



Hall Associates
Commercial Real Estate Solutions

Memorandum

TO: ALL BRAXTON PARK HOMEOWNERS

FROM: AMANDA ST. CLAIR, COMMUNITY ASSOCIATION MANAGER

DATE: AUGUST 27, 2024

SUBJECT: EMERGENCY CONTACT INFORMATION AND TENANT INFORMATION

Dear Braxton Park Homeowners:

Recently, we have had emergency situations where we needed to reach homeowners or tenants that live in Braxton Park, and we were found with no contact information in our records.

In the interest to maintain safety and security, please take a moment to complete the enclosed form and return to me by email at astclair@hallassociatesinc.com or by mail at P.O. Box 20468 Roanoke, VA 24018. Please be sure you review and check the appropriate boxes at the bottom of the form.

As an owner, if you rent your home, you are obligated to provide the name and contact information of the tenants and/or Property Management Company you use along with a copy of the current lease agreement in place, annually. See Braxton Park Leasing Regulations on the website at <https://www.braxtonparkpoa.com/>.

The Association's Board of Directors strives to maintain the highest living standards for all residents of the Braxton Park Community. Being able to communicate with you is one way of doing so. Please call me if you have any questions at (540) 982-0011 ext. 126.

Thank you in advance for your help.

Sincerely,

Amanda St. Clair
Community Association Manager
Hall Associates, Inc.

hallassociatesinc.com

Individual Memberships CCIM, SIOR, CPM, CRE, SRA

112 Kirk Avenue SW, Roanoke, Virginia 24011

(540) 982-0011 phone (540) 344-1730 fax

HALL ASSOCIATES, INC. • MANAGING AGENT • (540) 982-0011

P.O. Box 20468 Roanoke, Virginia 24018

Chrissy Greene • cgreene@hallassociatesinc.com • Vice Pres. of Association Management
Amanda St. Clair • astclair@hallassociatesinc.com • Community Association Manager

EMERGENCY CONTACT AND INFORMATION SHEET

THE COMPLETED FORM SHOULD BE MAILED OR EMAILED TO THE ATTENTION OF
PROPERTY MANAGEMENT AT THE ADDRESS ABOVE OR DROPPED OFF IN PERSON

HOMEOWNER _____

ASSOCIATION ADDRESS _____

MAILING ADDRESS (IF DIFFERENT FROM ABOVE) _____

HOME TELEPHONE NUMBER _____

WORK TELEPHONE NUMBER _____

CELLULAR PHONE NUMBER _____

EMAIL ADDRESS _____

TENANT INFORMATION

MUST BE FILLED OUT IF RENTED AND A COPY OF THE LEASE SENT TO PROPERTY MANAGEMENT

TENANT _____

HOME TELEPHONE NUMBER _____

WORK TELEPHONE NUMBER _____

CELLULAR PHONE NUMBER _____

EMAIL ADDRESS _____

EMERGENCY CONTACT

PERSON(S) LISTED SHOULD BE SOMEONE LOCAL AND WITH A KEY TO YOUR UNIT

EMERGENCY CONTACT (1) _____

HOME TELEPHONE NUMBER _____

WORK TELEPHONE NUMBER _____

CELLULAR PHONE NUMBER _____

EMAIL ADDRESS _____

EMERGENCY CONTACT (2) _____

HOME TELEPHONE NUMBER _____

WORK TELEPHONE NUMBER _____

CELLULAR PHONE NUMBER _____

EMAIL ADDRESS _____

- ☐ By checking this box, I authorize Braxton Park Property Owners Association and its managing agent to share my telephone number with other members of the community.
- ☐ By checking this box, I authorize Braxton Park Property Owners Association and its managing agent to share my email address with other members of the community.
- ☐ By checking this box, I consent to receive association communications, notices (excludes Annual Meeting notices) and information via email.