dymm is concerned about the periwinkle. Management will ask the landscaper to check this area, because it has been re-planted previously and is still not filling in as well as expected.

Management will also ask the landscaper to check the area off of the 3060-104 patio and make recommendations for how to address the issue. This is the right-hand side, back corner. The contractor will also be asked to not use the large mowers in this area, because they are leaving ruts.

IV. REPORTS

- A. Financial – Treasurer McDaniel presented financials through February 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 carrying forward on that water and sewer invoice. The water and sewer charges for January and February, 3025 was \$0 (deducting from credit), 3040 was \$1,738.96, 3045 was \$1,627.76, 3050 was \$1,203.03 and 3060 was \$1,606.73. Regarding electricity charges for January and February, 3025 was \$1,038.61, 3040 was \$1,411.09, 3045 was \$1,062.16, 3050 was \$1,662.64 and 3060 was \$1,272.93. A motion was made (Wood) and seconded (Reynolds) to approve the financials as presented through February 2024. Motion passed unanimously.
- B. President's Report – President Springer is recommending that the Board begin searching for directors to fill board positions that will come up for election this year. President Springer believes that the Board needs to hold "workshops" between meetings in order to discuss issues without having long text or email chains. She is aware that those sessions would require notice and be open to owners. This would not involve any voting. Discussion ensued. Would it be a recurring meeting at the same date/time each month, each week, every other week, etc...? It would be a recurring meeting on the third Thursday of the month at 10:00 AM. Management advised that this would constitute a meeting and be subject to open meeting requirements, including notice, minutes, open to owners and owners' forum. The Board will decide on how to proceed with this.
- C. Property Management - Management advised that all topics typically covered under the management report are reported on elsewhere on the agenda, so this report is redundant. This report will be given as each item is presented and discussed on the agenda.

V. COMMITTEE REPORTS

- A. Renovation – the committee is to meet with the designer and subcontractors on April 9th. A walk-through will be done, so that the scope of work can be fully reviewed and understood. The down payment has been made to the designer.

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

Curb Painting – Treasurer McDaniel met with two painters and one declined to bid. Sandblasting involves an EPA issue if the paint is blasted off and goes down storm drains. Vinton Painting stated that the association could either paint the yellow or paint a color to try to match the concrete. Management stated that the yellow curb may be required by the County. After discussion, a motion was made (Frank) and seconded (Wood) to approve the bid from Vinton Painting to pressure wash and paint the curbs in a color designed to match the actual curb color (gray), with no yellow curbs being painted anywhere. Motion passed unanimously.

Patio Door Replacement Request – a motion was made (Springer) and seconded (Frank) to approve the request to replace a patio door, contingent on the door having a hinged appearance and integrated blinds between the glass. Motion passed unanimously.

3045 Walkway Railing Request – the complaint requests railings be installed at 3045. The request suggested that the sidewalk is not ADA compliant. President Springer restated that this is private property and is not required to be ADA compliant. The Board has considered this request previously and determined not to install railings. There is an access through the garage that allows residents to safely enter/exit the building. The railings in the bid that was provided were not aesthetically pleasing and in the Board's opinion, did not appear to be sturdy. This issue has

been discussed and voted on previously. Since there is another alternative to safely gain access and the walkway itself is not required to meet ADA requirements, even if a railing is installed, the consensus was to not pursue this further. Additionally, there are components such as irrigation, landscaping and angles to the walkway that would make it difficult to install a railing in these areas. A motion was made (McDaniel) and seconded (Wood) to deny the request. Motion passed unanimously.

X. PROJECTS IN PROCESS

None that are not already listed elsewhere in the meeting.

XI. NEW BUSINESS

3045 Roof and Roof Membranes – there was a recommendation in the reserve study to replace the shingle roof at 3045 this year. However, there are no leaks and due to unforeseen expenses at the end of 2023, the Capital reserve contribution was not made in November or December. Management was asked to have a roofer inspect the shingles and membranes of the roofs again.

Tree Removal – there are two trees that need to be removed. One bid has been obtained so far. A motion was made (Wood) and seconded (Frank) to approve the bid from Etter's Tree Service. Motion passed unanimously.

Parking Space Change 3045 – the association is still waiting on the information from the Clays regarding a change in the parking space that was going to be sold to them by a former owner, Fincen.

EEIS – the inspection cards are no longer being signed, but the certificates are emailed. The options are to put up a sign to contact management for a copy of the certificate or for a board member to print the certificate and post it inside each elevator. The Board decided to put up a sign to contact management. The last inspections have noted some things that were not previously required or noted in any prior years' inspections, such as car emergency lights not working. A motion was made (Frank) and seconded (Reynolds) to approve replacement of (4) elevator lighting kits. Motion passed unanimously.

Sprinkler Head Replacement – if sprinkler heads inside a unit owner's condo are damaged or need to be repaired or replaced, the association schedules that work, but the cost for doing so is passed through to the individual unit owner. A motion was made (Frank) and seconded (McDaniel) to approve the bid for the replacement. Motion passed unanimously.

Brass Kick Plates – a request was submitted to put brass kickplates at the bottom of the door that goes from the entry lobby into 3025. The bottom of the door had to be shaved off after the carpet was installed, so the bottom is a rough finish and is sustaining more damage. The kickplates are \$60 each. A motion was made (Reynolds) and seconded (McDaniel) to approve putting kickplates on the interior security door on all five buildings. Motion passed with four in favor and one abstention (Frank).

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 solicited bids from multiple companies. All Masonry submitted a bid. Clark Concrete submitted a bid. Roanoke Landscapes came out, looked at the project and then declined to bid. A motion was made (McDaniel) and seconded (Wood) to approve the bid for Clark Concrete. Motion passed unanimously.

Carpet Cleaning – carpets are scheduled to be cleaned this year. This will likely be scheduled after pollen season.

Window Cleaning – the Board asked if windows will be cleaned (exterior and interior) this year. Management will get a price on this.

XII. QUESTIONS

There were no questions at this time.

XIII. EXECUTIVE SESSION

A motion was made (Springer) and seconded (McDaniel) 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 May 16, 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 12:19 PM.

Approved as submitted:

President _____ Date _____

Secretary _____ Date _____