



**Braxton Park Property Owners Association**  
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011  
P.O. Box 20468 Roanoke, VA 24018  
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## BOARD MEETING MINUTES

January 30, 2025

Pending Review and Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Brooke Scott	President	2027
	Misty Hook	Vice President	2027
	Kelly Long	Secretary	2026
	Terri Reinhardt	Director	2026
	Cheryl Bennett	Director	2025
	Chris Kline	Treasurer	2026
	Teresa Hunter	Director	2027
	Manny Rodrigues	Director	2025
	Zach Williams	Director	2025
Board Members Absent:	None		
Others Present:	Amanda St. Clair	Association Manager	
	Chrissy Greene	Association Manager	
	Doug and Joyce Elder	Owners	
	Christi Graham	Owner	
	Viola Jett	Owner	
	Stefan Reinhardt	Owner	

### I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with all 9 board members in attendance, eight present and one by Zoom (Williams). The meeting was called to order at 6:05 PM.

### II. OWNERS FORUM

Doug Elder expressed his appreciation to the Board for their volunteer efforts.

### III. APPROVAL OF THE MINUTES

A motion was made (Long) and seconded (Hunter) to waive the reading of the October 24, 2024 minutes and accept them as written. Motion passed unanimously.

### IV. FINANCIAL REPORT

The account balances through 12/31/24 were:

Operating Account:	\$ 20,695.47
Operating Reserve Account:	\$ 30,026.80
Capital Reserve Account:	<u>\$167,803.24</u>
Total Combined Assets:	\$218,525.51

A motion was made and seconded to approve the financials through December. Motion passed unanimously. Management is to get renewal rates on the CD that is coming up.

## V. BUSINESS

### Pool –

**2025 Pool Contract** - after reviewing the contract for the 2025 pool season, a motion was made (Long) and seconded (Reinhardt) to accept the contract as presented with an opening date of Wednesday May 14<sup>th</sup> and a closing date of October 30, 2025. Motion passed unanimously. The pool company has also recommended that the association purchase a Dolphin Robotic pool vacuum cleaner for the pool.

**Remove rock flower beds** – this will be revisited in the Spring. This has been very difficult to do as a volunteer project.

**Drainage Issues Behind Logan/Neighboring Storage Units and Car Wash Ditches, Rock Area by Pool from Sprouse-** Management sent the drawings out to two contractors to obtain estimates and will also begin discussions with the adjacent storage property about their water run-off.

**Pavilion** – the pavilion has been installed. The price and plans for stairs, rails and anchoring were reviewed. A motion was made (Long) and seconded (Kline) to approve the installation for the stairs, rails and anchoring supplies. Motion passed with (8) in favor and (1) opposed (Rodriguez).

**Property Name Transfer from Thomas Builders to Braxton Park** – the owner of the property has agreed to handle this, but it has not yet been completed.

**Neighborhood Security and Watch Initiative** – an alert system has been put in place by the Campbell County Sheriff's department. *"The Campbell County Sheriff's Office (CCSO) Community and Responder Engagement (CARE) Alerts program is an electronic neighborhood watch system that sends out alerts and safety information to residents. The CCSO CARE Alerts program aims to: Keep residents informed and engaged, Build a proactive approach to public safety, Enhance community safety, and Foster real-time communication."*

- Residents can sign up for the program at [www.campbellcountyva.gov/list.aspx](http://www.campbellcountyva.gov/list.aspx)
- Subscribers receive alerts about safety concerns and crime incidents in their area
- Subscribers can access safety tips and educational resources
- Subscribers are notified about community events, workshops, and safety initiatives

### Pet Waste –

**Compliance issues** – lengthy discussion occurred regarding pet owners not cleaning up after their pets, ways to identify the individuals not cleaning up after their pets and what recourse the association has to hold the violators accountable.

**Pet Fees** - Some ideas that were discussed were assessing a pet fee for all owners with pets to help offset the cost of replacing broken pet waste stations, refilling pet waste bags and repairing landscaping from pet waste on the lawn.

**Mailboxes** – will plan to have mailboxes pressure washed this year when the next set of homes are pressure washed. President Scott will take care of numbering the mailboxes on Rowse that are missing numbers. Also, need to survey package keys for each kiosk to make sure they are all accounted for.

**Roof Replacement Plan for Homeowners** – lengthy discussion ensued. It was finally determined that Management will arrange to get an evaluation of roofs that start with 5 Logan, including gutters and downspouts. Once results are received a letter will be sent to owners about their responsibility of not deferring maintenance of their roof and recommending that they have their roof evaluated for remaining useful life and start planning for

replacement. The board will also research into updating the reserve study to see what the cost would be for the association to take on roofs, gutters, downspouts and siding.

**Community Nature Trail** – CLC has looked at creating a community trail from Pond D that would then access both sides of the pond. They are working on an estimate.

**Sealcoating on Logan and Rowse Drive** – Management will start seeking bids for work to begin summer/fall 2025.

**Snow Removal Review** – The board would like to go out to bid on snow removal services for the next snow year.

**2025 Landscape Contract, Weed Control and Tree Trimming** – The landscaper submitted an updated 2025-26 contract. This was not a new contract, only an addendum to the existing 3-year contract that is currently in place until 2027 to confirm the optional services and prices of these services.

**Homeowner Leasing Compliance** – Management reported that they are seeing homeowner compliance with providing tenant information to management.

**Homeowner Property Compliance** – This will be revisited when the weather is more appropriate for compliance walk-throughs. There will be teams of two board members each, assigned to specific sections of the community.

**Braxton Park Facebook Page** – discussion ensued regarding how to determine if all members are still residents in the community. The discussion also included concerns about residents posting information that could expose security concerns (for example – if cameras are down or unavailable, whether private cameras or association cameras). The page should be open to owners and residents. If anyone feels something is inappropriate, please report it to the Admin for their review. Management will work with the Facebook moderators to confirm active, existing members.

**Fence Requests** – A motion was made (Williams) and seconded (Scott) to deny the request for installing a fence. Motion passed unanimously.

**Sidewalk Repair behind the pool** – Management will obtain bids for the areas that need repair, including the area in front of the men's room.

**VI. Executive Session** - A motion was made (Long) seconded (Hunter) to go into executive session to discuss violations. Motion passed unanimously.

After discussion, the following actions were taken:

A motion was made and seconded to send an opportunity to correct letter to the Owner regarding his tenants. The motion passed unanimously.

**VII. NEXT MEETING DATE, TIME, LOCATION**

The next Board Meeting will be held on February 27, 2025 at 6 PM via Zoom.

**VIII. ADJOURNMENT**

With no other business to discuss, the meeting was adjourned at 9:12 PM.