



**Village at Tinker Creek Homeowner's 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](mailto:cgreene@hallassociatesinc.com)

Amanda St. Clair / Association Manager – [astclair@hallassociatesinc.com](mailto:astclair@hallassociatesinc.com)

**MINUTES  
BOARD OF DIRECTORS MEETING**

May 29, 2025

**Pending Review/Approval at Next Board Meeting**

Board Members Present:	Cathy Lindstrom	President	2027
	Linda Franklin	Vice President	2027
	Gayle Jessee	Treasurer	2025
	Tom Edwards	Director	2026
Board Members Absent:	Linda Ennis	Secretary	2026
Others Present:	Chrissy Greene	Association Manager	
	Eric Silverglate		
	Dianne Roberson		
	Caroline Hodges		
	Gerri Wade		
	Ken and Donna Harber		
	Joseph Chitwood		
	Harry Sellers		
	Jimmy and Glenda Nicholson		
	Becky Mills		
	Jerry and Pat Stultz		
	Carolyn Sloan		
	Theresa Edwards		
	Barbara Eanes		
	Doug and Martha Murry		
	Brintha Gibson		
	Susie Baugh		
	JoAnn Reddout		
	Marvin and Lynne Croner		
	Tammy Halsey		
	Cindy Gochenour		
	Sandra White		
	Julie Sullivan		
	Bob and Barbara Hassell		
	Clifford and Susan Lively		
	Scott and Lisa Fisher		

**I. DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with four out of five Board members in attendance. The meeting was called to order at 6:00 PM in the Clubhouse of Village at Tinker Creek.

**II. READING OF THE MINUTES FROM PREVIOUS MEETING**

Draft minutes are posted on the cork board in the library, as well as on the website. A motion was made (Franklin) and seconded (Edwards) to waive the reading of the April 21, 2025, meeting minutes and accept them as written. Motion passed unanimously.

### III. FINANCIAL REPORTS

**Account Summaries** – The Board received the financial reports through April 30, 2025 for review. The account balances through April 2025 are:

Operating Account	\$ 21,623.99
Operating Reserve Account	\$ 21,071.12
<u>Capital Reserve Account</u>	<u>\$135,710.04</u>
Total Combined Assets	\$178,405.15

Treasurer Jessee presented a financial report for the first quarter, which is attached to these minutes.

A motion was made (Franklin) and seconded (Edwards) to accept the financial report as presented through April 2025. Motion passed unanimously.

### IV. COMMITTEE REPORTS

#### **Community Engagement/Social Committee Report –**

Community Social Engagement Report  
BOD – May, 29, 2025

Another successful Kentucky Derby event at the clubhouse is in the books! The Clubhouse was buzzing with excitement on May 3rd as folks gathered for our possibly last “Run for the Roses” celebration! From the moment guests arrived, laughter and good cheer filled the rooms. Hats of all types and even a few bowties were on full display adding to the festive flair. Village friends enjoyed a mouthwatering spread at our “grazing table” while washing it down with good ole southern sweet tea, lemonade, and even a few traditional Kentucky beverages. A lively round of “Pass the Prize” kept the energy high as Doug Murray won the right to keep that prize, and two other lucky folks, Lynne Yates and Jeanne Keister, won gift cards by picking the winning horse in our “Lucky Chance” drawing.

We are so fortunate that our clubhouse has a deck with such fantastic views. That is why we have planned two “first-ever” Music on the Back Deck events to be held throughout the summer that we hope will help transport us back to the good old days of our youth. While listening to some favorite Golden oldies, we can dust off our rusty dance moves with a little twisting, jitter-bugging, or plain old foot stomping. We also will have the pleasure of playing “name that tune” with Linda Franklin on the keyboard and if the tune moves you, bursting into song will definitely be encouraged. On June 6th we will be blasting 50s-60s music, and on July 25th we will be highlighting the music of the 70s-80s. So, whether you are an Elvis fan, a Fab-Four Beatles fan, or a “Jive-talking” John Travolta fan, you can be guaranteed to hear tunes that bring back great memories.

We were disappointed that our scheduled Food Truck planned for May cancelled on us at the last moment but Sue Lawrence persevered and has been able to reserve a different truck - the Top Dawgs Food Truck- for June 20th. What a great way to kick off the first day of summer with a NO-COOK DAY! More details will be sent out closer to the June date.

Bible Study meetings continue every Wednesday evening from 7-8 and anyone is welcome to join the group. Theresa Edwards and Dana Kandis have been kept busy preparing gift baskets to welcome new families moving into the Village. The library continues to be super-organized by Lynne Yates and offers a plethora of reading choices so if you haven’t checked it out, we encourage you to do so. As the days grow longer and hotter, come join Bunco on the 3rd Mondays from 2-4 or the “Game Day” on the first Mondays from 2-4 in the coolness of the clubhouse as well as Exercise every Tuesday and Friday at 8am. Our clubhouse continues to be enjoyed by many and is definitely a Village Treasure.

Finally, we want to thank several folks for recent donations that continue to beautiful our clubhouse. Theresa Edwards donated a picture that looks like it was meant for the dining room. Gerri Wade donated a silver metal vase for the living room. Glenda Nicholson donated kitchen window valences and blinds for the kitchen and garage doors. A mirror was rescued from the garage and was spray painted and now hangs in the hallway thanks to the handyman talents of Jim Nicholson. The old saying “it takes a village” still rings true.

The Community Social Engagement Committee continues to provide the “heartbeat and soul” for the clubhouse and our community. We encourage and welcome new members. The only talent necessary is wanting to be social! The more members we have means the more opportunities we can offer to help bind us all together into one unique neighborhood.

Submitted by  
 Caroline Hodges

**Clubhouse Committee Report -**

Clubhouse report  
 May 29, 2025

At our last board meeting the BOD approved the new clubhouse donation policy and the new clubhouse rental agreement and checklist. The new documents were updated on the VATC website.

I brought up the deck pressure washing, scraping and staining at a cost of \$1,875 by Legacy Home Builders. Tom Edwards said that he and a few other homeowners were going to do the work for just the cost of materials. The work is scheduled to start on June 16 and should be completed by June 24.

I have 3 items for the BOD to consider:

1. We received 2 quotes to seal up a window and fill in a crack down the wall in the basement that is leaking every time it rains. Both quotes are for removing the bad window and filling in with cinderblock. Legacy Home Builders quoted \$1,050. All Masonry quoted \$909.88 and they require 50% down before they order any materials. I am requesting the BOD to approve All Masonry for the Job.

Board action – a motion was made (Edwards) and seconded (Franklin) to approve All Masonry for the work. Motion passed unanimously.

2. Below is a list of companies for cleaning the clubhouse. I am asking the Board to approve Jett Cleaning service. They will come every other month at a cost of \$550 each trip.

Board action – a motion was made (Franklin) and seconded (Jessee) to approve Jett Cleaning Solutions. Motion passed with three in favor and one abstention (Edwards).

Company	Type	Cost per month	License and Insurance	References and Ratings	Toured clubhouse?	Monthly or Every Other month
Galvan Cleaning	Commercial	\$ 480.00	Yes	Family run service; Won Best Home Cleaning Service Platinum Award Roanoker Magazine 2024, 159 reviews on Google with 5 star rating	Yes, two owners toured clubhouse	Monthly

Chris's Cleaning	Commercial	\$ 495.00	Yes	Cleaners for Hall Associates	No, based on description of Clubhouse	Monthly, prefers Weekly
Finishing Touch Building Services	Commercial	??	??	Called, left messages, no answer. Office in private home, 4 employees, copy of proposal to clean Orchard Villas clubhouse	??	??
Jett Cleaning Solutions	Commercial	Recommended cleaning every other month \$550-drops monthly expense to \$275	Yes	A+ BBB rating, provides Cleaning for Berglund Center, ROA police dept, DMV main office, VDOT offices in Christiansburg, Staunton and Roanoke	Owner toured Clubhouse	Monthly or every other month

- I would like permission to get pricing to add a light in the kitchen over the sink and a GFCI receptacle in the kitchen by the sink for safety. We have another light in the library that needs to be replaced. We would like to get it done while the electrician is here.

Board action – obtaining bids does not require a motion. The committee may proceed with obtaining estimates.

Annette Wickham  
Clubhouse chair

**Landscape/Pond/Pard Committee Report –**

**Landscape**

The landscape committee will be looking at common areas, specifically common areas at the corners of the streets and will begin removing overgrown shrubs. We would like to replace some of the older bushes and shrubs. This is not an overnight project so bear with us as we look over the property. Barbara Eanes and Carolyn Sloan will be working on providing insight on how we replace the older shrubs.

We've started the season off with our landscape company and have received several complaints. We are working with the owner and supervisor to correct the issues. Please send the landscape chair any issues you have so we can continue to monitor the situation.

Unfortunately behind the townhome on Walhalla the 20+ boxwoods have become infested. We received 4 quotes to remove the bushes and replace the mulched bed. These were removed May 21,2025 At this time we

are looking to choose plants that will need little maintenance. The landscape committee will plant these shrubs to save the HOA money

We are in the process of checking prices for a locked cabinet to store in the club house garage. We will include a leaf blower, weed eater and rakes. We will accept donations to store so our volunteers can have access to them when working around the grounds.

### **Park**

We are waiting to start cleaning up at the park! The 4 metal picnic tables need to be sanded slightly so we can repaint along with the grills. 2 rotted swings need to be removed. The wooden picnic table will need to be removed from the park. We will be sending out a request for volunteers to help with these projects. We will install a No trespassing sign at the park to help deter vandals.

### **Pond**

With the significant rainfall lately we've monitored the run off at the ponds. The water flows smoothly to the pond outflow.. We do need to keep the vegetation cleared at the emergency run off per Roanoke county. We have bamboo that grows significantly fast. We are looking to have a more effective treatment of removing the bamboo so the costs to keep the emergency run off does not continue.

There is construction material at the back of a townhome that appears to be from a deck that was built. The county does not pick up construction debris so we will remove the debris and have a letter sent out to homeowners that any construction debris is their responsibility to remove.

Submitted to Hall 5/22/2025 Theresa Edwards Landscape Chair

### **Architectural Review Committee Report –**

**VILLAGE AT TINKER CREEK HOMEOWNERS ASSOCIATION**  
**c/o Hall Associates Inc. Association Management Division**  
**PO Box 20468 Roanoke, VA 24018**  
**[www.vatcreekhoa.com](http://www.vatcreekhoa.com)**

### **Architectural Review Committee (ARC) Board of Directors Report May 29, 2025**

#### **Mission Statement**

*The Architectural Review Committee (ARC) of the Village at Tinker Creek Homeowners Association is dedicated to preserving and enhancing the aesthetic appeal, property values, and overall quality of the community. Our mission is to ensure that all architectural modifications and new constructions within the community adhere to established guidelines and standards that reflect the harmonious and cohesive vision of our neighborhood.*

The Architectural Review Committee (ARC) has received reports from homeowners regarding pergolas and trampolines. Due to insufficient records, the ARC will not address any deviations from VATC *Rules & Regulations* that occurred prior to January 1, 2025. Now that the updated *Rules & Regulations* are in place and available, homeowners are mandated to follow them. Those documents are available tonight, will be kept in the library of the clubhouse, and can be found on line at [www.vatcreekhoa.com](http://www.vatcreekhoa.com). Send the completed form to my email address noted on the form.

As a reminder, on receipt of the completed *Architectural Review Committee Request* form, the ARC Committee requests a thirty (30) day decision-making period from the date of the receipt to ensure compliance and to make the recommendation on the homeowner's behalf to the Board of Directors (BOD), who makes the final decision. Work should not begin until the BOD approves the request. NOTE: the Committee makes every effort to make informed decisions within a few days, especially in an emergency, such as a leaking roof, available contractor dates, etc.

Per BOD request, the Committee revisited and rewrote the *Driveway Guidelines*. We offer the attached for your approval. Requesting Hall Associates post on VATC website.

The following homeowners' requests were approved by the ARC Committee. We ask the BOD's final approval on their behalf:

1. 816 Sumpter Place add screened porch to top of existing deck, cover wood on screened porch with white vinyl and move white fence to property line
2. 724 N Battery Drive replace roof
3. 719 S Battery Drive replace roof
4. 715 S Battery Drive replace roof
5. 706 S Battery Drive replace roof
6. 719 S Battery Drive install backyard fence
7. 817 Walhalla Court replace deck and railing
8. 1020 Big Ben Drive replace broken garage lights
9. 1011 Big Ben Drive add sunroom to back of house
10. 706 S Battery Drive replace garage door

The ARC Committee encourages suggestions and feedback from homeowners. Committee members Andy Daly, Steve DeMichele, and Joann Reddout serve with me.

We are grateful to the BOD for your support and the opportunity to report on behalf of homeowners.

Respectfully submitted,  
Gerri R. Wade, ARC Chairperson

Discussion was had about driveway guidelines. A motion was made (Edwards) and seconded (Jessee) to adopt the Driveway Guidelines. Motion passed unanimously. A copy of these guidelines is attached to these minutes and will be available on the website.

A motion was made (Franklin) and seconded (Edwards) to approve all ten requests as recommended for approval by the Committee. Motion passed unanimously.

#### **Communication Committee Report –**

Barbara Hassell expressed her appreciation for her committee members. The committee published their third newsletter. Approximately 20 hard copies were provided to owners upon request. The committee would charge approximately \$0.25 per page for hard copies, so owners are encouraged to receive electronically, whenever possible. The next newsletter is scheduled for July. All owners are encouraged to submit information to be included in the newsletter. Submissions may be submitted via email to the committee members. Please copy all members, in case some member is out of town.

Communication Committee /Division of responsibilities:

Barbara Hassell-Editor -Email: [hassellbarbarao@gmail.com](mailto:hassellbarbarao@gmail.com)  
Linda Ennis-Gather materials -Email: [lindaennis50@outlook.com](mailto:lindaennis50@outlook.com)  
Andy Daly-Write Articles-Email: [horsepoopdaily@yahoo.com](mailto:horsepoopdaily@yahoo.com)  
Lynne Croner-Computer Processing Email: [ellencroner@gmail.com](mailto:ellencroner@gmail.com)

## **V. IN-PROCESS BUSINESS**

### **Committee Roles**

Association Manager Greene summarized the role of committees. The purpose of a committee is to gather information, obtain bids, consider and discuss options regarding the committee on which they serve. All committee members contribute in this capacity. However, no votes taken by a committee are binding on the Chairperson, Board, or the association. The Chairperson is responsible for conveying the committee's

information and recommendations to the Board for their review and consideration. The Board has the final power and authority to make all decisions.

### **Contract Review**

Director Edwards reported on all contracts for the association.

Management charges \$15/home per month for management of the community. He reviewed the following duties that are included in that fee:

Management is responsible for receiving and posting checks or ACH fees for every owner. Then, that person is also responsible for reversing out charges when there is a Non-sufficient funds issue. That person also posts late fees and runs statements for all owners with a balance on the 11<sup>th</sup> of each month. The property manager has to review those statements before they are sent out. Then, when owners receive their statement, someone has to field the calls, make payment arrangements, etc... If the owner requests payment arrangements, the manager has to communicate that request to the Board to determine if they're acceptable. If an account is turned over to collections, management has to provide updated statements each month, post additional interest and attorney's fees, distribute documents for liens and garnishments to the board and the attorney for filing.

There is someone responsible for making sure that all contractors have a current certificate of insurance and a matching W9 before they are set up as a vendor. They also make sure the certificate of insurance is current before they issue a check for payment. Management receives, reviews and codes all invoices, some of which have to go to the Board for review/approval, and then someone has to enter that invoice into the system, cut the check, two people in the office have to sign all checks and then they're sent out to contractors.

Management issues 1099's to all vendors who aren't incorporated.

Management provides all information to the CPA to prepare the association's taxes. Then, management gets them to the Board for signature and filing.

Management run financial reports for each association account every month. The head of our accounting department runs the bank statements and does the bank reconciliations every month. Then, someone runs a Balance Sheet, Cash Flow and General Ledger for every account. For the Operating Account, there is a delinquency report. Copies of all invoices are included, and then the reports are scanned and emailed to the Board monthly.

All requests, complaints and questions are fielded through our office.

Management maintains the association's DPOR and SCC filings. Management serves as the association's registered agent.

Management maintains a website for the community, takes minutes at meetings, posts those minutes, distributes required notices, drafts the budget, and advises the Board on issues that come up.

Due to the size of the community, there are 2 managers and an assistant actively involved in managing the community.

Director Edwards reported that the largest expense to the association is the grounds contract. The contract includes mowing 30 times per year, mulching once per year, fertilization 4 times per year, weed control 4 times per year, overseeding in Sept/Oct annually, bulk leaf removal 2 times in the Fall, shrubbery pruning twice per year, tree pruning for height clearance 2 times per year. The same contractor also does snow removal. Those costs are charged as the services are provided and vary from snow season to snow season.

Blue Ridge Wildlife, which is now Xceptional Wildlife, charges \$2,268/year, or \$189/month. This company inspects and treats both ponds, removes trash from ponds, sprays overgrowth on banks up to a certain level, etc...

Stevens Stormwater Maintenance performs an annual inspection of the underground stormwater facilities for \$1,600. This is required by Roanoke County. The contractor then provides the necessary documentation to Roanoke County showing that the association is in compliance.

Glofiber is \$125/month. This provides internet to the clubhouse for the security system and for the use and enjoyment of owners.

B & C pest control services the clubhouse preventatively for general pests every other month service. This is \$360/year.

ADT is the security alarm service, which is \$50.62/month.

### **Ongoing Projects**

President Lindstrom reported that the Board had met with a representative from AEP regarding Swansea and Trafalgar. AEP advised that they would supply the pole and lights, provided they can connect to an electrical power source within forty feet. There is a power source available, so this will be done at AEP's expense. The association then pays the monthly fee for the electricity usage. The timeframe is unknown at this time, since it is contingent on AEP. The repairs will require some trenching work between two homes on Seneca to repair the line that goes down to Walhalla.

President Lindstrom recognized the volunteers who will be doing the deck resurfacing, which is a significant cost savings to the community.

President Lindstrom recognized Linda Franklin for her efforts in getting orphan alley paved and finding the anonymous donor. This donor's contribution greatly reduced the impact to the association for the pavement of this area. It is already showing signs of more usage from owners/residents.

President Lindstrom stated there are some areas in the clubhouse floor that will need to be repaired from the termite damage. The Board is looking into these repairs. The termite treatment has been completed.

President Lindstrom reported that one small window in the basement will be bricked over.

## **VI. NEW BUSINESS**

**Policy for Violation of Architectural Review Process** – a draft of a policy was provided to the committee for their consideration. The committee will report to the Board on this policy draft at the July meeting.

**Policy for Soliciting** – there appears to be a significant increase in salespeople going door to door in the community attempting to solicit sales. They are commonly younger individuals. Solar panel companies have been increasingly common in door-to-door solicitation. Most reputable solar panel companies do not do door to door solicitation. This is a No Soliciting community, so please do your best to politely and firmly decline and notify them that this is a No Soliciting community. For your safety, do not allow solicitors into your home. An owner present inquired if owners' children were allowed to go door-to-door when selling items for a school, sports team, etc... President Lindstrom responded that this is discouraged. Approaching friends in the community is different than door-to-door solicitation.

**Complaint Policy Resolution** – this is available on the website.

**Forms** – there are copies of forms in the library for owners who may need to submit a change request or form for the Board or a committee's review.

**Website** – please accept this friendly reminder to use the association's website to access the Clubhouse calendar, change request forms, board and committee meeting announcements, minutes, and other valuable resources. [www.vatcreekhwa.com](http://www.vatcreekhwa.com) The password to the protected section of the site is VATC6101. The password will be updated periodically.

## VII. OWNER'S FORUM

Owner Doug Murray stated that the Board has spent thousands of dollars on furniture and paint. However, the plumbing in the clubhouse is in terrible condition and should be addressed with the funds in the association's accounts. He recommends that the Board consider addressing plumbing before taking on any additional cosmetic issues. He recommends new piping inside the clubhouse. The pipe coming into the house from the well is a relatively new pipe.

As the Chair of the Communication Committee, owner Barbara Hassell receives a lot of requests from homeowners. She would like some guidance as to what to tell owners when they ask the committee members if the homeowner or the association is responsible for certain requests. President Lindstrom responded that it depends on who owns the property in question. The Board looks to determine if the component in question is located on an owner's property or common area.

Owner Eric Silverglate asked about the lighting on Flora Farm. He would like to know if there will be lighting added to Flora Farm or if the plan is only to repair existing lighting. President Lindstrom responded that this area has been noted for potential review. It will be assessed when the other lighting projects are completed.

President Lindstrom stated that the next project that would benefit from volunteers would be the park. However, it is unclear what the developer is planning for completing his involvement in the community. It is also unclear when Swansea and Trafalgar will be paved.

Owner Becky Mills read a prepared statement that she stated was on behalf of "several homeowners":

Several neighbors have asked that I speak regarding their concerns so I'm going to read from my notes. At the last meeting, someone asked the board about transparency with the community. In light of that discussion, several homeowners want to ask the board what its' management style is. During elections, it appeared to be a style of open communication, transparency and equal treatment for all neighbors. However, there are decisions made that do not involve any community-wide knowledge, input, or discussion. There are meetings where 2-3 people meet and then announcements are made or changes occur within committees and the community. Sometimes committee decisions are made without the majority, or any, committee members present. There are authoritative, threatening directives made by the board to homeowners.

We would like to see the community involved in decisions. We would like to see prioritized projects where most needed. We would like to see disclosure and transparency. We would like to see the board more honest, inclusive, and open to input from others in the neighborhood.

What can the board offer the community regarding improvements in these areas?

President Lindstrom responded that two Board members (Franklin, Lindstrom) met with the Chair of both committees (Hodges, Wickham) to discuss the overlap in responsibilities between the Social Engagement Committee and the Clubhouse Committee. Both chairs were in agreement that the revised structure would eliminate confusion and overlap. However, the Board was not voting on the actual change until tonight's meeting. The chair of the Social Engagement Committee elected to discuss this with her committee members prior to the meeting. The chair of the Clubhouse Maintenance Committee elected to discuss this with committee members after official action was taken by the Board at the meeting. There was no malintent on anyone's part to not communicate with members. Committees serve at the pleasure of the Board, and it is the Board's right to appoint Committees and their members. The new Clubhouse Maintenance Committee is intended to have members who can support reviewing and handling basic maintenance needs, such as pressing the button to test emergency lights, replacing batteries in smoke detectors, meeting contractors onsite to provide access to look at or make repairs to clubhouse components. President Lindstrom stated she does understand how it may have been perceived, since one committee was aware of the change and the other heard it secondhand. The Board will discuss with Committee Chairs how best to communicate changes going forward, so that this does not occur in the future. Vice President Franklin stated that she initiated this change to eliminate confusion and overlap between the two committees, which was resulting in tension between the committees. The change was never meant to offend anyone. It was intended to create a clearly defined parameter of responsibilities, so that all committee members would be able to work well together going forward. Owner Doug Murray reiterated that it is the Board President's authority to appoint and/or remove committee members at his/her discretion. Vice

President Franklin encouraged those who requested that Ms. Mills speak on their behalf to come talk to her directly, so that this could be resolved.

Owner Jim Nicholson inquired if Board members can legally go onto an owner's property and inquire about a violation. Doug Murray responded that a board member can go onto an owner's property, but that occurs very rarely. Gayle Jessee stated that a letter of correction is typically the first step. Management stated that sometimes board members or committee members attempt to approach owners as neighbors or take a personal approach before taking the more formal approach of opportunity to correct letters or violation notices. However, management recommends everything be done in writing, so that there is a clear record of the violation and actions taken to correct it.

The following new owners were welcomed to the community:

Diane Roberson – 719 South Battery

Scott and Lisa Fisher – 816 Sumpter

Tammy Halsey – 1152 Cardiff Court

#### **VIII. EXECUTIVE SESSION**

There was no need for an Executive Session.

#### **IX. NOTICE OF NEXT MEETING**

The next board meeting will be held in June 2025 at the Clubhouse. The date and time is to be determined.

#### **X. ADJOURNMENT**

The meeting was adjourned at 7:46 PM.