

Greens of Park Ridge November 6, 2025 Board of Directors Meeting Minutes

Date: November 6, 2025

Location: Zoom

Board Members Present: Robert Townsend, John Wilkinson Jr.

Management: Kimberly Barrett

Guest Present: None

Meeting was called to order at 7:05pm, quorum was met.

Agenda:

Robert motioned to approve the meeting agenda with the change of adding the Park Ridge HOA update. John seconded, and the motion passed unanimously.

Master HOA Update:

Robert filled in for John for the masters BOD meeting. Robert stated that construction has started on the new pool. The pool is expected to be completed by the summer of 2026 or before. The Board approved a 5% increase to the Landmarc Management contract. The 2026 budget was approved with no increase for the year 2026. The landscaping contract renewed with a 3% increase for the year 2026. The construction on Parkway Blvd. is being done by VDOT they are moving some crosswalks and installing what VDOT calls pedestrian safety zones, the construction should last for a period of two weeks.

Approval of Meeting Minutes:

Robert motioned to approve the August 14, 2025, meeting minutes as written. John seconded, and the motion passed unanimously.

Financial Review:

Management provided the financial report for the month of September 2025.

Unfinished Business:

Robert motioned to approve the Heartland Signs contract in the amount of \$2853.00, to install a total of 5 new stop signs, replace two signs, post, and relocate two fire lane signs. John seconded the motion, and the motion passed.

Robert motioned to approve CCS Power Washing snow contact for the 2025-2026 year. John seconded, and the motion carried.

New Business:

Robert motioned to roll all 2026 maturing CDs accounts ending in 5801, 7510, 8312, and 3470 into the Money Market, to pay for the replacement of the roads. John seconded the motion, and the motion passed.

Heritage Hunt Landscaping tree replacement proposal- Tabled

Robert motioned to approve JES Foundation Repair contract in the amount of \$4,875.10, to repair trip hazards and some cracks in the sidewalks. John seconded the motion, and the motion passed.

Robert motioned to approve the Marrow PC Auditing contract in the amount of \$2,300.00 to prepare and complete the 2024-FY audit. John seconded, and the motion passed.

Robert motioned to approve the VA Complaint Process Policy Resolution 25-01. John seconded, and the motion passed.

Robert motioned to approve increase the 2026 HOA fees to \$160.00 per quarter per home. Robert amended his motion and motioned to increase the 2026 HOA fees to \$161.00 per quarter per home. John seconded Roberts amended motion, and the motion passed.

Robert motioned to approve Rose Paving contract in the amount of \$179,375.58, to repave all the roads, restripe crosswalks, and repaint all fire lanes in the fall of 2026. John seconded, and the motion passed.

Executive Session:

Robert motioned to close open session and enter executive session at 9:06pm, to review a letter from the attorney regarding an account write off, review aging report, and legal report. John seconded, and the motion passed.

John motioned to close the executive session at 9:15pm and enter back into open session. John seconded, and the motion passed.

Open Session:

Robert motioned to write off an account balance in the amount of \$1,378.20 as it is not collectable per the Attorney. John seconded, and the motion passed.

Management is to send out an end-of-year letter to all residents. Management stated that this would be written in December and sent to the Board for review before mailing to residents.

Robert motioned not to have December 2025 meeting and change the by-monthly Board of Directors meeting to the odd months instead of the even months, with the meeting date still being the second Thursday of the month. The 2026 Annual Meeting will still be held on February 12, 2026, at the Porter Library as scheduled. John seconded, and the motion carried.

Meeting Adjourned at 9:27pm.

The next meeting will be held on January 8, 2026.

Approved 11/8/2026