



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

August 17, 2022

Pending Review/Approval at Next Board Meeting

Trustees Present:	Allison Ratcliffe	Developer/Trustee
Board Members Present:	Steve Cronemeyer	President
	Neil Damgaard	Treasurer
Others Present:	Chrissy Greene	Association Manager
Trustees Absent:	Wynne Phillips	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 9:33 AM at 112 Kirk Avenue SW.

II. OWNERS FORUM

There were no owners present who wished to speak.

III. BUSINESS

- **Minutes 04/26/22** – a motion was made (Damgaard) and seconded (Cronemeyer) to waive the reading of the minutes and accept them as written. Motion passed
- **Financials** – the account balances through 07/31/22 were: TBD

Operating Account	\$ 71,828.91
Operating Reserve Account	\$ 29,374.09
Capital Reserve Account	<u>\$179,903.22</u>
Total Combined Assets	\$281,106.22

A motion was made (Cronemeyer) and seconded (Ratcliffe) to approve the financials through 07/31/22. Motion passed unanimously.

- **Business:**
 - **Center Green landscaping bids** – unfortunately, Varsity withdrew their bid based on a lack of irrigation system in place to water new plantings. Trustee Ratcliffe will reach out to the owner of the commercial building to see if they would be willing to allow use of the spigot in return for reimbursement on water usage.

- **Development Update** – the developer is currently working on moving dirt for installation of the curb guttering and other initial steps towards construction.
- **Consideration of new HOA rules** – this is in the hands of the attorney.
- **Ratify email votes** – approval of drainage proposal and cutting back trees – a motion was made (Cronemeyer) and seconded (Damgaard) to restate for record the approval of the TJS proposal for drainage repair beside 3845 and the TJS proposal for cutting back trees along Plum Alley. Motion passed unanimously.
- **Grounds maintenance concerns/review** – issues were discussed. Management is in the process of getting bids for 2023 and the 2022/2023 snow season. Varsity has declined to bid.
- **Gutter Guards** – bids were reviewed. Cleaning is included, so if the gutter guards are installed, one cleaning is already included. The cost of gutter cleaning is already in the budget, so part of this cost would already come out of Repairs and Maintenance. A motion was made (Cronemeyer) and seconded (Ratcliffe) to approve the contract with Olde Salem Home Improvement to install gutter guards, with the budgeted portion for gutter cleaning to be paid from Operating and the balance to be paid from Capital. Motion passed unanimously.
- **Social Committee** – discussion ensued regarding forming a Social Committee to schedule events for the community to gather.
- **2023 Budget** – management drafted the 2023 budget. Adjustments were made based on installation of gutter guards. A motion was made (Damgaard) and seconded (Ratcliffe) to approve the 2023 budget. Motion passed unanimously.

IV. EXECUTIVE SESSION

A motion was made (Cronemeyer) and seconded (Damgaard) to go into Executive Session to discuss delinquencies and a legal issue. Motion passed unanimously.

After Executive Session, no action was taken.

V. DATE, TIME & LOCATION OF NEXT MEETING

The next meeting will be the Annual Meeting, which was scheduled for Tuesday, September 13. However, the library is not available on that date. Discussion ensued regarding the possibility of Zoom, but the Board would prefer to have an in-person meeting. The Board asked management to find alternative dates where the library would be available. Notices of the Annual Meeting will be sent in accordance with the Bylaws. As a reminder, please also check the website for meeting notices – www.colonialgreenhoa.com

VI. ADJOURNMENT

The meeting was adjourned at 11: 16 AM.