



Braxton Park Property Owners Association

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

P.O. Box 20468 Roanoke, VA 24018

Chrissy Greene/VP of Association Management – cgreene@hallassociatesinc.com

Amanda St. Clair/Community Association Manager – astclair@hallassociatesinc.com

BOARD MEETING MINUTES

May 29, 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
	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	
	David and Rhonda Jones	Owners	
	Pearlene Benston	Owner	
	Devin Snelick	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with 5 Board members in attendance on zoom. The meeting was called to order at 6:12 PM. Three additional board members who joined after the meeting was called to order.

II. OWNERS FORUM

An owner asked about the upcoming seal coating project for the community's roads and where they are supposed to park while the work is being completed. President Scott responded that residents are to park in overflow and visitor spaces throughout the community while the work is being completed and reiterated to everyone to not park in numbered spots. The work is scheduled to begin on Monday and is expected to take about a week and a half, with each section being done every other day. There is some confusion about the schedule, particularly for Section D, which will be done the following Monday. The board agrees to update the notices with more specific dates to avoid confusion. They also discussed the need for dry weather for the work to proceed and plans to keep residents informed of any weather-related delays.

III. APPROVAL OF THE MINUTES

A motion was made (Hunter) and seconded (Scott) to waive the reading of the April 24, 2025 minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Review financials ending April 30, 2025:

Operating	\$ 25,813.49
Operating Reserve	\$ 26,506.61
Capital Reserve	<u>\$178,005.04</u>
Total Combined Assets	\$230,325.14

Association Manager St. Clair reported on the financials through April 30, 2025. A motion was made (Kline) and seconded (Williams). Motion passed unanimously.

Pressure Washing Rowse & Sprouse \$ 6,915.00

Work is set to begin June 24, 2025. The scope of work includes pressure washing at 10-134 Rowse, 22-114 Sprouse, all mail kiosks, four trash corrals, and the pool house.

Leaf Relief Gutter Cleaning \$ 5,000.00

This work has begun and is ongoing.

Sealcoating Rowse and Logan \$ 47,895.00

Sealcoating Rowse and Logan	\$39,950.00
Repair 55 Logan Visitor Space	\$ 1,750.00
Replace Speed Bumps	\$ 6,195.00

V. OLD BUSINESS

Drainage on Logan – Still waiting for the owner of iStorage to address the stormwater run-off from their property. Another follow-up email was sent to the Regional Manager to see when we can expect work to begin.

Car Wash Entrance – Contact was made with the owner of the car wash and the board will continue with conversations to discuss shared costs of repairing the erosion that is happening at the entrance.

Community Nature Trail – The board is seeking volunteers to help with completing the nature trail.

Parking Policy – The parking policy has been revised to remove the decal requirement. The updated parking policy resolution will be mailed to the board secretary for signature.

Pavilion – Stain and skirting have been purchased and will be completed by board volunteers.

VI. NEW BUSINESS

Exterior Repairs

Management provided an update on the exterior walkthrough, mentioning that she is working to complete the mailing going out to all homeowners. Secretary Long raises a concern about loose columns on Mallard that need to be fixed. Amanda confirms that the letters to residents will address specific issues for each area, including column repairs, sidewalk issues, and general exterior maintenance.

Welcome Initiative

The board discussed creating a welcome initiative for new neighbors, with President Scott suggesting forming a committee of non-board members to put together welcome packets. Management agrees to help print materials for the packets and suggests considering a budget for welcome materials in the future.

Sidewalk Repair

Director Rodrigues presented quotes for sidewalk repairs, recommending Fortress Foundation Solutions for the work. The board discusses the potential impact of repairs on neighboring properties and the pool area, deciding to seek more information before voting on the proposal.

Pool Maintenance

The board discussed pool maintenance and equipment. Brooke explains the process of using the pool robot vacuum, mentioning its battery life is approximately 3-4 hours and the need to brush the pool daily. Director Rodrigues offers to create a tutorial video for the pool robot vacuum.

VII. EXECUTIVE SESSION

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

After Executive Session, a motion was made (Kline) and seconded (Scott) to contact the association's attorney for a legal opinion on a current contract. Motion passed unanimously.

VIII. NEXT MEETING DATE, TIME, LOCATION

The next Board Meeting will be held on June 26, 2025 at 6 PM via Zoom.

IX. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 9:03 PM.