



Braxton Park Property Owners Association
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
112 Kirk Ave SW - Roanoke Virginia 24011
Chrissy Greene/VP of Association Management – cgreene@hallassociatesinc.com
Amanda St. Clair/Community Association Manager – astclair@hallassociatesinc.com

BOARD MEETING MINUTES

August 15, 2024

Approved by the Board of Directors on 9/25/24

	Name	Position	Term Expires
Board Members Present:	Brooke Scott	President	2024
	Misty Hook	Vice President	2024
	Kelly Long	Secretary	2025
	Chris Kline	Treasurer	2025
	Terri Reinhardt	Director	2025
	Teresa Hunter	Director	2025
	Vacant	Director	2025
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Board Members Absent:	Cheryl Bennett	Director	2025
Others Present:	Chrissy Greene	Association Manager	
	Amanda St. Clair	Association Manager	
	Vickie Calhoun	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with six board members in attendance. The meeting was called to order at 6:02 PM via zoom.

II. OWNERS FORUM

There were no owners that wished to address the Board in the owners' forum.

III. APPROVAL OF THE MINUTES

A motion was made (Long) and seconded (Kline) to waive the reading of the June 25, 2024 minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORT

The account balances through 07/31/24 were:

Operating Account:	\$ 25,639.01
Operating Reserve Account:	\$ 31,292.30
Capital Reserve Account:	<u>\$159,131.32</u>
Total Combined Assets:	<u>\$216,062.63</u>

Financials were reviewed. After discussion, a motion was made (Kline) and seconded (Long) to approve the financials through July. Motion passed unanimously.

V. BUSINESS

Reserve Study – The board had an online meeting with David Herring, DMA reserves on August 8. This was a working session to finalize the Reserve Study. After thorough discussion, the board was pleased with the outcome. The final draft of the reserve study was sent to the board on August 15 and is available to homeowners on the website.

Pool – A contractor has been identified to complete the interior repairs in the restrooms. This is scheduled to be completed in early September. The depth markers and no diving tiles have been installed and the board is in search of commercial grade covers for storing the pool furniture in the off season. The rock flower beds will be revisited in 2025.

Front Entrance Sign and Speed Limit Signs: The same contractor who is completing the repairs in the pool area will also be re-painting the front entrance signs and speed limit signs in early September.

Drainage Issues:

Drainage Behind Logan Lane and Neighboring Storage Unit Property – The engineers report is complete to start soliciting bids for work to be completed. The board, along with management, will start conversations with the adjacent storage facility to see if they would help with their water run off by diverting it to the back of their property to their storm pond.

Retention Pond Drainage/Improvements, Including the Entrance to the Carwash – The engineers report is complete for the drops offs on both sides of the car wash entrance including the topographical study. The board will start soliciting bids for work to be completed and start having conversations with the car wash to see if they would be willing to pay for a portion of the repairs needed.

Gazebo/Pavilion – President Scott suggested a different option for the Pavilion. One with a floor that would not require a concrete pad. The board was open to this suggestion and would like to know pricing.

Property Name Transfer from Thomas Builders to Braxton Park – The association's attorney notified management that this has been completed. Just waiting on the title search to come back.

Walk-Throughs and Exterior Maintenance – The board is still doing walk throughs and identifying exterior maintenance issues. There was discussion on how to handle the trim, rake and siding repairs. The association may have to address trim and rake with a special assessment.

CLC Planting Recommendations/Bid – to be completed late September early October.

Pressure Washing – Pressure washing of 129-151 Rowse and 155-175 Rowse and the fronts only of 138-168 Rowse, 174-196 Rowse and 198-220 Rowse are being completed this week.

Sealcoating and Speedbumps – Management will start soliciting bids for sealcoating and speedbump repair on Logan and Rowse.

Trash and Recycling Proposals – Management is still working on getting new proposals for trash and recycling.

Homeowners who are leasing/renting townhome – Discussion was had regarding owners' responsibility to provide management with copy of the lease agreements and tenant information form annually. It was also discussed that owners cannot rent out individual rooms.

Change of Venue for Board Meetings – The board meets in person every other meeting. All other board meetings are held on Zoom. A suggestion was made to hold some in person meetings at a restaurant where board members or owners that want to join can have dinner since the meetings are held right after work. Carmela's at the Loft was suggested since it is very close to the community. It was decided the next meeting would be held there.

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

VII. NEXT MEETING DATE, TIME, LOCATION

The next in person meeting will be held on Wednesday, September 25 at 6:00 PM at Carmela's at the Loft located at 21771 Timberlake Rd, Lynchburg, VA 24502. The board will meet in the front room.

The next online meeting will be held October 24 at 6:00 pm via zoom.

The Annual Meeting will be held on November 19 at Living Waters Ministries located at 1071 Waterlick Rd, Lynchburg, VA 24501. Sign-in will begin at 6:00 pm and the meeting will start at 6:30 PM.

VIII. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 8:04 PM.