



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 15, 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 four out of five Board Members in attendance. The meeting was called to order at 3:02 PM at 3794 Kenwick Trail, Roanoke, VA 24018. The fifth board member joined shortly after the call-to-order (Kolendrianos).

II. OWNERS FORUM

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

III. MINUTES

A motion was made (Merritt) and seconded (Beaumont) to waive the reading of the August 18, 2025 board meeting minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORTS

A motion was made (Fralin) and seconded (Barnhart) to approve the financials as approved through 08/31/2025. Motion passed unanimously.

Operating Account:	\$ 14,358.56
Operating Reserve Account:	\$ 11,720.02
Capital Reserve Account:	<u>\$136,358.22</u>
Total Combined Assets:	\$162,436.80

V. COMMITTEE REPORTS

Nominating Committee

Chairperson/Archie Fralin

No report.

Social Committee

Chairperson/Ann Stobbelaar

Sunday socials at the gazebo are at 7 PM. The last scheduled Sunday is this Sunday, September 21st.

The Board will touch base with the Social Committee Chair regarding the holiday party. Unless the committee has other recommendations, the party will likely be comparable to what was held last year. The potential, proposed date is December 4th. If that date is unavailable, alternative dates will be considered.

Neighborhood Security Committee

Chairperson/Chris Bohannon

No report.

Landscape Committee

Chairperson/Cynthia Barnhart

Landscape walk-through – the landscape committee did a walk-through and identified several areas of concern. However, the landscaper came through and addressed most of those issues already. There is a dead tree to the left of the entrance that needs to be cut down. Management will ask Tree Smart for the cost of cutting the tree down at the same time that they are onsite for tree trimming.

Architectural Committee

Chairperson/Marshall Gillespie

There were no requests for review.

VI. BUSINESS

Asphalt Review – the asphalt was done in 2010 and asphalt sealing was done in 2016. The asphalt work that was done in 2010 was expected to last 25 years. However, there are cracks that seem fairly significant and appear to be getting worse. Whittaker Paving provided a recommendation for crack filling and sealing with an estimate of \$37,000. Lucas Paving came out and walked the entire property, assessed every crack, and measured the entire property. The Board asked that the contractor provide an assessment and a recommendation. She stated that she felt crack-filling and sealing would not be a long-term solution. The Reserve Study shows an estimate of \$10,243 for crack-filling and sealcoating and \$5,281 for patching. This is a total expense of \$15,524. In 2030, the study projects another \$12,070 for crack filling and sealing and \$6,223 for patching. This is a total expense of \$18,293. These figures are not reflective of the estimates obtained so far. The Board requested two additional estimates on fully milling and paving versus two additional estimates for strictly crack filling and sealing.

Tree Evaluation – an estimate was obtained for trimming trees back away from structures (any tree that is touching the gutters, roofs, etc...). The homes that were identified by the contractor were 3717, 3719, 3733, 3739, 3763, 3766, 3769, 3772, 3784, 3786, 3792, and 3794. The only trees included are the ones that are touching or close to touching the structure. A motion was made (Fralin) and seconded (Barnhart) to approve the bid as submitted. Motion passed unanimously.

Contact information – the Board is attempting to update the contact information on file.

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

VII. EXECUTIVE SESSION

No executive session was needed.

VIII. DATE, TIME & LOCATION OF NEXT MEETING

The next meeting will be Monday October 20th at 3:00 PM at 3765 Kenwick Trail.

IX. ADJOURNMENT

The meeting was adjourned at 4:02 PM.

Balance Sheet

Period = Aug 2025

Book = Cash ; Tree = hoa_bs

		Current Balance
ASSETS		
CASH		
Operating Cash 1		14,358.56
TOTAL CASH		14,358.56
TOTAL ASSETS		14,358.56
LIABILITIES & OWNERS EQUITY		
LIABILITIES		
Association Dues Paid in Advance		4,961.63
TOTAL LIABILITIES		4,961.63
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		-6,382.87
TOTAL OWNERS EQUITY		9,396.93
TOTAL LIABILITIES & OWNERS EQUITY		14,358.56

Budget Comparison Cash Flow

Period = Aug 2025

Book = Cash ; Tree = hoa_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
REVENUE									
INCOME									
Association Dues	8,088.00	6,840.00	1,248.00	18.25	52,530.00	54,720.00	-2,190.00	-4.00	82,080.00
TOTAL INCOME	8,088.00	6,840.00	1,248.00	18.25	52,530.00	54,720.00	-2,190.00	-4.00	82,080.00
OTHER INCOME									
Legal Fees Income	99.00	0.00	99.00	N/A	99.00	0.00	99.00	N/A	0.00
NSF Bank Chg	0.00	0.00	0.00	N/A	35.00	0.00	35.00	N/A	0.00
TOTAL OTHER INCOME	99.00	0.00	99.00	N/A	134.00	0.00	134.00	N/A	0.00
TOTAL REVENUE	8,187.00	6,840.00	1,347.00	19.69	52,664.00	54,720.00	-2,056.00	-3.76	82,080.00
EXPENSES									
REPAIRS & MAINT - GENERAL									
Repairs & Maintenance	0.00	50.00	50.00	100.00	339.30	400.00	60.70	15.18	600.00
Exterminating	0.00	41.67	41.67	100.00	0.00	333.36	333.36	100.00	500.00
TOTAL REPAIRS & MAINT - GENERAL	0.00	91.67	91.67	100.00	339.30	733.36	394.06	53.73	1,100.00
GROUNDS COSTS									
Snow Removal	0.00	0.00	0.00	N/A	4,653.00	2,000.00	-2,653.00	-132.65	2,511.00
Grounds Maintenance	2,863.00	2,853.00	-10.00	-0.35	22,803.00	22,824.00	21.00	0.09	34,236.00
Landscaping-Misc	1,178.00	834.00	-344.00	-41.25	4,058.00	6,672.00	2,614.00	39.18	10,008.00
Irrigation	0.00	0.00	0.00	N/A	392.00	450.00	58.00	12.89	900.00
TOTAL GROUNDS COST	4,041.00	3,687.00	-354.00	-9.60	31,906.00	31,946.00	40.00	0.13	47,655.00
UTILITIES									
Electricity	26.64	32.00	5.36	16.75	251.68	256.00	4.32	1.69	384.00
Water	0.00	61.67	61.67	100.00	441.31	493.36	52.05	10.55	740.00
TOTAL UTILITIES	26.64	93.67	67.03	71.56	692.99	749.36	56.37	7.52	1,124.00
ADMINISTRATIVE COSTS									
Management Fees	861.00	861.00	0.00	0.00	6,888.00	6,888.00	0.00	0.00	10,332.00
Committee Expenses	0.00	25.00	25.00	100.00	0.00	200.00	200.00	100.00	300.00
Website	0.00	20.00	20.00	100.00	324.00	160.00	-164.00	-102.50	240.00
Insurance	146.41	161.00	14.59	9.06	1,185.62	1,288.00	102.38	7.95	1,932.00
Bank Charges	10.01	11.00	0.99	9.00	91.92	88.00	-3.92	-4.45	132.00
HOA Meetings	0.00	8.33	8.33	100.00	150.00	66.64	-83.36	-125.09	100.00
Legal Fees	138.90	50.00	-88.90	-177.80	313.90	400.00	86.10	21.52	600.00

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Budget Comparison Cash Flow

Period = Aug 2025

Book = Cash ; Tree = hoa_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Registration & Annual Report Fees	0.00	0.00	0.00	N/A	30.00	30.00	0.00	0.00	70.00
Tax Return Review	0.00	0.00	0.00	N/A	445.00	435.00	-10.00	-2.30	435.00
TOTAL ADMINISTRATIVE COSTS	1,156.32	1,136.33	-19.99	-1.76	9,428.44	9,555.64	127.20	1.33	14,141.00
TRANSFER TO RESERVES									
Transfer to Capital Reserve Fund	1,417.00	1,417.00	0.00	0.00	11,336.00	11,336.00	0.00	0.00	17,004.00
Transfer to Operating Reserve Fund	88.00	88.00	0.00	0.00	704.00	704.00	0.00	0.00	1,056.00
TOTAL TRANSFER TO RESERVES	1,505.00	1,505.00	0.00	0.00	12,040.00	12,040.00	0.00	0.00	18,060.00
TOTAL EXPENSES	6,728.96	6,513.67	-215.29	-3.31	54,406.73	55,024.36	617.63	1.12	82,080.00
NET INCOME	1,458.04	326.33	1,131.71	346.80	-1,742.73	-304.36	-1,438.37	-472.59	0.00
ADJUSTMENTS									
Association Dues Paid in Advance	-581.00	0.00	-581.00	N/A	3,304.94	0.00	3,304.94	N/A	0.00
TOTAL ADJUSTMENTS	-581.00	0.00	-581.00	N/A	3,304.94	0.00	3,304.94	N/A	0.00
CASH FLOW	877.04	326.33	550.71	168.76	1,562.21	-304.36	1,866.57	613.28	0.00

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Balance Sheet

Period = Aug 2025

Book = Cash ; Tree = hoa_bs

		Current Balance
ASSETS		
CASH		
Operating Reserve Account		11,720.02
TOTAL CASH		11,720.02
TOTAL ASSETS		11,720.02
LIABILITIES & OWNERS EQUITY		
OWNERS EQUITY		
Ending Owners Equity		11,720.02
TOTAL OWNERS EQUITY		11,720.02
TOTAL LIABILITIES & OWNERS EQUITY		11,720.02

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Cash Flow Statement

Period = Aug 2025

Book = Cash ; Tree = hoa_cf

	Period to Date	%	Year to Date	%
REVENUE				
OTHER INCOME				
Interest on Bank Accounts	19.74	0.00	161.19	0.00
Operating Reserve Funds	88.00	0.00	704.00	0.00
TOTAL OTHER INCOME	107.74	0.00	865.19	0.00
TOTAL REVENUE	107.74	0.00	865.19	0.00
EXPENSES				
GROUNDS COSTS				
Landscaping-Misc	0.00	0.00	2,835.00	0.00
TOTAL GROUNDS COST	0.00	0.00	2,835.00	0.00
TOTAL EXPENSES	0.00	0.00	2,835.00	0.00
NET INCOME	107.74	0.00	-1,969.81	0.00
ADJUSTMENTS				
Operating Reserve Account	-107.74	0.00	1,969.81	0.00
TOTAL ADJUSTMENTS	-107.74	0.00	1,969.81	0.00
CASH FLOW	0.00	0.00	0.00	0.00
Period to Date	Beginning Balance	Ending Balance	Difference	
Operating Reserve Account	11,612.28	11,720.02	107.74	
Total Cash	11,612.28	11,720.02	107.74	
Year to Date	Beginning Balance	Ending Balance	Difference	
Operating Reserve Account	13,689.83	11,720.02	-1,969.81	
Total Cash	13,689.83	11,720.02	-1,969.81	

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Balance Sheet

Period = Aug 2025

Book = Cash ; Tree = hoa_bs

		Current Balance
ASSETS		
CASH		
Capital Reserve Account		136,358.22
TOTAL CASH		136,358.22
TOTAL ASSETS		136,358.22
LIABILITIES & OWNERS EQUITY		
OWNERS EQUITY		
Initial Funds-Capital Reserve		19,416.62
Ending Owners Equity		116,941.60
TOTAL OWNERS EQUITY		136,358.22
TOTAL LIABILITIES & OWNERS EQUITY		136,358.22

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Cash Flow Statement

Period = Aug 2025

Book = Cash ; Tree = hoa_cf

	Period to Date	%	Year to Date	%
REVENUE				
OTHER INCOME				
Interest on Bank Accounts	229.06	0.00	1,747.46	0.00
Capital Reserve Funds	1,417.00	0.00	11,336.00	0.00
TOTAL OTHER INCOME	1,646.06	0.00	13,083.46	0.00
TOTAL REVENUE	1,646.06	0.00	13,083.46	0.00
EXPENSES				
CAPITAL RESERVE EXPENSES				
Capital Rsv - Retaining Walls	0.00	0.00	2,565.00	0.00
TOTAL CAPITAL RESERVE EXPENSES	0.00	0.00	2,565.00	0.00
TOTAL EXPENSES	0.00	0.00	2,565.00	0.00
NET INCOME	1,646.06	0.00	10,518.46	0.00
ADJUSTMENTS				
Capital Reserve Account	-1,646.06	0.00	-10,518.46	0.00
TOTAL ADJUSTMENTS	-1,646.06	0.00	-10,518.46	0.00
CASH FLOW	0.00	0.00	0.00	0.00
Period to Date	Beginning Balance	Ending Balance	Difference	
Capital Reserve Account	134,712.16	136,358.22	1,646.06	
Total Cash	134,712.16	136,358.22	1,646.06	
Year to Date	Beginning Balance	Ending Balance	Difference	
Capital Reserve Account	125,839.76	136,358.22	10,518.46	
Total Cash	125,839.76	136,358.22	10,518.46	