



Hall Associates
Commercial REALTORS since 1975

Colonial Green Homeowners Association

HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011

P O Box 20468, Roanoke, VA 24018

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

MINUTES - BOARD OF TRUSTEES MEETING

November 4, 2024

Pending Review/Approval at Next Board Meeting

Trustees Present:	Allison Ratcliffe Wynne Phillips	President/Trustee Vice President/Trustee
Board Members Present:	Corey Judd Neil Damgaard	Secretary Treasurer
Others Present:	Chrissy Greene	Association Manager
Trustees Absent:	None	

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 via Zoom at 3:08 PM. President Ratcliffe joined shortly after the call to order.

II. BUSINESS

- o **Minutes – 11/30/23** – a motion was made (Damgaard) and seconded (Phillips) to approve the minutes. Motion passed unanimously.
- o **Developer Update for Construction** – the developer will provide this at the annual meeting.
- o **Pressure Washing** – this has been completed on all homes.
- o **Gutter Cleaning** – some has been completed and the remainder will be cleaned out this week.
- o **Contracts** –
 - o **Grounds Maintenance and Snow Removal Contracts** – CLC submitted a renewal for consideration. The 2025 budget draft has been based on the renewals submitted. The service is more consistent than it was in the past. After discussion, a motion was made (Phillips) and seconded (Ratcliffe) to approve the contracts for grounds maintenance and snow removal with CLC for the upcoming seasons. Motion passed unanimously.
 - o **Management Contract** – management advised that a new contract would be sent to the Board for consideration. Statute requires that all management agreements with an automatic renewal clause must have a 60-day notice provision, so the agreement will be updated to reflect current statutory requirements.
- o **Pergola Roofing Update** – the contractor has the building permit and the work is in process.

- o **Pergola Brick Repairs** – this work will be done after the pergola repairs.
- o **Woodpecker Damage** – the bid from Blue Ridge Wildlife is \$159/townhome to install a reflective spinner and two discs per townhomes. The cost is \$3,180 to do this work, as well as filling the currently damaged holes. Vice President Phillips recommended contacting Star City Pest Control.
- o **Financials – through 09/24** – a motion was made (Damgaard) and seconded (Ratcliffe) to accept the financials through September. Motion passed unanimously.

The account balances through 09/30/24 were:

Operating Account	\$ 56,654.34
Operating Reserve Account	\$ 76,354.53
Capital Reserve Account	<u>\$188,725.98</u>
Total Combined Assets	\$321,734.85

- o **Budget Planning** – the budget was reviewed and discussed in detail. A motion was made (Phillips) and seconded (Judd) to approve the 2025 budget as presented with the maximum increase of 10% per home per month. Motion passed unanimously.

III. OWNERS FORUM

There were no owners present.

IV. EXECUTIVE SESSION

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

After Executive Session, no action was taken.

V. DATE, TIME & LOCATION OF NEXT MEETING

The annual meeting will be held on Monday, December 2nd at 6:00 PM at 2800 Keagy Road, Suite 300, Salem, VA 24153. As a reminder, please also check the website for meeting notices – www.colonialgreenhoa.com

VI. ADJOURNMENT

The meeting was adjourned at 4:18 PM.