VILLAGE AT TINKER CREEK
HOMEOWNERS ASSOCIATION

HALL ASSOCIATES MANAGING AGENT-- 540-982-0011
P.O. Box 20468 Roanoke, VA 24018
Amanda St. Clair--Association Manager--astclair@hallassociatesinc.com
Chrissy Greene – Association Manager – cgreene@hallassociatesinc.com

NOTICE OF ANNUAL MEETING

ALL OWNERS ARE REQUESTED TO ATTEND THE
ANNUAL HOMEOWNERS' ASSOCIATION MEETING

AT

Village at Tinker Creek Clubhouse
6101 Plantation Circle
Roanoke, VA 24019

DATE & TIME
November 20, 2026
Sign-in begins at 10:00 AM
Meeting begins at 10:30 AM

Agenda Items
Election
Financial Update/2027 Budget
Committee Reports
General Discussion

Your attendance is requested at the Annual Meeting.
Your presence will help to establish a quorum of the Membership. If you cannot attend, please appoint a proxy to attend on your behalf. The proxy for the meeting is included with this notice.

A brief organizational meeting of the board of directors will take place after the annual meeting.

ANNUAL MEETING AGENDA
November 20, 2026
Sign In begins at 10:00 AM
Meeting begins at 10:30 AM

Board of Directors:

Catherine Lindstrom	President	2027
Linda Franklin	Vice President	2027
Linda Ennis	Secretary	2026
Gayle Jessee	Treasurer	2028
Tom Edwards	Director	2026

I. Roll Call and Certifying of Proxies

II. Proof Of Notice of Meeting

III. Reading Of November 21, 2025, Annual Meeting Minutes

IV. Report Of Board of Directors and Officers

V. Financial Update

VI. Reports Of Committees

VII. Appointment of Inspectors of Election

VIII. Election

IX. Business

a. General Discussion

X. Adjournment

PROXY

Village at Tinker Creek
Homeowners Association

Proxy for Annual Meeting of Owners to be held
November 20, 2026
Sign In Begins at 10:00 AM
Meeting Begins at 10:30 AM

The undersigned hereby appoints _____, with full power of substitution, proxy to vote on behalf of the undersigned at the annual meeting of the unit owners of the association to be held at the date above and at any and all adjournments thereof.

Signature _____House /Street_____Date_____

Signature _____House /Street_____Date_____

A WITNESS IS REQUIRED TO MAKE THE ABOVE PROXY VALID

By signing below I acknowledge that I witnessed the above signature:

Witness's Printed Name: _____

Witness's Signature: _____ Date: _____

Witness's Address: _____
Number & Street

_____
State and Zip

****ALL OWNERS OF RECORD MUST SIGN AND A WITNESS IS REQUIRED TO MAKE THE ABOVE PROXY VALID****

Please give this form to your designated proxy or forward to: Hall Associates,
P.O. Box 20468 Roanoke, VA 24018 or
emailed **(astclair@hallassociatesinc.com**) proxies are also acceptable.

This Proxy must be filed with the Village at Tinker Creek Board of Directors or its Managing Agent, Hall Associates, prior to convening the above meeting.
Unassigned proxies will be voted by the Board President.

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Chrissy Greene – Association Manager – cgreene@hallassociatesinc.com

ANNUAL MEETING

Friday, November 20, 2026
10:00 AM Sign-In
10:30 AM Meeting
Official ballots will be distributed at sign-in only

OFFICIAL BALLOT

Two seats are open for a 3-year term.
One seat is open for a 1-year term
Each term shall renew for a period of 3-years, staggering the terms.

☐ Tom Edwards _____

☐ Linda Ennis _____

☐ Gary Harper _____

☐ Gerri Wade _____

☐ _____

☐ _____

☐ _____

☐ _____

DRAFT

ANNUAL MEETING MINUTES

November 21, 2025

Board Members Present:	Cathy Lindstrom	President
	Linda Franklin	Vice President
	Gayle Jessee	Treasurer
	Linda Ennis	Secretary
	Tom Edwards	Director
Board Members Absent:	None	
Others Present:	Chrissy Greene	Association Manager
	Amanda St. Clair	Association Manager

I. ROLL CALL AND CERTIFYING PROXIES

A sign in sheet was used in lieu of roll call. As stated in the Bylaws, the presence in person or by proxy of Members representing 25% or more of all votes shall constitute a quorum at all meetings of the Association. A quorum was met with 28% represented in person (27 homes) or by proxy (19 proxies). The meeting was called to order at 10:45 AM.

II. PROOF OF NOTICE OF MEETING

Notice was mailed to each homeowner of record in accordance with the bylaws of the association.

III. READING OF MINUTES OF PRECEDING MEETING

A motion was made (Daly) and seconded (Franklin) from the floor to waive the reading of the minutes from the November 14, 2024 annual meeting minutes and approve them as written. Motion passed unanimously.

IV. REPORTS OF BOARD OF DIRECTORS AND OFFICERS

Financial Update –

Treasurer Jessee provided the following review of the end of the year financials, through October 31, 2025:

The account balances for each account were reported. As of 10/31/2025

Operating Account	$ 4,154.06
Operating Reserve Account	$ 10,917.30
Capital Reserve Account	$131,652.58
Total Combined Assets	$146,723.94

Treasurer Jessee presented the 2026 budget. Management drafts an initial budget based on past year's expenses, future anticipated expenses, contract expenses, etc. The Board took that information and reviewed, made edits as they deemed appropriate, and then met with each committee to get their requests/recommendations. Contract services are put out to bid. The lowest bid is not the only consideration. Workmanship, references, experience with that vendor, the specifications included in the bid, are all considerations. The proposed budget reflects a 5% increase in dues, which is $7/month for single-family homes and $6/month for townhomes. President Lindstrom stated that one of the mistakes communities make is to try to maintain dues at a single level and defer maintenance. This is a short-term solution and almost always results in a special assessment when maintenance needs accumulate and capital replacement projects come due.

V. REPORTS OF COMMITTEES

Architectural Committee

At the November 17, 2025 meeting the ARC Committee accepted, with regrets, the resignation of Andy Daly. We appreciate his contributions and unbiased thinking. We will definitely miss his sense of humor and wish him well.
ARC Committee also discussed concerns on how to effectively communicate with homeowners to convey responsibilities, rules and regulations of the ARC and those of the homeowners living in the HOA Village. As a reminder, any change to the exterior of the property requires an architect or landscape form, found on the VATC website.
BOD approval is requested for following, approved by ARC on November 17, 2025:

- 1251 Trafalgar Drive: widen driveway on right side and move mailbox for accessibility of two cars. Contractor will contact Western Virginia Water Authority about water cap.

- 731 S. Battery Drive: repair damaged spots on concrete walkway and resurface with sealant in original gray color.

We appreciate the support from the BOD.

Respectfully Submitted,
Gerri Reynolds Wade, Chairperson

Social Committee Report –

Our annual Turkey Stroll and Food Drive in November was a huge win as everything came together wonderfully again this year as a genuine success. We had 27 neighbors come out to help gather food donations for the Rescue Mission Food Store.

A special shout-out to Cliff Lively and Miles White, who generously used their trucks to move all the collected food to the clubhouse. And a big thanks to Linda Franklin for meeting the Rescue Mission crew for the final pickup. We could not have asked for a smoother team effort.

Looking ahead into December, on December 1 and 2, volunteers will be decking the halls and bringing the holiday spirit to the clubhouse. The more hands volunteering means a faster transformation, so if you have some free time, please join us.

Our Holiday Dinner is being planned for Tuesday, December 9th beginning at 5:30 pm. It is always a favorite with delicious food and wonderful company.

Respectfully submitted,
Caroline Hodges

Landscape Committee Report –

We have received the following quotes for removing debris at the storm water overflow located in the park.

We received from Ground up a quote for $360.00 which we felt the contractor would not meet the requirements of Roanoke County.

We received from Roanoke Landscapes a quote of $3,825.00

TJ Enterprises quoted $3,465.00 for a complete clean up Prepare for new seed, all brush, fencing and debris hauled to landfill, top dressing existing rip rap with 20 tons of rip rap and add a top border on existing drainage swell.

The quote from TJ provides a detailed plan for the cleanup. As you know, the pond committee, TJ, and Daniel Hood from Roanoke County previously met with us to discuss the non-compliance ordinance pertaining to the pond area. Since these areas will require ongoing, regular maintenance for years to come, it seems logical and most efficient to retain the same company (TJ) responsible for the initial major cleanup for the subsequent maintenance work. We anticipate that once the initial remediation is complete, the ongoing maintenance costs should be lower.

Quotes were received for replacing the cement curb on Greenville Place. Basement Savers $1,192.00, TJS enterprises $345.00 No other quotes were received after several attempts. We've scheduled a repair with TJS enterprises

The landscape committee requests that dead trees, and trees causing property damage in HOA areas be covered under operational costs.

We have 2 maples located on South Battery that have large roots next to the sidewalk. The potential for damaging the sidewalks is inevitable. A large limb on the maple located at 723 South Battery was damaged by waste management which they did remove, however this tree needs removing due to the infestation of lantern bugs and the large lost limb. I did speak with 2 homeowners on this road who are in agreement that these trees should be removed to prevent further damage to the sidewalks and their property.

The quote we have for 3 trees on South Battery includes removing the trees, grinding the stumps and hauling away the debris. The cost to remove all 3 trees will be cheaper all at once than spreading it out over time. The quote from All Natural Tree Services has been received for a total of $2,755. We are waiting on 2 more quotes in the following weeks to present to the BOD We may be able to use 2 contractors for removing the trees only and another contractor for grinding the stumps if that comes in at a better cost

BOD members met with the landscape Chairperson to discuss a gravel parking lot at the HOA park. Several options were discussed. At this time Linda Franklin, BOD member, will look at having the road coming into the park paved. Plans are ongoing.

We are requesting quotes to remove 2 trees in the park area.

We will order a spark screen for the firepit located in the park and ask for quotes on pavers around the fire pit. The spark screen will be placed over the firepit to keep embers from blowing into the trees and grassy areas, this is a concern for the new homeowners in this area. Adirondack chairs will be placed around the firepit and secured. The 4 metal picnic tables will be placed 2 on each side of the grills. The committee members are looking forward to getting this park area ready by Spring of 2026

Communications Committee-

The committee met last Tuesday and discussed the upcoming newsletter. They anticipate having that newsletter out the first of December. Lynn Yeatts put together a list of contact information for who owners should contact for specific information. Linda Ennis is going to break down some of the Architectural Committee requirements. These will be highlighted in stages in newsletters, so that owners are not overwhelmed in one communication. The committee also discussed sending out a survey to the community as to whether the newsletter is beneficial and if owners feel that the newsletter adds value. A survey will be revisited after a few more newsletters are sent out. The newsletter will also include some funny photos of evidence of some horses that had gotten loose and wandered through the neighborhood. The waste was put around the trees for the benefit of the community. Owners are encouraged to submit content for consideration in the newsletter. The neighboring owner installed a new gate so the horses cannot escape again.

Clubhouse Report –

On October 24 at our last board meeting the board approved fixing the living room floor at a cost of $350. H & L Hardwood Floors did the repair on November 1, 2025.

I received an estimate from Legacy Home Builders on September 4 to install gutter guards on the clubhouse. The price was $3,750. I was told by the owner that if we do this in the future the cost will increase due to having to clean the gutters again before installation. I did get another estimate from Seamless Aluminum Guttering Co on November 4. Their quote is $2,000. Which includes cleaning the gutters before install. The product is Gutter RX, It is aluminum and has a 25-year no clog warranty. This estimate is only good for 30 days which will expire on December 4. I am requesting the board to vote on this matter.

Annette Wickham
Clubhouse Maintenance

VI. ELECTION OF DIRECTORS

Association Manager Greene explained the election process. There is currently one seat that comes up for election at this meeting. It is for a three-year term. It is currently filled by Gayle Jessee. Gayle Jessee has agreed to be placed on the ballot for consideration. The floor was opened to additional nominations. **There being none, a motion was made (Boyington) and seconded (Sloan) to close the floor to nominations and elect the nominee by acclamation. Motion passed unanimously.**

VII. BUSINESS

General Discussion - A question was posed as to whether there were specific officer reports. Association Manager Greene stated that those reports were in the financial report.

VIII. ADJOURNMENT

There being no further business to discuss, a motion was made (Franklin) from the floor to adjourn the meeting. The motion was seconded (Jessee) and passed unanimously. Meeting was adjourned at 11:32 AM.

<u>ORGANIZATIONAL MEETING – held immediately after the annual meeting</u>

A motion was made (Edwards) and seconded (Franklin) for all board members to continue in their current position. Motion carried.

TERMS:

Cathy Lindstrom	President	2027
Linda Franklin	Vice President	2027
Gayle Jessee	Treasurer	2028
Linda Ennis	Secretary	2026
Tom Edwards	Director	2026

The following motions were made after the committee reports that were submitted during the annual meeting.

A motion was made (Ennis) and seconded by (Franklin) to approve the Financial reports through October 31, 2025.

A motion was made (Franklin) and seconded (Ennis) to approve the 2026 budget as presented.

A motion was made (Franklin) and seconded (Ennis) to approve the meeting minutes from October.

A motion was made (Franklin) and seconded (Edwards) to approve not to exceed $4000 for storm drain clearing.

A motion was made (Jessee) and seconded (Ennis) to approve the removal of the trees and to pay for them out of the operating account. Director Edwards explained that they are removing diseased and dying trees.

A motion was made (Franklin) and seconded (Jessee) to approve $2000 to install gutter guards on the clubhouse.

A motion was made (Ennis) and seconded (Jessee) to approve 1251 Trafalgar Drive to widen driveway on right side and move mailbox for accessibility of two cars with the requested plans from the contractor. 731 S. Battery Drive: repair damaged spots on concrete walkway and resurface with sealant in original gray color.

All motions carried unanimously.

EXECUTIVE SESSION

A motion was made (Lindstrom) and seconded (Jessee) to move into executive session to discuss a personnel issue. Motion carried unanimously.

After executive session no action was taken.

NEXT BOARD MEETING

Next board meeting will be January 16, 2026 at 10:00 am.