



Hall Associates

Braxton Park Homeowners Association

HALL ASSOCIATES MANAGING AGENT-- 540-982-0011

P O Box 20468, Roanoke, VA 24018

Chrissy Greene—VP Assoc. Management—e-mail—cgreene@hallassociatesinc.com

Amanda St. Clair – Association Manager – e-mail – astclair@hallassociatesinc.com

ANNUAL MEETING MINUTES

November 19, 2024

Pending Review/Approval at next Annual Meeting

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum of 20% of the members holding votes is required for a quorum at the annual meeting of the membership. A quorum was met with 21%, or 41 of members represented – 15 members were represented in person and 26 members were represented by proxy. The meeting was called to order at 6: PM at the Living Waters Ministries.

II. INTRODUCTION & PROOF OF NOTICE

Board members and Management Team were introduced. Proof of notice was established.

III. MINUTES FROM PREVIOUS ANNUAL MEETING

The minutes from the November 20, 2023 were distributed to owners previously. A motion was made (Long) and seconded (Hunter) to waive the reading of the annual meeting minutes from the previous meeting and approve as written. Motion passed unanimously.

IV. REPORTS FROM OFFICERS/DIRECTORS

Association Manager Amanda St. Clair reported on the budget and financials. The 2025 budget was distributed to those present. A motion was made (Scott) and seconded (Reinhardt) to approve the budget as presented.

The account balances through 10/31/24 are:

Operating Account:	\$ 17,928.52
Operating Reserve Account:	\$ 29,024.94
Capital Reserve Account:	<u>\$161,297.59</u>
Total Combined Assets:	\$208,251.05

V. ELECTION OF OFFICERS

There are five (5) seats open on the Board. Three seats are for three-year terms. Two seats are for the remaining one year of a three-year term. Prior to the meeting, five owners indicated that they would like to be placed on the ballot. Misty Hook, Connie Howle, Manny Rodriguez and Brooke Scott. The floor was opened for nominations. Zachary Williams was nominated to be placed on the ballot. Owners were instructed to vote for five nominees. Owners Stefan Reinhardt and Claire Paulette were appointed to serve as inspectors and help count ballots.

The results of the election were announced. Misty Hook, Teresa Hunter and Brooke Scott were elected to the Board for three-year terms, each (expiring 2027). Manny Rodriguez and Zachary Williams were elected to the Board for the remaining one year of three-year terms, each (expiring 2025).

VI. NEW BUSINESS

General Discussion

President Scott reported on the accomplished goals of 2024 and the new goals set for 2025 which include the following:

2024

- Completed Reserve Study
- Fostered community connections through involving residents with planting at front entrance, community clean-up & pizza/movie night at the pool
- Purchased new Pavilion to provide safe place for children in the community to wait for the bus and for residents to host outdoor events
- Adopted expectations for board members
- Increased capital reserve funds via interest earned on CD
- Saved shrubs throughout community via pest treatments by Bartlett Tree Company
- Updated towing contractor & contacts
- Amended Parking policy - Vehicle size & access to sidewalks
- Collected on delinquent accounts
- Replaced signs and Installed depth markers at the pool
- Repaired & Painted restrooms at the pool
- Switch from Truist to Pinnacle for improved banking services
- Pool Repairs/Improvements: Purchased new lounge chairs & covers, replaced umbrellas, painted pool side tables, installed depth markers, hired a new pool maintenance contractor, repaired pool leaks/lights, implemented strategies to keep ducks out of the pool.
- Painted neighborhood entrance sign with new colors. (Green and beige)
- Power Washed pool deck and homes on Rowse

2025

- Neighborhood Watch Initiative
- Continue community involvement/social events
- Finalize Pavilion - Installation & landscaping. Implement a method for residents to reserve the pavilion for events.
- Evaluate & make improvements identified in Hurt & Profitt Study
- Drainage Repairs
- Pond Improvements
- Ditch near carwash
- Evaluate community recycling initiatives
- Develop Community Nature Trail
- Work with arborists to thin out overgrown evergreen trees to make intersection at Rowse & BP Circle safer and open up backyards of homes on Rowse.
- Property name transfer from Thomas Builders to Braxton Park
- Work with pest control company on lantern fly invasion
- Replace pet waste stations & mailboxes
- Sealcoating for Rowse Drive
- Power washing for homes on Logan Lane
- Address neighborhood maintenance items: Rain/Stormwater runoff from Storage Unit neighbor, ditch repair near carwash
- Owner Upkeep/Exterior maintenance such as gutters, siding, trim & rake, stone veneer, paint

An owner inquired about approved paint colors.

Stefan Reinhardt reported that there are trash cans disappearing. Management is to contact the contractor.

Stefan Reinhardt requested that the signs be combined instead of having signs stacked at the end of the streets.

Management is to order a roll-off dumpster for 2 weeks after Christmas. The dumpster is to be placed in the grassy part as you go down to the dry pond on Rowse.

VII. ADJOURNMENT

A motion was made to adjourn. The motion was seconded. Motion passed unanimously. Meeting adjourned at 8:15 PM.

Organizational Meeting

A brief organizational meeting was held for the purpose of appointing officers. The meeting was called to order at 8:19 PM. All board members were present.

A motion was made (Hunter) and seconded (Long) appointed to the following positions:

President	Brooke Scott	2027
Vice President	Misty Hook	2027
Secretary	Kelly Long	2026
Treasurer	Chris Kline	2026
Director	Terri Reinhardt	2026
Director	Teresa Hunter	2027
Director	Manny Rodrigues	2025
Director	Zach Williams	2025
Director	Cheryl Bennett	2025

Motion passed unanimously.

The meeting schedule was set as follows:

Thursday January 30 at 6:00 PM at Carmela's at the Loft, 21771 Timberlake Road, Lynchburg, VA 24502.

Thursday February 27 at 6:00 PM via Zoom.

Thursday March 27 at 6:00 PM at Carmela's at the Loft.

Thursday April 24 at 6:00 PM via Zoom.

Thursday May 29 at 6:00 PM at Carmela's at the Loft.

Thursday June 26 at 6:00 PM via Zoom.

Thursday July 24 at 6:00 PM at Carmela's at the Loft.

Thursday August 28 at 6:00 PM via Zoom.

Thursday September 25 at Carmela's at the Loft.

Thursday October 30 via Zoom.

Thursday November 20 at the Living Waters Ministries.

Please check the website for any changes or for the links to the Zoom meetings.
<https://www.braxtonparkpoa.com/>

The meeting was adjourned at 8:39 PM.