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

September 21, 2026
3765 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	
	Don Barnhart	Owner (present by phone)	
	Marshall Gillespie	Owner	
	Mary Mackin	Owner	
	Tim and Piper Martin	Owners	
	Judy O'Rourke	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with all five Board Members in attendance. The meeting was called to order at 3:02 PM at 3765 Kenwick Trail, Roanoke, VA 24018.

II. Architectural Committee — Chairperson/Marshall Gillespie

3778 request – a change request was submitted for installation of a whole-house generator. Since there are only four committee members, one member is currently unavailable to review, and one member recused herself from voting, the two remaining committee members approved the request as submitted. President Fralin did research on the issue. There is no specific prohibition in the documents against a whole-house generator. There are noise limitations. The testing has to be scheduled during normal noise ordinance hours. President Fralin also investigated the space requirements between the generator and neighboring homes. The generator must be located at least 5 feet away from windows and doors and 5 feet away from neighboring properties. A motion was made (Fralin) and seconded (Merritt) to approve the request as submitted, subject to the contractor obtaining a permit and meeting all Roanoke County restrictions. Motion passed unanimously.

III. OWNERS FORUM

Mary Mackin would like to speak to the issue with the parking. They were told they could only park two cars and the third space needed to be left open. Her interpretation of the documents is that the owners are entitled to a third space as needed. She believes this qualifies as needed. She has given the neighbor her permission to use her second designated space.

Marshall Gillespie stated there are easily 4 spaces in front of her townhome and she is happy to allow them to use one of her parking spaces, as well.

Tim Martin requested compromise and clarification. He did what was required of him by providing his renters the rules and regulations. The renters believe they are in compliance and he agrees. Both neighboring owners who granted permission for the use of their second space will put this in writing.

Don Barnhart stated he is in favor with closing out the current amendment and immediately proposing a new amendment that grandfathers in any existing owners' right to rent their townhome.

IV. MINUTES

A motion was made (Beaumont) and seconded (Kolendrianos) to waive the reading of the August 4, 2026 board meeting minutes and accept them as written. Motion passed unanimously.

V. FINANCIAL REPORTS

The July financials were reviewed. A motion was made (Fralin) and seconded (Merritt) to approve the financials as presented through June. Motion passed unanimously.

VI. COMMITTEE REPORTS

Nominating Committee — **Chairperson/Archie Fralin**

No report.

Social Committee — **Chairperson/Ann Stobbelaar**

The 2026 holiday party will be held on Thursday, December 10th at 419 Restaurant on Electric Road. Cocktails will be at 6 PM. Dinner will be served at 6:30 PM. Each homeowner is responsible for their own check. A variety of menu choices will be available. Ann Stobbelaar will be requesting RSVP's closer to the time of the event. This will be a fun event and all homeowners are encouraged to attend.

Neighborhood Security Committee — **Chairperson/Chris Bohannon**

Some owners expressed concern about individuals trespassing, particularly on scooters. There is a Roanoke County program that gives the Roanoke County police permission to act on the association's behalf. If they respond to a complaint from an owner and determine the individual is trespassing, the policy have the authority to trespass the individuals from the property. A motion was made (Fralin) to approve participating in the program. Discussion ensued. President Fralin rescinded the motion for lack of a second.

Landscape Committee — **Chairperson/Cynthia Barnhart**

3719 – management is to remind TJS to replace the dead shrub.

Architectural Committee — **Chairperson/Marshall Gillespie**

3778 request – a change request was submitted for installation of a whole-house generator. Since there are only four committee members, one member is currently unavailable to review, and one member recused herself from voting, the two remaining committee members approved the request as submitted. President Fralin did research on the issue. There is no specific prohibition in the documents against a whole-house generator. There are noise limitations. The testing has to be scheduled during normal noise ordinance hours. President Fralin also investigated the space requirements between the generator and neighboring homes. The generator must be located at least 5 feet away from windows and doors and 5 feet away from neighboring properties. A motion was made (Fralin) and seconded (Merritt) to approve the request as submitted, subject to the contractor obtaining a permit and meeting all Roanoke County restrictions. Motion passed unanimously.

VII. BUSINESS

Amendment Review – the board only received 32 responses. 23 in favor of the rental restrictions, 9 opposed. 15 in favor of allowing trucks. 17 opposed. A motion was made (Fralin) and seconded (Beaumont) to close the amendment voting period and consider both amendments having failed. Motion passed unanimously. Discussion ensued regarding the possibility of revisiting an amendment that addresses rentals with different requirements.

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

VIII. EXECUTIVE SESSION

No executive session was needed.

IX. DATE, TIME & LOCATION OF NEXT MEETING

The next meeting will be Monday October 19th, 2026 at 3:00 PM at 3765 Kenwick Trail.

X. ADJOURNMENT

The meeting was adjourned at 4:30 PM.

Kenwick Place Homeowners Association

Balance Sheet For 9/30/2026

Assets		
Operating Cash 1	$8,047.04	
Capital Reserve Account	$142,122.47	
Operating Reserve Account	$12,121.44	
Total Assets		**$162,290.95**
	Total Assets	**$162,290.95**
Liabilities		
Association Dues Paid in Advance	$2,600.13	
Assoc Dues Paid in Adv disputed	($157.50)	
Total Liabilities		**$2,442.63**
Owners Equity		
Initial Funds-Capital Reserve	$19,416.62	
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	
Retained Earnings	$126,221.74	
Ending Owners Equity	($1,569.84)	
Total Owners Equity		**$159,848.32**
	Total Liabilities / Equity	**$162,290.95**

Kenwick Place Homeowners Association

Balance Sheet as of 9/30/2026

Assets	Operating	Capital Reserve	Operating Reserve	Total
Assets				
1110-0000 - Operating Cash 1	$8,047.04			$8,047.04
1126-0000 - Capital Reserve Account	($0.01)	$142,122.48		$142,122.47
1127-0000 - Operating Reserve Account	($0.01)		$12,121.45	$12,121.44
Total Assets	**$8,047.02**	**$142,122.48**	**$12,121.45**	**$162,290.95**
Total Assets	**$8,047.02**	**$142,122.48**	**$12,121.45**	**$162,290.95**

Liabilities / Equity	Operating	Capital Reserve	Operating Reserve	Total
Liabilities				
2210-0000 - Association Dues Paid in Advance	$2,600.13			$2,600.13
2213-0001 - Assoc Dues Paid in Adv disputed	($157.50)			($157.50)
Total Liabilities	**$2,442.63**			**$2,442.63**
Owners Equity				
3120-0000 - Initial Funds-Capital Reserve		$19,416.62		$19,416.62
3213-0000 - Deposit to Capital Rsv	$65.03			$65.03
3214-0000 - Deposit to Catastrophe Rsv Res	$12,103.56			$12,103.56
3215-0000 - Deposit to GF Operating	$12,692.81			$12,692.81
3216-0000 - Transfer to Capital Funds	($9,700.00)			($9,700.00)
3217-0000 - Catastrophe funds to Gen Funds	$618.40			$618.40
3800-0000 - Retained Earnings	($9,271.54)	$123,357.27	$12,136.01	$126,221.74
3800-0020 - Ending Owners Equity	($903.87)	($651.41)	($14.56)	($1,569.84)
Total Owners Equity	**$5,604.39**	**$142,122.48**	**$12,121.45**	**$159,848.32**
Total Liabilities / Equity	**$8,047.02**	**$142,122.48**	**$12,121.45**	**$162,290.95**

Kenwick Place Homeowners Association

Statement of Revenues and Expenses 9/1/2026 - 9/30/2026

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Income							
4400-0000 - Association Dues	7,215.00	7,030.00	185.00	64,521.00	63,270.00	1,251.00	84,360.00
5720-0000 - Interest on Bank Accounts	174.17	-	174.17	1,516.27	-	1,516.27	-
5756-0000 - Capital Reserve Funds	1,584.00	-	1,584.00	14,256.00	-	14,256.00	-
5759-0000 - Operating Reserve Funds	10.00	-	10.00	90.00	-	90.00	-
Total Operating Income	**8,983.17**	**7,030.00**	**1,953.17**	**80,383.27**	**63,270.00**	**17,113.27**	**84,360.00**
Total Income	**8,983.17**	**7,030.00**	**1,953.17**	**80,383.27**	**63,270.00**	**17,113.27**	**84,360.00**
Repairs & Maintenence General							
6110-0005 - Repairs & Maintenance	-	40.00	40.00	-	360.00	360.00	480.00
6110-0007 - Exterminating	-	-	-	1,792.00	-	(1,792.00)	-
Total Repairs & Maintenence General	**-**	**40.00**	**40.00**	**1,792.00**	**360.00**	**(1,432.00)**	**480.00**
Grounds							
6230-0002 - Snow Removal	-	-	-	4,872.00	2,000.00	(2,872.00)	2,512.00
6230-0004 - Grounds Maintenance	2,973.00	3,006.00	33.00	26,647.00	27,054.00	407.00	36,072.00
6230-0010 - Landscaping-Misc	1,468.00	800.00	(668.00)	3,901.00	7,200.00	3,299.00	9,600.00
6230-0028 - Irrigation	-	350.00	350.00	826.00	700.00	(126.00)	700.00
Total Grounds	**4,441.00**	**4,156.00**	**(285.00)**	**36,246.00**	**36,954.00**	**708.00**	**48,884.00**
Utilities							
6246-0002 - Electricity	27.39	33.00	5.61	265.16	297.00	31.84	396.00
6246-0008 - Water	-	70.42	70.42	592.61	633.78	41.17	845.00
Total Utilities	**27.39**	**103.42**	**76.03**	**857.77**	**930.78**	**73.01**	**1,241.00**
Capital Reserve Expenses							
7750-0040 - Capital Rsv - Road Reseal/ Surface	15,000.00	-	(15,000.00)	15,000.00	-	(15,000.00)	-
7750-0063 - Capital Rsv - Water Lines	1,308.24	-	(1,308.24)	1,308.24	-	(1,308.24)	-
Total Capital Reserve Expenses	**16,308.24**	**-**	**(16,308.24)**	**16,308.24**	**-**	**(16,308.24)**	**-**
Administrative Costs							
8000-0002 - Management Fees	904.00	904.00	-	8,136.00	8,136.00	-	10,848.00
8000-0006 - Committee Expenses	-	31.67	31.67	100.00	285.03	185.03	380.00
8000-0012 - Insurance	145.08	165.00	19.92	1,308.38	1,485.00	176.62	1,980.00
8000-0014 - Bank Charges	-	12.00	12.00	193.98	108.00	(85.98)	144.00
8000-0015 - HOA Meetings	-	12.50	12.50	50.00	112.50	62.50	150.00
8000-0019 - Legal Fees	35.00	50.00	15.00	2,109.74	450.00	(1,659.74)	600.00
8000-0020 - Registration & Annual Report Fees	-	-	-	30.00	40.00	10.00	70.00
8000-0025 - Tax Return Review	-	-	-	475.00	455.00	(20.00)	455.00
Total Administrative Costs	**1,084.08**	**1,175.17**	**91.09**	**12,403.10**	**11,071.53**	**(1,331.57)**	**14,627.00**
Transfer to Reserves							

Operating Income

Operating Expense

Kenwick Place Homeowners Association

Statement of Revenues and Expenses 9/1/2026 - 9/30/2026

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
8200-0010 - Transfer to Capital Reserve Fund	1,584.00	1,584.00	-	14,256.00	14,256.00	-	19,008.00
8200-0020 - Transfer to Operating Reserve Fund	10.00	10.00	-	90.00	90.00	-	120.00
Total Transfer to Reserves	**1,594.00**	**1,594.00**	**-**	**14,346.00**	**14,346.00**	**-**	**19,128.00**
Total Expense	**23,454.71**	**7,068.59**	**(16,386.12)**	**81,953.11**	**63,662.31**	**(18,290.80)**	**84,360.00**
Operating Net Total	**(14,471.54)**	**(38.59)**	**(14,432.95)**	**(1,569.84)**	**(392.31)**	**(1,177.53)**	**-**
Net Total	**(14,471.54)**	**(38.59)**	**(14,432.95)**	**(1,569.84)**	**(392.31)**	**(1,177.53)**	**-**

Kenwick Place Homeowners Association

Statement of Revenues and Expenses 9/1/2026 - 9/30/2026

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Capital Reserve Income							
Operating Income							
5720-0000 - Interest on Bank Accounts	160.40	-	160.40	1,400.83	-	1,400.83	-
5756-0000 - Capital Reserve Funds	1,584.00	-	1,584.00	14,256.00	-	14,256.00	-
Total Operating Income	**1,744.40**	**-**	**1,744.40**	**15,656.83**	**-**	**15,656.83**	**-**
Total Income	**1,744.40**	**-**	**1,744.40**	**15,656.83**	**-**	**15,656.83**	**-**
Capital Reserve Expense							
Capital Reserve Expenses							
7750-0040 - Capital Rsv - Road Reseal/ Surface	15,000.00	-	(15,000.00)	15,000.00	-	(15,000.00)	-
7750-0063 - Capital Rsv - Water Lines	1,308.24	-	(1,308.24)	1,308.24	-	(1,308.24)	-
Total Capital Reserve Expenses	**16,308.24**	**-**	**(16,308.24)**	**16,308.24**	**-**	**(16,308.24)**	**-**
Total Expense	**16,308.24**	**-**	**(16,308.24)**	**16,308.24**	**-**	**(16,308.24)**	**-**
Capital Reserve Net Total	**(14,563.84)**	**-**	**(14,563.84)**	**(651.41)**	**-**	**(651.41)**	**-**

Kenwick Place Homeowners Association

Statement of Revenues and Expenses 9/1/2026 - 9/30/2026

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Income							
Operating Income							
4400-0000 - Association Dues	7,215.00	7,030.00	185.00	64,521.00	63,270.00	1,251.00	84,360.00
Total Operating Income	**7,215.00**	**7,030.00**	**185.00**	**64,521.00**	**63,270.00**	**1,251.00**	**84,360.00**
Total Income	**7,215.00**	**7,030.00**	**185.00**	**64,521.00**	**63,270.00**	**1,251.00**	**84,360.00**
Operating Expense							
Repairs & Maintenence General							
6110-0005 - Repairs & Maintenance	-	40.00	40.00	-	360.00	360.00	480.00
6110-0007 - Exterminating	-	-	-	1,792.00	-	(1,792.00)	-
Total Repairs & Maintenence General	**-**	**40.00**	**40.00**	**1,792.00**	**360.00**	**(1,432.00)**	**480.00**
Grounds							
6230-0002 - Snow Removal	-	-	-	4,872.00	2,000.00	(2,872.00)	2,512.00
6230-0004 - Grounds Maintenance	2,973.00	3,006.00	33.00	26,647.00	27,054.00	407.00	36,072.00
6230-0010 - Landscaping-Misc	1,248.00	800.00	(448.00)	3,681.00	7,200.00	3,519.00	9,600.00
6230-0028 - Irrigation	-	350.00	350.00	826.00	700.00	(126.00)	700.00
Total Grounds	**4,221.00**	**4,156.00**	**(65.00)**	**36,026.00**	**36,954.00**	**928.00**	**48,884.00**
Utilities							
6246-0002 - Electricity	27.39	33.00	5.61	265.16	297.00	31.84	396.00
6246-0008 - Water	-	70.42	70.42	592.61	633.78	41.17	845.00
Total Utilities	**27.39**	**103.42**	**76.03**	**857.77**	**930.78**	**73.01**	**1,241.00**
Administrative Costs							
8000-0002 - Management Fees	904.00	904.00	-	8,136.00	8,136.00	-	10,848.00
8000-0006 - Committee Expenses	-	31.67	31.67	100.00	285.03	185.03	380.00
8000-0012 - Insurance	145.08	165.00	19.92	1,308.38	1,485.00	176.62	1,980.00
8000-0014 - Bank Charges	-	12.00	12.00	193.98	108.00	(85.98)	144.00
8000-0015 - HOA Meetings	-	12.50	12.50	50.00	112.50	62.50	150.00
8000-0019 - Legal Fees	35.00	50.00	15.00	2,109.74	450.00	(1,659.74)	600.00
8000-0020 - Registration & Annual Report Fees	-	-	-	30.00	40.00	10.00	70.00
8000-0025 - Tax Return Review	-	-	-	475.00	455.00	(20.00)	455.00
Total Administrative Costs	**1,084.08**	**1,175.17**	**91.09**	**12,403.10**	**11,071.53**	**(1,331.57)**	**14,627.00**
Transfer to Reserves							
8200-0010 - Transfer to Capital Reserve Fund	1,584.00	1,584.00	-	14,256.00	14,256.00	-	19,008.00
8200-0020 - Transfer to Operating Reserve Fund	10.00	10.00	-	90.00	90.00	-	120.00
Total Transfer to Reserves	**1,594.00**	**1,594.00**	**-**	**14,346.00**	**14,346.00**	**-**	**19,128.00**
Total Expense	**6,926.47**	**7,068.59**	**142.12**	**65,424.87**	**63,662.31**	**(1,762.56)**	**84,360.00**
Operating Net Total	**288.53**	**(38.59)**	**327.12**	**(903.87)**	**(392.31)**	**(511.56)**	**-**

Kenwick Place Homeowners Association

Statement of Revenues and Expenses 9/1/2026 - 9/30/2026

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Reserve Income							
Operating Income							
5720-0000 - Interest on Bank Accounts	13.77	-	13.77	115.44	-	115.44	-
5759-0000 - Operating Reserve Funds	10.00	-	10.00	90.00	-	90.00	-
Total Operating Income	**23.77**	**-**	**23.77**	**205.44**	**-**	**205.44**	**-**
Total Income	**23.77**	**-**	**23.77**	**205.44**	**-**	**205.44**	**-**
Operating Reserve Expense							
Grounds							
6230-0010 - Landscaping-Misc	220.00	-	(220.00)	220.00	-	(220.00)	-
Total Grounds	**220.00**	**-**	**(220.00)**	**220.00**	**-**	**(220.00)**	**-**
Total Expense	**220.00**	**-**	**(220.00)**	**220.00**	**-**	**(220.00)**	**-**
Operating Reserve Net Total	**(196.23)**	**-**	**(196.23)**	**(14.56)**	**-**	**(14.56)**	**-**
Net Total	**(14,471.54)**	**(38.59)**	**(14,432.95)**	**(1,569.84)**	**(392.31)**	**(1,177.53)**	**-**