



## **McVitty Forest Condominiums** **Unit Owners Association**

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

May 21, 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)

Board Members Absent: Rosalind Reynolds Director (2026)

Others Present: Chrissy Greene Association Manager  
Tony and Faye McDaniel Owner  
Candy Springer Owner  
Ann Thorne Owner  
Jean Wheeler 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 10:01 AM at 2800 Keagy Road, Salem, VA 24153.

#### **II. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

A motion was made (Frank) and seconded (Pearson) to waive the reading of the March 19, 2026 minutes and accept them as written. Motion passed unanimously.

#### **III. OWNERS FORUM**

Monika Wood stated that there are pendulum lights in the hallway. As the lights are replaced, they are replaced with LED bulbs. When the bulbs are switched out, it makes the lighting inconsistent. Discussion ensued regarding what to do with good bulbs if they are removed. It was determined that the board would check the stock of existing bulbs to see if changing out the bulbs so that all the bulbs would be the same without ordering bulbs. This will be revisited.

Candy Springer stated that whatever the fire people did is unattractive and is in each building. This is the red box with the two antennae.

#### **IV. REPORTS**

- A. Financial – Treasurer Braun presented financials through April 2026. A motion was made (Pearson) and seconded (Frank) to accept the financial report as presented through April 2026. Motion passed unanimously.
- B. President's Report – President Frank reported that the garage lights were switched over to LED in building 3050. The light bulbs that were still good were saved for other buildings. The Critter Guy blocked the areas where they believed the critters were getting in. There has been no evidence of critters since that time (flying squirrels). The dryer vent cleaning is complete with the exception of a second make-up date. The pool is now

open. The reminders have been posted to make sure the gate latches securely. The pool rules have been posted in every building and at the pool. Secretary Wood reported that the black stuff at the bottom of the pool has returned. There were soaker hoses that had been damaged and were causing leaks inside the building. The water was coming out like a fountain when the system was running. That has been temporarily sealed. Aqua Turf also found out the controller in the sprinkler room was not working. The controller was replaced on Tuesday. He has also ordered some new gaskets for the front area of the building at 3045. The exterminator will be onsite next week to treat the common areas and perimeters for black ants. President Frank reported that he met with TJS last week. There have been some incidents that were not reported, such as one of the one-way signs was knocked over and it was not reported. Some of the lights in and around the circle have been damaged and they were not reported. They are missing areas with mowing and it is not always the same area. The mowing deck heights are sometimes set too low. President Frank reported that the fire alarm cell dialers are all converted.

- C. 3050 Renovation Committee – a written report was presented with the bids for painting, lighting, and carpeting. W & S Painting was the low bid on painting. The lighting bids have not yet been determined. The Carpet Shop of Roanoke provided an estimate of \$68,703.16 for the carpet.

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

## IX. OLD BUSINESS

**Conversion of lighting in garage from fluorescent to LED** – covered under President's report. Complete.

**Vents in storage units in the garages** – covered under President's report. Complete.

**Roof replacement** – management will follow up with the roofer on the status of the bids and how they would handle lifting the HVAC units and if any of the runners under the units need to be replaced. Management is also to ask who would be responsible if an HVAC unit is damaged during the installation.

**Cell dialers** – Association Manager Greene reported that the dialers were on back order, but TKE Elevator will install them as soon as they arrive. Verizon lines will all be terminated at one time when those dialers are installed. The fire alarm panels are fully converted.

**Barriers across from emergency exit at back of 3060** – President Frank is still investigating a metal fence that would match the fencing in other areas of the community. If the concern is safety, shrubbery would not necessarily create the barrier that would prevent someone from falling in that area. TJS proposed a 6 ft. wooden fence that would provide the strongest safety barrier.

## X. NEW BUSINESS

**Inquiry from owner for keypad entry** – an owner has inquired about installing a keypad entry with a physical key that would serve as backup. Uniformity was discussed. This request is not approved at this time, since it would vary from all of the others in the community. Treasurer Braun and Vice President Pearson will investigate possible options for consideration.

**Elevator modernization** – the elevator company has provided information on recommendations for modernizing the mechanical equipment as parts become obsolete. There are other communities further along in this process. Management will keep the board apprised of how those conversions go with other elevator companies. Management is to request the breakdown of labor versus parts in the quote provided.

**Directory** – President Frank is continuing to update the directory. If anyone needs an updated copy, please contact President Frank.

**New Residents** – board members are encouraged to make contact with new residents and provide a copy of the emergency contact form. There are also two documents to provide – the new owner quick brief documents.

**Gazebo/grill area** – pressure wash and apply two coats of stain and determine if the metal fasteners need to be repaired. The labor would be provided as volunteers Rob Beard, Jimmi Beard, and John Frank, but the owners are requesting reimbursement for the cost of materials. A motion was made (Pearson) and seconded (Braun) to approve reimbursement of materials at a cost not to exceed \$750. Motion passed with three in favor and one abstention (Frank).

**CD Renewal** – there is a CD that is coming up for renewal on June 3<sup>rd</sup>. A motion was made (Pearson) and seconded (Frank) to reinvest the CD into a 5-month CD at 3.55%. Motion passed unanimously. Management will notify Pinnacle.

**Carpet cleaning** – management has an estimate for cleaning the foyer carpet areas in the first floor of each building at a cost of \$150 per building, excluding 3050. It was determined that only 3025 would be done at this time.

**XI. EXECUTIVE SESSION**

A motion was made (Frank) and seconded (Pearson) to go into Executive Session to discuss violations. Motion passed unanimously.

After Executive Session, a motion was made (Frank) and seconded (Pearson) to send an opportunity to correct notice with 21 days to correct. Motion passed unanimously.

**XII. DATE, TIME AND LOCATION OF NEXT MEETING**

The next board meeting is scheduled for July 9<sup>th</sup>, 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](http://www.mcvittyforestcondos.com)

**X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 11:41 AM.

Approved as submitted:

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President Date

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Secretary Date