

***KENWICK PLACE TOWNHOMES
SUMMER SOCIALS AT THE GAZEBO
THIRD SUNDAYS – 5:00 TO ?***

***Bring your own drinks, an hors'doeuvre or snack~
meet new and old friends!***

June 8

July 13

August 10

Sept. 14

***...RSVP; ANN STOBBELAAR: 540-520-7685 OR
annstobb@cox.net***

SOCIAL CHAIRMAN



Kenwick Place Homeowners Association
HALL ASSOCIATES, INC • MANAGING AGENT (540) 982-0011
P O Box 20468, Roanoke, VA 24018
Chrissy Greene/V.P. of Association Management – cgreene@hallassociatesinc.com

MINUTES – BOARD OF DIRECTORS MEETING

April 14, 2025

3794 Kenwick Trail, Roanoke, VA 24018

Pending Review/Approval at Next Board Meeting

Board Members Present:	Archie Fralin	President	(2026)
	Russ Merritt	Vice President	(2027)
	Elizabeth Kolendrianos	Secretary	(2027)
	Elaine Beaumont	Treasurer	(2026)
	Cynthia Barnhart	Director	(2025)

Board Members Absent: None

Others Present: Chrissy Greene Association Manager

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met all five Board Members in attendance. The meeting was called to order at 3: PM at 3794 Kenwick Trail, Roanoke, VA 24018.

II. OWNERS FORUM

There were no owners present who wanted to address the Board.

III. MINUTES

A motion was made (Fralin) and seconded (Beaumont) to waive the reading of the March 17, 2025 board meeting minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORTS

A motion was made (Merritt) and seconded (Beaumont) to approve the financials as approved through 03/31/2025. Motion passed unanimously.

Operating Account:	\$ 14,065.06
Operating Reserve Account:	\$ 13,138.37
Capital Reserve Account:	<u>\$130,720.20</u>
Total Combined Assets:	\$157,923.63

V. COMMITTEE REPORTS

Nominating Committee

Chairperson/Archie Fralin

There is one seat that will be up for election for a three-year term. Current board members may run for another term, if they are willing/interested. If any owner is interested in being placed on the ballot for consideration, please contact management via email at cgreene@hallassociatesinc.com.

If anyone is interested in serving on a committee, please contact management. If an opening is available, the Chairperson of that committee may contact you to discuss it further.

Social Committee

Chairperson/Ann Stobbelaar

A flyer will be distributed to owners.

Neighborhood Security Committee

Chairperson/Chris Bohannon

One of the 24-hour surveillance signs came down. It will be replaced, if necessary, after the weather improves.

Please accept this reminder about the speed limit in the community, which is set for the safety of all residents, guests, and pets. The speed limit in the community is 17 miles per hour.

Landscape Committee

Chairperson/Cynthia Barnhart

3729 – a change request was submitted to replace two of the existing holly bushes with 3 Blue Star Juniper bushes on the front of your home. The request was approved by the Landscape Committee and Board via email and approved. A motion was made (Beaumont) and seconded (Fralin) to restate for record the approval of the request from 3729. Motion passed unanimously.

There is an issue with the grass between the gazebo and 3781. It appears to have a weed taking over the grass where the ground begins to slope between the two areas. Management is to notify Virginia Green to assess the area.

There were some trees behind the even numbered homes that were damaged during a windstorm. These trees should be included the next time the trees in that area are assessed.

Architectural Committee

Chairperson/Marshall Gillespie

There were no requests for review.

VI. BUSINESS

Asphalt Sealing – there is grass coming up through cracks in the asphalt. TJS will be asked to treat these areas. TJS will also be asked to spray around the perimeter of the parking areas at the concrete curbing. Management is to contact an asphalt company to do an assessment to determine what is needed before obtaining estimates.

Trash Clean-up – trash has blown down the hillside behind the even numbered homes. The Board will look at this area before contacting someone to do any clean-up.

Website – the new website is www.kenwickplace.com.

VII. EXECUTIVE SESSION

A motion was made (Fralin) and seconded (Barnhart) to go into Executive Session to discuss a delinquency. Motion passed unanimously.

After Executive Session, no action was taken.

VIII. DATE, TIME & LOCATION OF NEXT MEETING

The next meeting will be the annual meeting, which will be held on Monday May 19th at 6:00 PM at the South County Library, 6303 Merriman Road, Roanoke, VA 24018. Sign-in will begin at 5:30 PM.

IX. ADJOURNMENT

The meeting was adjourned at 4:09 PM.

Balance Sheet

Period = Mar 2025

Book = Cash ; Tree = hoa_bs

		Current Balance
ASSETS		
CASH		
Operating Cash 1		14,065.06
TOTAL CASH		14,065.06
TOTAL ASSETS		14,065.06
LIABILITIES & OWNERS EQUITY		
LIABILITIES		
Association Dues Paid in Advance		5,609.63
TOTAL LIABILITIES		5,609.63
OWNERS EQUITY		
Deposit to Capital Rsv		65.03
Deposit to Catastrophe Rsv Res		12,103.56
Deposit to GF Operating		12,692.81
Transfer to Capital Funds		9,700.00
Catastrophe funds to Gen Funds		618.40
Ending Owners Equity		-7,324.37
TOTAL OWNERS EQUITY		8,455.43
TOTAL LIABILITIES & OWNERS EQUITY		14,065.06

Budget Comparison Cash Flow

Period = Mar 2025

Book = Cash ; Tree = hoa_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
REVENUE									
INCOME									
Association Dues	5,934.00	6,840.00	-906.00	-13.25	19,063.06	20,520.00	-1,456.94	-7.10	82,080.00
TOTAL INCOME	5,934.00	6,840.00	-906.00	-13.25	19,063.06	20,520.00	-1,456.94	-7.10	82,080.00
TOTAL REVENUE	5,934.00	6,840.00	-906.00	-13.25	19,063.06	20,520.00	-1,456.94	-7.10	82,080.00
EXPENSES									
REPAIRS & MAINT - GENERAL									
Repairs & Maintenance	0.00	50.00	50.00	100.00	0.00	150.00	150.00	100.00	600.00
Exterminating	0.00	41.67	41.67	100.00	0.00	125.01	125.01	100.00	500.00
TOTAL REPAIRS & MAINT - GENERAL	0.00	91.67	91.67	100.00	0.00	275.01	275.01	100.00	1,100.00
GROUNDS COSTS									
Snow Removal	1,383.00	500.00	-883.00	-176.60	4,653.00	2,000.00	-2,653.00	-132.65	2,511.00
Grounds Maintenance	5,726.00	2,853.00	-2,873.00	-100.70	8,488.00	8,559.00	71.00	0.83	34,236.00
Landscaping - Misc	0.00	834.00	834.00	100.00	345.00	2,502.00	2,157.00	86.21	10,008.00
Irrigation	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	900.00
TOTAL GROUNDS COST	7,109.00	4,187.00	-2,922.00	-69.79	13,486.00	13,061.00	-425.00	-3.25	47,655.00
UTILITIES									
Electricity	34.58	32.00	-2.58	-8.06	109.03	96.00	-13.03	-13.57	384.00
Water	56.63	61.67	5.04	8.17	171.22	185.01	13.79	7.45	740.00
TOTAL UTILITIES	91.21	93.67	2.46	2.63	280.25	281.01	0.76	0.27	1,124.00
ADMINISTRATIVE COSTS									
Management Fees	861.00	861.00	0.00	0.00	2,583.00	2,583.00	0.00	0.00	10,332.00
Committee Expenses	0.00	25.00	25.00	100.00	0.00	75.00	75.00	100.00	300.00
Website	0.00	20.00	20.00	100.00	324.00	60.00	-264.00	-440.00	240.00
Insurance	146.41	161.00	14.59	9.06	453.57	483.00	29.43	6.09	1,932.00
Bank Charges	10.20	11.00	0.80	7.27	30.47	33.00	2.53	7.67	132.00
HOA Meetings	0.00	8.33	8.33	100.00	0.00	24.99	24.99	100.00	100.00
Legal Fees	25.00	50.00	25.00	50.00	75.00	150.00	75.00	50.00	600.00
Registration & Annual Report Fees	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	70.00
Tax Return Review	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	435.00
TOTAL ADMINISTRATIVE COSTS	1,042.61	1,136.33	93.72	8.25	3,466.04	3,408.99	-57.05	-1.67	14,141.00
TRANSFER TO RESERVES									

The Kenwick Place Homeowners Association (o.k.p.)

Budget Comparison Cash Flow

Period = Mar 2025

Book = Cash ; Tree = hoa_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Transfer to Capital Reserve Fund	1,417.00	1,417.00	0.00	0.00	4,251.00	4,251.00	0.00	0.00	17,004.00
Transfer to Operating Reserve Fund	88.00	88.00	0.00	0.00	264.00	264.00	0.00	0.00	1,056.00
TOTAL TRANSFER TO RESERVES	1,505.00	1,505.00	0.00	0.00	4,515.00	4,515.00	0.00	0.00	18,060.00
TOTAL EXPENSES	9,747.82	7,013.67	-2,734.15	-38.98	21,747.29	21,541.01	-206.28	-0.96	82,080.00
NET INCOME	-3,813.82	-173.67	-3,640.15	-2,096.02	-2,684.23	-1,021.01	-1,663.22	-162.90	0.00
ADJUSTMENTS									
Association Dues Paid In Advance	0.00	0.00	0.00	N/A	3,952.94	0.00	3,952.94	N/A	0.00
TOTAL ADJUSTMENTS	0.00	0.00	0.00	N/A	3,952.94	0.00	3,952.94	N/A	0.00
CASH FLOW	-3,813.82	-173.67	-3,640.15	-2,096.02	1,268.71	-1,021.01	2,289.72	224.26	0.00

Balance Sheet

Period = Mar 2025

Book = Cash ; Tree = hoa_bs

		Current Balance
ASSETS		
CASH		
Operating Reserve Account		13,138.37
TOTAL CASH		13,138.37
TOTAL ASSETS		13,138.37
LIABILITIES & OWNERS EQUITY		
OWNERS EQUITY		
Ending Owners Equity		13,138.37
TOTAL OWNERS EQUITY		13,138.37
TOTAL LIABILITIES & OWNERS EQUITY		13,138.37

Cash Flow Statement

Period = Mar 2025

Book = Cash ; Tree = hoa_cf

	Period to Date	%	Year to Date	%
REVENUE				
OTHER INCOME				
Interest on Bank Accounts	22.16	0.00	64.54	0.00
Operating Reserve Funds	88.00	0.00	264.00	0.00
TOTAL OTHER INCOME	110.16	0.00	328.54	0.00
TOTAL REVENUE	110.16	0.00	328.54	0.00
EXPENSES				
GROUNDS COSTS				
Landscaping-Misc	0.00	0.00	880.00	0.00
TOTAL GROUNDS COST	0.00	0.00	880.00	0.00
TOTAL EXPENSES	0.00	0.00	880.00	0.00
NET INCOME	110.16	0.00	-551.46	0.00
ADJUSTMENTS				
Operating Reserve Account	-110.16	0.00	551.46	0.00
TOTAL ADJUSTMENTS	-110.16	0.00	551.46	0.00
CASH FLOW	0.00	0.00	0.00	0.00
Period to Date	Beginning Balance	Ending Balance	Difference	
Operating Reserve Account	13,028.21	13,138.37	110.16	
Total Cash	13,028.21	13,138.37	110.16	
Year to Date	Beginning Balance	Ending Balance	Difference	
Operating Reserve Account	13,689.83	13,138.37	-551.46	
Total Cash	13,689.83	13,138.37	-551.46	

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General Ledger

Period = Mar 2025

Book = Cash ; Tree = hoa_lb

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Referenc e	Debit	Credit	Balance	Remarks
1127-0000				Operating Reserve Account						
r.kp	Kenwick Plac...	03/26/2025	03/2025	Op Reserve	J-78554		88.00	0.00		13,028.21 = Beginning Balance =
r.kp	Kenwick Plac...	03/31/2025	03/2025	Interest	J-78804		22.16	0.00		13,116.21 Op Reserve
				Net Change=110.16			110.16	0.00		13,138.37 Interest
										13,138.37 = Ending Balance =
3800-0000				Retained Earnings						
				Net Change=0.00			0.00	0.00		-13,689.83 = Beginning Balance =
										-13,689.83 = Ending Balance =
5720-0000				Interest on Bank Accounts						
r.kp	Kenwick Plac...	03/31/2025	03/2025	Interest	J-78804		0.00	22.16		-42.38 = Beginning Balance =
				Net Change=-22.16			0.00	22.16		-64.54 Interest
										-64.54 = Ending Balance =
5759-0000				Operating Reserve Funds						
r.kp	Kenwick Plac...	03/26/2025	03/2025	Op Reserve	J-78554		0.00	88.00		-176.00 = Beginning Balance =
				Net Change=-88.00			0.00	88.00		-264.00 Op Reserve
										-264.00 = Ending Balance =
6230-0010				Landscaping-Misc						
				Net Change=0.00			0.00	0.00		880.00 = Beginning Balance =
										880.00 = Ending Balance =
							110.16	110.16		

Balance Sheet

Period = Mar 2025

Book = Cash ; Tree = hoa_bs

		Current Balance
ASSETS		
CASH		
Capital Reserve Account		130,720.20
TOTAL CASH		130,720.20
TOTAL ASSETS		130,720.20
LIABILITIES & OWNERS EQUITY		
OWNERS EQUITY		
Initial Funds-Capital Reserve		19,416.62
Ending Owners Equity		111,303.58
TOTAL OWNERS EQUITY		130,720.20
TOTAL LIABILITIES & OWNERS EQUITY		130,720.20

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Cash Flow Statement

Period = Mar 2025

Book = Cash ; Tree = hoa_cf

	Period to Date	%	Year to Date	%
REVENUE				
OTHER INCOME				
Interest on Bank Accounts	219.73	0.00	629.44	0.00
Capital Reserve Funds	1,417.00	0.00	4,251.00	0.00
TOTAL OTHER INCOME	1,636.73	0.00	4,880.44	0.00
TOTAL REVENUE	1,636.73	0.00	4,880.44	0.00
NET INCOME	1,636.73	0.00	4,880.44	0.00
ADJUSTMENTS				
Capital Reserve Account	-1,636.73	0.00	-4,880.44	0.00
TOTAL ADJUSTMENTS	-1,636.73	0.00	-4,880.44	0.00
CASH FLOW	0.00	0.00	0.00	0.00
Period to Date	Beginning Balance	Ending Balance	Difference	
Capital Reserve Account	129,083.47	130,720.20	1,636.73	
Total Cash	129,083.47	130,720.20	1,636.73	
Year to Date	Beginning Balance	Ending Balance	Difference	
Capital Reserve Account	125,839.76	130,720.20	4,880.44	
Total Cash	125,839.76	130,720.20	4,880.44	

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General Ledger

Period = Mar 2025

Book = Cash ; Tree = hoa_tb

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Referenc e	Debit	Credit	Balance Remarks
1126-0000									
c.kp	Kenwick Plac...	03/26/2025	03/2025	Capital Reserve Account	J-78553				129,083.47 = Beginning Balance =
				Capital			1,417.00	0.00	130,500.47 Capital
c.kp	Kenwick Plac...	03/31/2025	03/2025	Interest	J-78802		219.73	0.00	130,720.20 Interest
				Net Change=1,636.73			1,636.73	0.00	130,720.20 = Ending Balance =
3120-0000									
				Initial Funds-Capital Reserve					-19,416.62 = Beginning Balance =
				Net Change=0.00			0.00	0.00	-19,416.62 = Ending Balance =
3800-0000									
				Retained Earnings					-106,423.14 = Beginning Balance =
				Net Change=0.00			0.00	0.00	-106,423.14 = Ending Balance =
5720-0000									
c.kp	Kenwick Plac...	03/31/2025	03/2025	Interest on Bank Accounts	J-78802		0.00	219.73	-409.71 = Beginning Balance =
				Interest			0.00	219.73	-629.44 Interest
				Net Change=-219.73				219.73	-629.44 = Ending Balance =
5756-0000									
c.kp	Kenwick Plac...	03/26/2025	03/2025	Capital Reserve Funds	J-78553		0.00	1,417.00	-2,834.00 = Beginning Balance =
				Capital			0.00	1,417.00	-4,251.00 Capital
				Net Change=-1,417.00				1,417.00	-4,251.00 = Ending Balance =
							1,636.73	1,636.73	