



Braxton Park Property Owners Association

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

P.O. Box 20468 Roanoke, VA 24018

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BOARD SPECIAL MEETING MINUTES

November 25, 2025

Pending Review and Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Misty Hook	Interim President	2027
	Kelly Long	Secretary	2026
	Chris Kline	Treasurer	2026
	Terri Reinhardt	Director	2026
	Manny Rodrigues	Director	2025
	Teresa Hunter	Director	2027
	Zach Williams	Director	2025
	Cheryl Bennett	Director	2025
Board Members Absent:	None		
Others Present:	Amanda St. Clair	Association Manager	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with 8 board members in attendance at the call-to-order. The meeting was called to order at 6:02 PM.

II. OWNERS FORUM

No owners wished to speak.

III. NEW BUSINESS

On October 29, 2025, the Board of Directors received a written resignation from Board President Brook Scott, effective immediately. Following the resignation, the Board unanimously appointed Vice President Misty Hook to serve as Interim President.

IV. EXECUTIVE SESSION

A motion was made (Hunter) and seconded (Long) to go into Executive Session to discuss a legal and contract issue.

After returning from executive session, and pursuant to Article IV, Section 2 of the Declaration (Additional Rights of the Association), a motion was made (Rodrigues) and seconded (Reinhardt) to assess the homeowner for the cost of the roof replacement. The amount will accrue interest, and a lien will be placed on the property until the assessment is paid in full.

V. NEXT MEETING DATE, TIME, LOCATION

The next meeting will be the annual meeting, which will be held on December 4th, 2025 at 6:00 PM at Living Waters Ministries, 1071 Waterlick Road, Lynchburg, VA 24501.

VI. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 6:41PM.