



Braxton Park Property Owners Association

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

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BOARD MEETING MINUTES

February 27, 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
Board Members Absent:	Terri Reinhardt	Director	2026
	Cheryl Bennett	Director	2025
Others Present:	Amanda St. Clair	Association Manager	
	Chrissy Greene	Association Manager	
	Christi Gram	Owner	
	David Greer	Owner	
	Steve Young	Contractor	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with six out of 9 board members in attendance, by Zoom. A seventh board member joined shortly after the call to order (Rodriguez). The meeting was called to order at 6:05 PM.

II. OWNERS FORUM

Owner Christi Gram expressed concern that she was told that she could not ask questions or participate in the discussions, particularly as it applies to issues that will cost owners money. She recently served on a board in another community and they tend to be more informal and encourage owner participation throughout the meeting. Association Manager Greene responded that owners are encouraged to attend board meetings. And each regular board meeting has an open period of the meeting where owners have the opportunity to speak and address the Board about any issues. Typically, in a board meeting, discussion outside of the Owners Forum is limited to the Board. However, this Board also wants to encourage owners to attend, so they do not generally prevent owners from engaging in the discussion. She was allowed to participate in the discussions in the previous meeting, so the Board will likely continue to allow owners to speak, as long as the business portion of the meeting can continue to be productive. President Scott stated that she agrees completely, and the Board feels very strongly about engaging owners and hoping they attend meetings and take an active role in the community. Ms. Gram expressed her appreciation and indicated she would like to get an update on the drainage issues from the storage units, since that could result in a significant expense. President Scott responded that she had gone out and taken video and photos of what occurred in the last storms. Both she and the Association Manager, Amanda St. Clair, reached out to the owners of the storage units. There is an easement on the upper portion of Logan for the storage units, but not for the lower part of Logan. Their parking lot on the back side has a ditch. It is unknown whether it was created naturally by weather, or if it was created manually by the storage unit owners. She also took Ms. Gram's recommendations into consideration and contacted the property owners once she had the evidence in hand to provide to the owners, for their consideration. Association Manager Greene stated that

Braxton Park was developed after the storage units. So, if there was an issue with drainage, that should have been addressed by Braxton Park during development. Based on the drainage that is on Braxton Park, it appears the developer was aware and attempted to have a system in place that would handle the stormwater. However, it is unclear if the storage units changed something that made the issues worse or if the system that was originally installed is incapable of handling the amount of water run-off. Contact has been made, and the association will continue to engage the owners of the neighboring property in the solution.

Ms. Gram stated that there was a very long discussion on the pet waste issue. She asked if there was a resolution or action taken as it relates to pet waste. Association Manager St. Clair stated that a trail cam was purchased to be set up in the community in various locations, so that the offenders can be identified, and violation action will be taken. Violations require an opportunity to correct letter, followed by a hearing, prior to charging any non-compliance fees. Ms. Gram inquired if fees could be charged to the owners for sending letters. Association Manager Greene responded that management does not charge for these letters, so there is no cost to pass through to the owner.

III. CONTRACTOR

Steve Young with Youngs Sealcoating Inc. joined the meeting to discuss the future needs of Braxton Park. He was recently contacted by management to provide a proposal for sealcoating and striping Logan and Rowse. Steve wanted to understand the future goals of the community and explained in depth the sealcoat process and what he recommended to achieve a long-term preservation of the parking lot. Steve assessed the roads and parking areas and labeled it as "stable." He suggested using a thicker aggregate that will last longer as opposed to a thinner sealcoat and crack filling. The thicker aggregate will fill in the cracks. A question was asked about a sink hole at 55 Logan/Visitor Space. Steve mentioned that it would need to be cut out, repaired and cured for approximately 6 months prior to sealcoating. He will send a proposal for the board to consider as they work through getting pricing for this work.

IV. APPROVAL OF THE MINUTES

A motion was made (Scott) and seconded (Long) to waive the reading of the January 30, 2025 minutes and accept them as written. Motion passed unanimously.

V. FINANCIAL REPORT

The account balances through 01/31/25 were:

Operating Account:	\$ 21,766.04
Operating Reserve Account:	\$ 26,641.57
Capital Reserve Account:	<u>\$171,258.70</u>
Total Combined Assets:	\$219,666.31

A motion was made (Kline) and seconded (Williams) to approve the financials through January. Motion passed unanimously. President Scott asked if a new line item could be added to the budget for 2026 to separate out the expense for the roll-off dumpsters that are separate from their routine trash service.

VI. BUSINESS

Pool –

2025 Pool Contract – the contract has been approved for 2025, with an opening date of May 14th.

Remove rock flower beds – no change.

Drainage Issues Behind Logan/Neighboring Storage Units and Car Wash Ditches, Rock Area by Pool from Sprouse- Management has solicited bids.

196 Rowse – they are experiencing a water leak on the front wall of the basement. They believe it is a result of a drain that needs to be redirected. There was a blowout of a pipe at the lower corner that came in on the opposite

side of the townhome. He appreciated Director Rodrigues meeting with him to look at the issues. The board recommended owners seek a professional contractor opinion if asking to change grade that may affect other properties now and in the future. Association would help facilitate but would confirm with attorney if the association is responsible.

Pavilion – the steps have been installed, and the rails have been ordered. The new bus sign will be ordered. Anchors and skirting left to be completed by board members.

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 – the public meeting was cancelled by Campbell County and is pending for rescheduling.

- Residents can sign up for the program at 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 – A motion was made and seconded to recognize a volunteer owner for her efforts of filling the pet waste stations for the past year by gifting her a \$100 Walmart gift card.

Pet Waste Station – discussion occurred regarding whether the trash receptacle should be attached to the pet waste stations.

Compliance issues – a trail camera has been purchased and will be monitored in various locations to enforce compliance.

Sidewalk Repair – a contractor looked at the sidewalk behind the pool that was reported to be pushing upward. The contractor did not recommend a repair. He stated this was normal movement of concrete when water freezes. The sidewalk had moved back down now that the temperature has risen.

Mailboxes – management will coordinate with the postal service to get the lock cylinders repaired/replaced, particularly for the package mailboxes on Rowse. There will also be pressure washing of the mailboxes done this summer along with re-numbering the mailbox kiosks with missing numbers.

Roof Replacement Plan for Homeowners – management has been reaching out to roofing companies to evaluate the first building that was built on Logan. Cenvar is scheduled to come out on March 3rd.

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. However, they cannot do the bridge, so they may not be able to bid on the project. The board will also help with cutting out walkways through the woods.

Sealcoating on Logan and Rowse Drive – management began soliciting bids for work to begin summer/fall 2025. This was also covered by the contractor at the beginning of the meeting.

Bartlett Onsite Meeting – Association Manager St. Clair and board members walked with Cory at Bartlett Tree Experts to evaluate the trees and bushes. Corey also mentioned that many of the trees have landscaping fabric underneath that will actually trap water and create mold and eventually kill the trees. CLC will be asked about removal of the landscaping fabric.

2025 Landscape Contract, Weed Control and Tree Trimming – there is a meeting scheduled with CLC to walk-through the property on March 4th at 3 PM.

Snow Removal Invoices – the invoices were submitted for review. A motion was made (Long) and seconded (Williams) to approve the invoices. Motion passed unanimously.

Plantings – there are plantings at 151 Rowse that appear dead. These are rosebushes. The association did not plant rosebushes, so they would not be the associations to replace.

Mallard Request – an owner on Mallard submitted a request for the association to coordinate staining of shutters, wood trim and columns on Mallard and coordinate concrete sidewalk cleaning and sealing. This work is the responsibility of the homeowners and all work done will be billed back to the homeowner. Management will start soliciting bids.

- VII. Executive Session** - A motion was made (Scott) seconded (Long) to go into executive session to discuss contracts and delinquencies. Motion passed unanimously.

After discussion, the following actions were taken:

A motion was made (Scott) and seconded (Kline) to invite an owner to a hearing regarding continued violations. Motion passed unanimously.

A motion was made (Scott) and seconded (Rodrigues) to turn over an account to collections. Motion passed unanimously.

VIII. NEXT MEETING DATE, TIME, LOCATION

The next Board Meeting will be held on March 27th, 2025 at 6 PM at Carmela's at The Loft.

IX. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 8:38 PM.