



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

August 28, 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
	Zach Williams	Director	2025
	Cheryl Bennett	Director	2025
	Terri Reinhardt	Director	2026
	Manny Rodrigues	Director	2025
Board Members Absent:	Teresa Hunter	Director	2027

Others Present: Amanda St. Clair Association Manager

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with 8 Board members in attendance and one on zoom. The meeting was called to order at 6:02 PM.

II. OWNERS FORUM

No owners wished to speak.

III. APPROVAL OF THE MINUTES

A motion was made (Long) and seconded (Scott) to waive the reading of July 31, 2025 minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Review financials ending July 31, 2025:

Operating	\$ 14,256.78
Operating Reserve	\$ 16,952.08
Capital Reserve	<u>\$140,087.26</u>
Total Combined Assets	\$171,296.12

The board reviewed financials showing an operating balance of \$14,256.78, operating reserve of \$16,952.08, and capital reserve of \$140,087.26, with a pending concrete repair project of \$4,639 to be paid from capital. Director Rodrigues will oversee the concrete repair work on September 30.

A motion was made (Kline) and seconded (Long) to accept the financial reports through July 31, 2025. Motion passed unanimously.

V. OLD BUSINESS

Drainage on Logan - Need to follow up with owners to see where things stand with the stormwater run-off on Logan.

Community Nature Trail – To begin this fall.

Car Wash Entrance - The board discussed the follow-up with Jade White regarding easement permission for a car wash, which he agreed to provide in writing.

The Pavilion - The group also reviewed the status of the pavilion, which may be ready for staining, and agreed to create a tailored policy for pavilion usage.

Neighborhood Watch Initiative – President Scott touched on the Neighborhood Watch Initiative, with Stuart Herndon offering to speak at the annual meeting.

Exterior Maintenance – All exterior maintenance letters have been mailed to owners.

The board acknowledged that any changes to exterior maintenance coverage would require an amendment to the governing documents and a vote from all owners, as exterior maintenance is currently not covered by the HOA.

A motion was made (Kline) and seconded (Hook) to approve a not to exceed amount of \$1,600 to have the reserve study updated to explore the feasibility of including exterior maintenance items (roofs, gutters, siding) as part of the POA's responsibility.

Welcome Initiative - President Scott reported positive progress on the Welcome Initiative, with three committee members interested and two potential donors, including a local business offering to provide personalized sugar cookies.

VI. NEW BUSINESS

Pool Maintenance - The board discussed pool maintenance issues, where filters were deep cleaned using an enzyme treatment. A second set of filters were proposed by the pool maintenance company to be able to take the filters out on the weekends to deep clean.

A motion was made (Kline) and seconded (Long) to purchase an additional set of filters for \$648 to ensure continuous operation during cleaning.

Board Engagement and Succession Planning – President Scott presented a plan for board engagement initiatives and succession planning, including a survey to gauge board member intentions and a welcome package for new board members.

Social Media - The new private Facebook page is open for residents and owners of Braxton Park POA.

<https://www.facebook.com/groups/braxton.park.neighbors>

The board discussed the need to establish a social media policy with the use of Facebook as a communication tool in the neighborhood.

Landscaping Contract - The board has received multiple bids from contractors for landscaping and snow removal for 2026. Also, a bid was received for cutting a dead tree down behind Rowse.

Contract Renewals – The contract for Solitude for pond maintenance is not auto renewing. Management is seeking bids. R&R Pool Care contract is renewed with no increase for 2026.

Braxton Park Circle Drains – Management to reach out to VDOT to have cleaned.

A motion was made (Reinhardt) and seconded (Williams) to approve a \$325 tree trimming proposal from ES Lawn Care to remove a dead tree behind Rowse.

Annual Meeting - The annual meeting is scheduled for December 4 at the Living Water Ministries located at 1071 Waterlick Rd, Lynchburg, VA 24501. The board discussed ways to increase attendance.

VII. EXECUTIVE SESSION

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

After Executive Session, no motions were made.

VIII. NEXT MEETING DATE, TIME, LOCATION

The next Board Meeting will be held on October 1, 2025 at Carmela's at the Loft.

IX. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 8:32 PM.