

**UNIT OWNERS ASSOCIATION OF
PHEASANT RIDGE CONDOMINIUMS
BOARD OF DIRECTORS MEETING
April 28, 2026
Building 1, 4th Floor Office**

10:01 AM CALL TO ORDER

ROLL CALL

President Tommy Sink, Vice President Ann Jamison, Secretary Alice Summers, Director Martha Nordt, Treasurer John Shand, Director Nancy Eberling, and Director John Burrows were present. Chrissy Greene with Hall Associates was also present. Owners Nancy Stafford, Donna Groover, Cathy Winston, Shirley Sullivan, Carol Burmeister Prichard, Larry Hill, Antonia Dubicki, Babs Porter, Rose Kulhavy, and Randy Stewart were also present.

QUORUM

A Quorum was present with all 7 board members in attendance at call to order.

MINUTES

A motion was made (Shand) and seconded (Nordt) to waive the reading of the minutes from 02/17/26 and 03/17/26 and accept them as written. Motion passed unanimously.

COMMITTEE REPORTS

LANDSCAPE COMMITTEE – written report.

SOCIAL COMMITTEE – no report. There was a luncheon at Brambleton Deli on April 17th. The Memorial Day picnic will be May 25th at 1 PM. There will be no luncheon in May due to the Memorial Day picnic.

FINANCIAL – Treasurer Shand reported that the Operating Account as of 03/31/26 was \$100,643.56. The new Operating Reserve Account balance is \$12,630.42. The Capital Account balance as of 03/31/26 was \$318,054.18. This is the cash balance and does not reflect the CD's. The Capital Reserve account balance with total assets, including the CD's, is \$395,030.44. Total combined assets are \$495,674.00. A motion was made (Shand) and seconded (Jamison) to accept the financials through 03/31/26. Motion passed unanimously.

BUSINESS

General/ All Buildings

Reminder of website – <https://www.pheasantridgecondos.info/>

Elevator information – TKE and Southern Elevator submitted information. TKE was delayed in the information they sent. There was a representative from North Carolina that came up from Southern. They were very knowledgeable. The work on the elevators will also require an electrician, not just the

elevator company. Kings III does the monitoring of the elevators as soon as the work is done. A camera is installed in each elevator car. They are then able to remote into the elevator to see who is in there that needs assistance. The cost is roughly \$200,000 per building. That cost includes the electrician. The elevator modernization is \$113,948 and an additional \$78,000 for electrical work. The elevator would be down for approximately 4-5 weeks for the work to be completed. However, for an additional \$12,000 per building, they could expedite the work around the clock and it would be down for approximately \$12,000. Their recommended order for the modernization would be building 1, 2, 4, and then 3. An HVAC unit will have to be installed in each elevator room, since the equipment will have to be climate controlled. Management is to contact the association's attorney to determine the association's legal obligations for handicapped individuals during the timeframe that the elevators are down. Management is also to pull the TKE contract to determine when notice can be given if the association selects Southern or Integral.

Cell phone dialers – the cell dialers are in the process of being installed.

Annual meeting – there are two seats coming up for election. They are for the buildings 2 and 3 directors. John Burrows is going on the ballot for the building 2 director. This will open up his current at-large position.

Insurance – the policy renewal options were reviewed (Central and Selective). A motion was made (Shand) and seconded (Summers) to renew with Central at \$105,351 with a discount of \$1,053.51. Motion passed unanimously.

Pressure wash garages – Premier gave an estimate of \$800 per building to pressure wash the garages. Management got another estimate from Hodges Pressure Cleaning. President Sink contacted two additional contractors, but they were both uninsured. In light of potential elevator costs, pressure washing garages was tabled.

Handicapped parking spaces – this has been completed.

Dryer vent cleaning – this is scheduled with the exception of June 16th, which is the annual meeting date. An updated schedule will be posted.

Building 1

The lights at the garage doors are a wonderful improvement.

Building 2

The patch on the fourth floor needs to be painted. Lucas is trying to match the paint color.

Building 3

The garage door has been repaired.

Building 4

The rock retaining wall has been repaired. The stairwell lights have been replaced. The transition strip between the garage and garage elevator lobby needs to be reattached. President Sink will ask Lucas to reinstall it.

OWNERS FORUM

Carol Burmeister Prichard spoke about PORCH communities. This organization helps local food pantries. There are 20 PORCH communities in Roanoke. She would like to start one in Building 4. This only requires posting a notice in the elevator asking if any owners would like to donate food. If food is donated, she delivers the food to St. Frances on Campbell Avenue in Roanoke. When this notice was posted in the elevator, an owner complained about the notice being posted. The notice was removed. If an owner would like donate, they can do so by contacting Ms. Prichard.

Rose Kulhavy reported she and another owner had a contractor paint their decks. There was rotten wood on her deck. That wood has been replaced. She suggests all decks be checked for rotten wood. The board responded that each owner is responsible for their own deck.

EXECUTIVE SESSION

A motion was made (Nordt) and seconded (Jamison) to go into Executive Session to discuss legal issues, violations and delinquencies. Motion passed unanimously.

After Executive Session, a motion was made (Sink) and seconded (Shand) to notify the fire marshal's office and have the association's attorney send a legal opportunity to correct notice. Motion passed unanimously.

NEXT MEETING

The next board meeting is scheduled for May 19th, 2026 at 10 AM in the fourth-floor office of building 1.

ADJOURNMENT

The meeting was adjourned at 11:23 AM.