



Braxton Park Property Owners Association
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
112 Kirk Ave SW - Roanoke Virginia 24011
Chrissy Greene/VP of Association Management – cgreene@hallassociatesinc.com
Amanda St. Clair/Community Association Manager – astclair@hallassociatesinc.com

BOARD MEETING MINUTES

May 30, 2024

Pending Review/Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Brooke Scott	President	2024
	Misty Hook	Vice President	2024
	Kelly Long	Secretary	2025
	Chris Kline	Treasurer	2025
	Terri Reinhardt	Director	2025
	Teresa Hunter	Director	2025
	Vacant	Director	2025
	Vacant	Director	2025
Board Members Absent:	Cheryl Bennett	Director	2025
Others Present:	Chrissy Greene	Association Manager	
	Drew Fielder	Resident	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with five of seven board members in attendance. Another board members joined shortly after the call-to-order (Kline). The meeting was called to order at 6:08 PM via Zoom.

II. OWNERS FORUM

A resident advised that issues previously cited have been addressed.

III. EXECUTIVE SESSION

A motion was made (Scott) and seconded (Hook) to go into Executive Session to discuss violations, delinquencies and conduct a hearing. Motion passed unanimously.

After Executive Session, a motion was made (Long) and seconded (Hunter) to find the owner to not be in compliance in regards to all issues, to waive the non-compliance fees accrued to this point, pending none of these issues reoccurring. In the event that any of the same issues occur again, the owner will promptly be assessed non-compliance fees for new and previous violations. Motion passed unanimously.

IV. APPROVAL OF THE MINUTES

A motion was made (Long) and seconded (Kline) to waive the reading of the April 25, 2024 minutes and accept them as written. Motion passed unanimously.

V. FINANCIAL REPORT

The account balances through 04/30/24 were:

Operating Account:	\$ 33,405.03
Operating Reserve Account:	\$ 29,791.54
Capital Reserve Account:	<u>\$153,899.48</u>
Total Combined Assets:	\$217,096.05

Financials were reviewed. After discussion, a motion was made (Long) and seconded (Reinhardt) to approve the financials through April. Motion passed unanimously.

VI. BUSINESS

Reserve Study Update Bid – the Reserve Study specialist did the inspection onsite. The Board is waiting on the draft study to be submitted for review.

Pool:

The pool has been opened. The lights have been repaired.

Interior repairs needed in the restrooms – need trim repairs, painting and minor toilet repairs. Management has reached out to a contractor to look at these areas and give a bid on repairs. Association Managers Greene and St. Clair attempted to meet contractor onsite to get a bid on repairs. The contractor indicated he was no longer interested when he went to another location by mistake. Secretary Long met with a contractor to get an estimate.

Pool signs were replaced.

Netting is still being installed around pool fence to deter ducks walking into the pool deck. This is approximately halfway done.

Volunteers are installing temporary edging to prevent mud from coming onto the pool deck. The engineer recommended extending this to the end of the fencing.

Enclosure for pool furniture – pending bids.

Rock flower beds need to be redone – volunteers are going to do the planting in this area.

Depth markers and No diving markers were added to the pool.

Front Entrance Sign and Speed Limit Signs: the contractor looking at the pool repairs is also going to give a price on painting these signs.

Drainage Issues:

Drainage Behind Logan Lane and Neighboring Storage Unit Property – this is still pending the updated report from Hurt and Proffit to reflect adding box drains behind the townhomes on the even numbered side of the street, beginning at the third building.

Retention Pond Drainage/Improvements, Including the Entrance to the Carwash – management met Tim Reynolds onsite to review the projects. He is going to meet the representative from Campbell County onsite to review the pond requirements before preparing the report.

Gazebo/Pavilion – Clark Concrete submitted a bid, but it was cost prohibitive. The Board selected a pavilion from Costco. Management will use the photos to solicit bids for the Board's review.

Property Name Transfer from Thomas Builders to Braxton Park – this is still pending a response from the land owner.

Exterior Maintenance – the Board is going to identify scope of work for management to seek bids.

CLC Planting Recommendations/Bid – this was previously approved, but has not been completed. The Board is concerned that it is now too hot to do planting. Management will contact the grounds contractor about postponing planting until Fall.

Pressure Washing – all of Logan and half of Rowse. Management will solicit bids for all of Logan, all of 129-151 Rowse and 155-175 Rowse and the fronts only of 138-168 Rowse, 174-196 Rowse and 198-220 Rowse. The addresses scheduled for 2025 are 10-40 Rowse, 74-102 Rowse, 75-95 Rowse, 101-121 Rowse, 106-134 Rowse, 22-68 Sprouse and 76-114 Sprouse. The addresses scheduled for 2026 are all homes on Mallard and the pool house.

VII. NEXT MEETING DATE, TIME, LOCATION

The next meeting will be held on Tuesday June 25th at 6:00 PM at the Forest Public Library.

VIII. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 8:01 PM.