



## **Braxton Park Property Owners Association**

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

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## **BOARD MEETING MINUTES**

April 24, 2025

Pending Review and Approval at Next Board Meeting

	<b>Name</b>	<b>Position</b>	<b>Term Expires</b>
Board Members Present:	Brooke Scott	President	2027
	Misty Hook	Vice President	2027
	Kelly Long	Secretary	2026
	Chris Kline	Treasurer	2026
	Teresa Hunter	Director	2027
	Zach Williams	Director	2025
	Manny Rodrigues	Director	2025
	Cheryl Bennett	Director	2025
Board Members Absent:	Terri Reinhardt	Director	2026
Others Present:	Amanda St. Clair	Association Manager	

### **I. DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with 8 Board members in attendance on zoom. The meeting was called to order at 6:08 PM.

### **II. OWNERS FORUM**

Association Manager St.Clair made an announcement that the owner's forum will last for 15 minutes. Any topics brought up during the owners' forum may be an agenda item in future meetings. After the owner's forum, the meeting will begin with the conversation being only between board members. Secretary Long will oversee time keeping. An owner waives his or her right to speak during the owners' forum if they join the meeting after the owner's forum has concluded. President Scott also mentioned that the goal is to stick to the agenda as much as possible and to begin Executive Session no later than 8:00 PM. If there is a topic that the board is having trouble reaching a consensus on, the topic will get moved to a 'parking lot' to be discussed at a later time.

### **III. APPROVAL OF THE MINUTES**

A motion was made (Long) and seconded (Hunter) to waive the reading of the March 27, 2025 minutes and accept them as written. Motion passed unanimously.

### **IV. FINANCIAL REPORT**

Review financials ending March 31, 2025:

Operating	\$ 21,980.37
Operating Reserve	\$ 26,004.04
Capital Reserve	<u>\$181,817.47</u>
<b>Total Combined Assets</b>	<b>\$229,801.88</b>

Association Manager St. Clair reported that the 2024 Reserve Study indicates the POA should have \$152,621 in its reserve account at the start of 2025. Currently, the Capital Reserve account holds \$181,817.47, demonstrating that the POA is well-positioned to manage future major capital expenditures. President Scott noted that owners can access the 2024 Reserve Study on the POA website at <https://www.braxtonparkpoa.com/>. The study is located under the "Governing Documents and Forms" tab, with estimated future assessment amounts detailed on pages 41-42.

Vice President Hook inquired about operating expenses and whether they are within budget. Association Manager St. Clair explained that the operating account's year-end balance for 2024 was \$20,695.47, which was carried forward into 2025. As of March 31, 2024, Repairs, Maintenance, and Pool Expenses are under budget by \$6,290.16, while Grounds Expenses are over budget by \$1,857.29, primarily due to snow removal. Utility Expenses are \$2,110.95 over budget, and Administrative Expenses are also \$929.83 under budget. Overall, total expenses year-to-date are \$6,534.84 under budget.

Treasurer Kline commended the board for maintaining the budget effectively and taking a proactive approach to repairs and maintenance. He also recommended a detailed review of the financials during the next budgeting process to ensure the POA avoids accumulating excessive savings.

**Pressure Washing Rowse & Sprouse      \$ 6,915.00**

Following extensive discussion regarding the pressure washing proposal from American Housewash, the board decided to approve the proposal with the agreed-upon modifications. These changes included adding two additional trash corrals and removing the front walkway pressure washing. A motion was made (Hunter) and seconded (Kline) to approve the revised proposal for a total of \$6,915. The scope of work includes pressure washing at 10-134 Rowse, 22-114 Sprouse, all mail kiosks, four trash corrals, and the pool house. The motion was unanimously approved.

**Leaf Relief Gutter Cleaning                      \$ 5,000.00**

The Board of Directors obtained a quote from Leaf Relief, a professional gutter cleaning service, to clean the gutters across all buildings in Braxton Park. The cost was quoted at \$200 per building. The Board deemed this project beneficial for all association members and approved it, given the reasonable price. The decision was unanimously approved via email and subsequently confirmed during the board meeting.

**Lake Solitude Addendum                      \$ 864.00**

Vice President Hook revisited the Solitude contract addendum, which includes monthly standpipe maintenance for the pond's fountain, after it was voted against in the last meeting. She explained that there had been a misunderstanding that the addendum only covered the electric panel, leading to the belief it was unnecessary for the fountain's operation. After further discussions with Solitude, Vice President Hook clarified that the addendum would ensure the fountain operates correctly by addressing potential flow issues, which would otherwise cost a minimum of \$275 per check. The addendum also includes monthly cleaning of the standpipe. Treasurer Kline supported the addendum, noting it serves as preventative maintenance for both the standpipe and the fountain.

President Scott raised concerns about the addendum, pointing out that many homeowners do not benefit from the pond and fountain due to limited access through private yards. She also highlighted the electricity costs of operating the fountain, approximately \$280 per month, combined with the existing Solitude contract of \$359.26, bringing the total monthly cost to \$711.26. Adding the \$72 from the proposed addendum would increase the total to \$783.26. Vice President Hook emphasized that the fountain is not merely decorative but also essential for maintaining water aeration and health.

After discussion, the board agreed to trial the service for one year to evaluate its cost efficiency. A motion to approve the addendum was made by Treasurer Kline, seconded by President Scott, and passed unanimously.

The board discussed the Sealcoating project and the replacement of the current speed bumps, considering two options: asphalt or rubber. After consulting with the contractor, Youngs Sealcoating, it was noted that rubber speed bumps are more cost-effective, easier to install, and can be moved or removed as needed. In contrast, asphalt speed bumps are more expensive to install and are susceptible to damage during snow removal. Based on this information, the board decided to proceed with rubber speed bumps. There are seven speed bumps on Logan and Rowse, all of which will be replaced at a cost of \$750 each. A motion was made by Long and seconded by Kline to approve the capital expense of sealcoating Logan and Rowse for \$39,950, repairing the visitor space at 55 Logan for \$1,750, and replacing seven speed bumps for \$5,250, for a total amount of \$46,950. The motion passed unanimously.

The discussion focused on owner-responsible exterior maintenance items, including roof replacement, trim and rake painting on Logan and Rowse, shutter, column, and lintel staining on Mallard, and concrete walkway repairs on Mallard. Per the Declaration of Covenants and Restrictions, Article VI, Use of Property, Section 2, Maintenance of Property, subparagraph (b), Failure to Maintain, owners must be notified and given the opportunity to address identified maintenance issues. The association is not structured to fund these projects upfront and then bill the costs back to owners, as this would deplete the operating account and place undue reliance on owners to reimburse the expenses. It was decided that management and the board will conduct an exterior maintenance inspection, notify owners of the necessary repairs, and revisit the matter to ensure the issues are being addressed.

## V. OLD BUSINESS

**Drainage on Logan** – On April 9, the board and management held a Zoom meeting with Anthony Kober, Regional Manager of iStorage, to discuss stormwater runoff from their property. The owner expressed willingness to resolve the issue on their property. Additionally, Mr. Kober mentioned plans to construct a new temperature-controlled storage building behind the existing facility, with stormwater runoff being addressed as part of that project.

**Car Wash Entrance** – The board discussed contacting the owner of the car wash, similar to the approach taken with the storage facility, to explore the possibility of sharing the costs for repairing the entrance as recommended by the engineer.

**Community Nature Trail** – Work has begun on the nature trail winding through the woods behind Rowse and leading to the pond. Volunteer board members are actively clearing the pathway. If you're interested in contributing to the project, please don't hesitate to reach out.

**Parking Policy** – The board reviewed the parking policy and evaluated the effectiveness of the parking decals. It was noted that decals are not visible through tinted vehicle windows, and some individuals are hesitant to place stickers on the exterior of their vehicles due to safety concerns. Following an extensive discussion about the purpose of the decals, the board decided to eliminate their use while maintaining the requirement for annual vehicle registration.

A motion was made by Kline and seconded by Hunter to discontinue the decal requirement, which passed unanimously. Additionally, a motion was made by Kline and seconded by Hunter to require all owners and their tenants to complete annual vehicle registration.

**Neighborhood Watch Initiative** – President Scott contacted Captain Herndon of the Campbell County Sheriff's Office, who expressed interest in speaking with homeowners about the neighborhood. The board is coordinating this event and will announce the date and time on the community Facebook page and via email.

**Pavilion** – The anchors and the straps were installed. The skirting has been purchased and will be stained using the same color stain as the pavilion. Once this is completed, discussion will ensue on landscaping and tables.

**Request for Information by Homeowners** – All homeowner inquiries submitted to management regarding detailed association matters, such as financial questions, capital expenditures, repairs, and maintenance, will be forwarded to the Board of Directors for their response.

**Landscaping Contract** – The association is currently in the second year of its three-year contract with CLC, and several concerns need to be addressed. Management is preparing a formal letter to address these issues.

**CD Renewals** – There are two Certificates of Deposit that are maturing on May 4. Management provided the board with the interest rates and terms. A motion was made (Long) and seconded (Rodrigues) to renew both CDs for a 13-month term at 3.5% APY.

**Roll-Off Dumpster** – The roll off dumpster is scheduled to be delivered on May 29 and picked up on June 4.

#### **VI. EXECUTIVE SESSION**

A motion was made (Scott) and seconded (Long) to go into Executive Session to discuss delinquencies. Motion passed unanimously.

After Executive Session, no action was taken.

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

The next Board Meeting will be held on May 29, 2025 at 6 PM at Carmela's at the Loft.

#### **VIII. ADJOURNMENT**

With no other business to discuss, the meeting was adjourned at 8:54 PM.