Hall Associates
Commercial REALTORS since 1975

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

July 24, 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)
Board Members Absent:	Cynthia Barnhart	Director	(2025)
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 3:00 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 (Beaumont) and seconded (Merritt) to waive the reading of the June 11, 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 06/30/2025. Motion passed unanimously.

Operating Account:	$ 14,442.20
Operating Reserve Account:	$ 11,504.73
Capital Reserve Account:	$135,631.87
Total Combined Assets:	$161,578.80

V. COMMITTEE REPORTS

Nominating Committee — **Chairperson/Archie Fralin**

No report.

Social Committee — **Chairperson/Ann Stobbelaar**

The last event was well attended.

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

No report.

Landscape Committee — **Chairperson/Cynthia Barnhart**

3755 – a request was submitted to assess the flowering Cherry tree. A motion was made (Fralin) and seconded (Merritt) to approve the estimate from Bartlett to trim the tree for health and aesthetics. Motion passed unanimously.

Architectural Committee | **Chairperson/Marshall Gillespie**

There were no requests for review.

VI. BUSINESS

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

Speeding – this continues to be an issue in the community. Treasurer Beaumont will investigate the signs that show the driver's speed.

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

VII. EXECUTIVE SESSION

A motion was made (Fralin) and seconded (Merritt) 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 Monday August 18th at 3:00 PM at 3765 Kenwick Trail.

IX. ADJOURNMENT

The meeting was adjourned at 3:31 PM.

Balance Sheet

Period = Jun 2025

Book = Cash ; Tree = hoa_bs

	Current Balance
ASSETS	
CASH	
Operating Cash 1	14,442.20
TOTAL CASH	14,442.20
TOTAL ASSETS	**14,442.20**
LIABILITIES & OWNERS EQUITY	
LIABILITIES	
Association Dues Paid in Advance	5,542.63
TOTAL LIABILITIES	5,542.63
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	-6,880.23
TOTAL OWNERS EQUITY	8,899.57
TOTAL LIABILITIES & OWNERS EQUITY	**14,442.20**

The Kenwick Place Homeowners Association (o.kp)

Budget Comparison Cash Flow

Period = Jun 2025

Book = Cash ; Tree = hoa_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
REVENUE									
INCOME									
Association Dues	6,220.00	6,840.00	-620.00	-9.06	38,145.00	41,040.00	-2,895.00	-7.05	82,080.00
TOTAL INCOME	6,220.00	6,840.00	-620.00	-9.06	38,145.00	41,040.00	-2,895.00	-7.05	82,080.00
OTHER INCOME									
NSF Bank Chg	35.00	0.00	35.00	N/A	35.00	0.00	35.00	N/A	0.00
TOTAL OTHER INCOME	35.00	0.00	35.00	N/A	35.00	0.00	35.00	N/A	0.00
TOTAL REVENUE	**6,255.00**	**6,840.00**	**-585.00**	**-8.55**	**38,180.00**	**41,040.00**	**-2,860.00**	**-6.97**	**82,080.00**
EXPENSES									
REPAIRS & MAINT - GENERAL									
Repairs & Maintenance	200.00	50.00	-150.00	-300.00	339.30	300.00	-39.30	-13.10	600.00
Exterminating	0.00	41.67	41.67	100.00	0.00	250.02	250.02	100.00	500.00
TOTAL REPAIRS & MAINT - GENERAL	200.00	91.67	-108.33	-118.17	339.30	550.02	210.72	38.31	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	17,077.00	17,118.00	41.00	0.24	34,236.00
Landscaping-Misc	753.00	834.00	81.00	9.71	1,502.00	5,004.00	3,502.00	69.98	10,008.00
Irrigation	0.00	0.00	0.00	N/A	0.00	450.00	450.00	100.00	900.00
TOTAL GROUNDS COST	3,616.00	3,687.00	71.00	1.93	23,232.00	24,572.00	1,340.00	5.45	47,655.00
UTILITIES									
Electricity	29.24	32.00	2.76	8.62	198.69	192.00	-6.69	-3.48	384.00
Water	51.00	61.67	10.67	17.30	390.26	370.02	-20.24	-5.47	740.00
TOTAL UTILITIES	80.24	93.67	13.43	14.34	588.95	562.02	-26.93	-4.79	1,124.00
ADMINISTRATIVE COSTS									
Management Fees	861.00	861.00	0.00	0.00	5,166.00	5,166.00	0.00	0.00	10,332.00
Committee Expenses	0.00	25.00	25.00	100.00	0.00	150.00	150.00	100.00	300.00
Website	0.00	20.00	20.00	100.00	324.00	120.00	-204.00	-170.00	240.00
Insurance	146.41	161.00	14.59	9.06	892.80	966.00	73.20	7.58	1,932.00
Bank Charges	9.90	11.00	1.10	10.00	72.04	66.00	-6.04	-9.15	132.00
HOA Meetings	0.00	8.33	8.33	100.00	150.00	49.98	-100.02	-200.12	100.00
Legal Fees	25.00	50.00	25.00	50.00	150.00	300.00	150.00	50.00	600.00
Registration & Annual Report Fees	0.00	30.00	30.00	100.00	30.00	30.00	0.00	0.00	70.00

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The Kenwick Place Homeowners Association (o.kp)

Budget Comparison Cash Flow

Period = Jun 2025

Book = Cash ; Tree = hoa_cf

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Tax Return Review	0.00	0.00	0.00	N/A	445.00	435.00	-10.00	-2.30	435.00
TOTAL ADMINISTRATIVE COSTS	1,042.31	1,166.33	124.02	10.63	7,229.84	7,282.98	53.14	0.73	14,141.00
TRANSFER TO RESERVES									
Transfer to Capital Reserve Fund	1,417.00	1,417.00	0.00	0.00	8,502.00	8,502.00	0.00	0.00	17,004.00
Transfer to Operating Reserve Fund	88.00	88.00	0.00	0.00	528.00	528.00	0.00	0.00	1,056.00
TOTAL TRANSFER TO RESERVES	1,505.00	1,505.00	0.00	0.00	9,030.00	9,030.00	0.00	0.00	18,060.00
TOTAL EXPENSES	**6,443.55**	**6,543.67**	**100.12**	**1.53**	**40,420.09**	**41,997.02**	**1,576.93**	**3.75**	**82,080.00**
NET INCOME	**-188.55**	**296.33**	**-484.88**	**-163.63**	**-2,240.09**	**-957.02**	**-1,283.07**	**-134.07**	**0.00**
ADJUSTMENTS									
Association Dues Paid in Advance	0.00	0.00	0.00	N/A	3,885.94	0.00	3,885.94	N/A	0.00
TOTAL ADJUSTMENTS	0.00	0.00	0.00	N/A	3,885.94	0.00	3,885.94	N/A	0.00
CASH FLOW	-188.55	296.33	-484.88	-163.63	1,645.85	-957.02	2,602.87	271.98	0.00

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Kenwick Place HOA Operating Reserve (r.kp)

Balance Sheet

Period = Jun 2025

Book = Cash ; Tree = hoa_bs

	Current Balance
ASSETS	
CASH	
Operating Reserve Account	11,504.73
TOTAL CASH	11,504.73
TOTAL ASSETS	**11,504.73**
LIABILITIES & OWNERS EQUITY	
OWNERS EQUITY	
Ending Owners Equity	11,504.73
TOTAL OWNERS EQUITY	11,504.73
TOTAL LIABILITIES & OWNERS EQUITY	**11,504.73**

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Kenwick Place HOA Operating Reserve (r.kp)

Cash Flow Statement

Period = Jun 2025

Book = Cash ; Tree = hoa_cf

	Period to Date	%	Year to Date	%
REVENUE				
OTHER INCOME				
Interest on Bank Accounts	18.72	0.00	121.90	0.00
Operating Reserve Funds	88.00	0.00	528.00	0.00
TOTAL OTHER INCOME	106.72	0.00	649.90	0.00
TOTAL REVENUE	**106.72**	**0.00**	**649.90**	**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	**106.72**	**0.00**	**-2,185.10**	**0.00**
ADJUSTMENTS				
Operating Reserve Account	-106.72	0.00	2,185.10	0.00
TOTAL ADJUSTMENTS	-106.72	0.00	2,185.10	0.00
CASH FLOW	0.00	0.00	0.00	0.00

Period to Date	**Beginning Balance**	**Ending Balance**	**Difference**
Operating Reserve Account	11,398.01	11,504.73	106.72
Total Cash	**11,398.01**	**11,504.73**	**106.72**

Year to Date	**Beginning Balance**	**Ending Balance**	**Difference**
Operating Reserve Account	13,689.83	11,504.73	-2,185.10
Total Cash	**13,689.83**	**11,504.73**	**-2,185.10**

Kenwick Place HOA Operating Reserve (r.kp)

General Ledger

Period = Jun 2025

Book = Cash ; Tree = hoa_tb

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
1127-0000				**Operating Reserve Account**					**11,398.01**	**= Beginning Balance =**
r.kp	Kenwick Plac...	06/26/2025	06/2025	Reserve	J-79888		88.00	0.00	11,486.01	Reserve
r.kp	Kenwick Plac...	06/30/2025	06/2025	Interest	J-80149		18.72	0.00	11,504.73	Interest
				Net Change=106.72			**106.72**	**0.00**	**11,504.73**	**= Ending Balance =**
3800-0000				**Retained Earnings**					**-13,689.83**	**= Beginning Balance =**
				Net Change=0.00			**0.00**	**0.00**	**-13,689.83**	**= Ending Balance =**
5720-0000				**Interest on Bank Accounts**					**-103.18**	**= Beginning Balance =**
r.kp	Kenwick Plac...	06/30/2025	06/2025	Interest	J-80149		0.00	18.72	-121.90	Interest
				Net Change=-18.72			**0.00**	**18.72**	**-121.90**	**= Ending Balance =**
5759-0000				**Operating Reserve Funds**					**-440.00**	**= Beginning Balance =**
r.kp	Kenwick Plac...	06/26/2025	06/2025	Reserve	J-79888		0.00	88.00	-528.00	Reserve
				Net Change=-88.00			**0.00**	**88.00**	**-528.00**	**= Ending Balance =**
6230-0010				**Landscaping-Misc**					**2,835.00**	**= Beginning Balance =**
				Net Change=0.00			**0.00**	**0.00**	**2,835.00**	**= Ending Balance =**
							106.72	**106.72**		

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Kenwick Place HOA Capital (c.kp)

Balance Sheet

Period = Jun 2025

Book = Cash ; Tree = hoa_bs

	Current Balance
ASSETS	
CASH	
Capital Reserve Account	135,631.87
TOTAL CASH	135,631.87
TOTAL ASSETS	**135,631.87**
LIABILITIES & OWNERS EQUITY	
OWNERS EQUITY	
Initial Funds-Capital Reserve	19,416.62
Ending Owners Equity	116,215.25
TOTAL OWNERS EQUITY	135,631.87
TOTAL LIABILITIES & OWNERS EQUITY	**135,631.87**

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Kenwick Place HOA Capital (c.kp)

Cash Flow Statement

Period = Jun 2025

Book = Cash ; Tree = hoa_cf

	Period to Date	%	Year to Date	%
REVENUE				
OTHER INCOME				
Interest on Bank Accounts	220.58	0.00	1,290.11	0.00
Capital Reserve Funds	1,417.00	0.00	8,502.00	0.00
TOTAL OTHER INCOME	1,637.58	0.00	9,792.11	0.00
TOTAL REVENUE	**1,637.58**	**0.00**	**9,792.11**	**0.00**
NET INCOME	**1,637.58**	**0.00**	**9,792.11**	**0.00**
ADJUSTMENTS				
Capital Reserve Account	-1,637.58	0.00	-9,792.11	0.00
TOTAL ADJUSTMENTS	-1,637.58	0.00	-9,792.11	0.00
CASH FLOW	0.00	0.00	0.00	0.00

Period to Date	**Beginning Balance**	**Ending Balance**	**Difference**
Capital Reserve Account	133,994.29	135,631.87	1,637.58
Total Cash	**133,994.29**	**135,631.87**	**1,637.58**

Year to Date	**Beginning Balance**	**Ending Balance**	**Difference**
Capital Reserve Account	125,839.76	135,631.87	9,792.11
Total Cash	**125,839.76**	**135,631.87**	**9,792.11**

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Kenwick Place HOA Capital (c.kp)

General Ledger

Period = Jun 2025

Book = Cash ; Tree = hoa_tb

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
1126-0000				**Capital Reserve Account**					**133,994.29**	**= Beginning Balance =**
c.kp	Kenwick Plac...	06/26/2025	06/2025	Capital	J-79887		1,417.00	0.00	135,411.29	Capital
c.kp	Kenwick Plac...	06/30/2025	06/2025	Interest	J-80147		220.58	0.00	135,631.87	Interest
				Net Change=1,637.58			**1,637.58**	**0.00**	**135,631.87**	**= 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				**Interest on Bank Accounts**					**-1,069.53**	**= Beginning Balance =**
c.kp	Kenwick Plac...	06/30/2025	06/2025	Interest	J-80147		0.00	220.58	-1,290.11	Interest
				Net Change=-220.58			**0.00**	**220.58**	**-1,290.11**	**= Ending Balance =**
5756-0000				**Capital Reserve Funds**					**-7,085.00**	**= Beginning Balance =**
c.kp	Kenwick Plac...	06/26/2025	06/2025	Capital	J-79887		0.00	1,417.00	-8,502.00	Capital
				Net Change=-1,417.00			**0.00**	**1,417.00**	**-8,502.00**	**= Ending Balance =**
							1,637.58	**1,637.58**		

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