



Hall Associates
Commercial REALTORS since 1975

Colonial Green Homeowners Association

HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
112 Kirk Avenue SW - Roanoke Virginia 24011

Chrissy Greene/Vice President of Association Management – cgreene@hallassociatesinc.com

MINUTES - BOARD OF TRUSTEES MEETING

February 25, 2020

Pending Review/Approval at Next Board Meeting

Trustees Present:	Joyce Graham	Developer/Trustee
Board Members Present:	Steve Cronemeyer Neil Damgaard	President Treasurer
Others Present:	Chrissy Greene	Association Manager
Trustees Absent:	Meredith Jones	Trustee

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with three out of four board members in attendance. Also present was Managing Agent Chrissy Greene. The meeting was called to order at 10:11 AM at 112 Kirk Avenue SW, Roanoke, VA 24011, second floor conference room.

II. OWNERS FORUM

Any owner can attend the meeting to observe. They may also speak on any subject to the Board during the 15-minute owner's forum. Items noted in the forum will be taken under consideration for a future agenda. Unit owners wishing to have a subject added to the current agenda must submit the information in writing to Management at least 10 days in advance so that the Board has an opportunity to research the issue before rendering an opinion or decision. Anyone interrupting the meeting once it has started will be asked to leave. Unit owners wishing to attend the meeting should check with Management prior to the meeting in case the time or location has been changed.

There were no owners present.

III. BUSINESS

- **Minutes – 12/02/19** – a motion was made (Damgaard) and seconded (Graham) to waive the reading of the minutes at the meeting and accept them as written. Motion passed unanimously.
- **Financials through 12/31/19** – Year-to-Date financials were reviewed by each account through 12/31/19. As a result of the evaluation of funds, a motion was made (Damgaard) and seconded (Graham) to make the following one-time transfers from Operating to Operating Reserve - \$2,700 Crescent Homes, \$2,500 Cottage Homes, \$11,000 Rowhouses and \$2,000 Townhomes AND a transfer from Operating to Capital Reserve for Rowhouses of \$5,000. Motion passed unanimously.
- **Investment of Funds** – Treasurer Damgaard will research CD rates and advise the Board, so that the \$5,000 can be invested in a CD.

- **Financials through 01/31/20** – Financials were reviewed. A motion was made (Cronemeyer) and seconded (Damgaard) to accept the financials as presented through 01/31/20. Motion passed unanimously.
- **Center Green** – Discussion continued regarding communication with the City of Roanoke on taking responsibility for the lower section of the center green. Trustee Graham indicated the City is taking a strong stance on not maintaining the area that is within the City’s right-of-way, but is located on Colonial Green HOA. The City stated that there are landscape beds all over the City that are not maintained by the City, because they are located within neighborhoods. The City’s position is final. No more time will be spent researching this issue. President Cronemeyer stated that the center green needs some attention. Since all of the dead landscaping, it has a very barren appearance. The proposal for plantings in this area should be attractive, cost effective and as low maintenance as possible. Management was asked to contact TJS Landscaping to get a proposed design and bid for this area.
- **Bartlett Tree Proposal** – The proposal was reviewed and tabled pending receipt of the center green drawing and bid.
- **Painting** – The work on the two pergolas and the two neighborhoods (Townhomes and Cottage Homes) will begin in mid-Spring, weather permitting.
- **Progress Street** – Progress Street Builders’ plans have been approved for building on Lots 3 and 4, located between the Townhomes and the Crescent Homes. Originally, these Lots were designed for 2 additional Crescent Homes. They are now approved for 3 Townhomes. The total structure footprint will be the same size for the 3 Townhomes as it was going to be for 2 Crescent Homes. They are hopeful to begin building in 2020 or 2021.

IV. EXECUTIVE SESSION

A motion was made (Graham) and seconded (Damgaard) to go into Executive Session to discuss delinquencies. No action was taken after Executive Session.

V. DATE, TIME & LOCATION OF NEXT MEETING

The Annual Meeting is tentatively scheduled for Wednesday May 13th, 2020 at 10:00 AM in the office of the managing agent, 112 Kirk Avenue SW, Roanoke, VA 24011.

VI. ADJOURNMENT

The meeting was adjourned at 11:55 AM.