



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

October 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
	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 9th board member joined after the call-to-order (Hunter). The meeting was called to order at 5:33 PM.

II. OWNERS FORUM

No owners wished to speak.

III. APPROVAL OF THE MINUTES

A motion was made (Long) and seconded (Klein) to accept the October 1st, 20225 minutes as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Review financials ending September 30, 2025:

Operating	\$ 16,999.35
Operating Reserve	\$ 17,954.20
Capital Reserve	<u>\$146,982.99</u>
Total Combined Assets	\$181,936.54

The upcoming project of the pool repair will be \$6,039.71. A motion was made (Klein) and seconded (Long) to approve the financials as presented through September. Motion passed unanimously.

V. CAPITAL PROJECTS

Pool Joints Repair and Painting – this project will be \$6,039.71. The pool company will drain the pool, pressure test the plumbing, and do the repairs to the joints and painting. If an issue arises shortly after completion, they will return to assess the area. If any new leaks are identified, the contractor will contact the association regarding the need for additional repairs. Because of the variables involved, they can't offer a manufacturer's warranty on painting/sealing. The price includes stripping everything down and then sealing.

VI. OLD BUSINESS

Drainage behind Logan – after the last meeting, management was going to send a certified letter. However, the property manager for the storage facility responded before the letter was sent. Management requested pictures of what was done and the property manager said they did not have any pictures. However, they did ask if the association could notify them as soon as possible if the water flow from the drainage has not improved. Management stated that there are still signs that water has run through there, but it was not raining at the time. Director Williams stated that he will contact owners in that area and ask them to send videos of the area while it is raining.

Car Wash Entrance – Management has attempted to solicit contractors for the entrance. Management will continue to work on this. President Scott also submitted a post requesting contractors to respond if they are interested in this work and qualified to perform it. She will send that information to management. The owner of the car wash has indicated he will sign an easement, contingent on reviewing the plans for the work. He does not want the work to interfere with his business.

Community Nature Trail – The trail would be on association owned property. It would be a natural walking trail, unless insurance requires otherwise. This would provide access to the pond area for owners on Logan without having to walk through any individual townhome owners' lot. This would be a neighborhood enhancement.

Neighborhood Watch Initiative – President Scott will touch base with the officer to determine if someone will attend the annual meeting.

The Pavilion – The wood has to be tested, but the weather has not been conducive to testing. President Scott will continue to try to find time to do a test area. Management sent a Usage Policy.

Social Media – Director Rodriguez submitted a social media policy for consideration. Management will send this out to the Board members for review. Management has declined some posts from individuals attempting to sell or promote items. Those denials are accompanied by a response to the individual explaining the policy.

Link to Facebook Group → <https://www.facebook.com/groups/braxton.park.neighbors>

Board Engagement and Succession Planning – President Scott suggested renaming the document. There is also a Code of Ethics for the Board.

Exterior Maintenance – Management has received several inquiries from homeowners regarding exterior maintenance responsibilities, indicating that owners are reviewing the information and are interested in remaining compliant.

Welcome Initiative - President Scott reported that the committee distributed 20 welcome bags filled with various items to greet and introduce new neighbors to the community.

VII. EXECUTIVE SESSION

A motion was made (Hunter) and seconded (Klein) to go into Executive Session to discuss a personnel issue. Motion passed unanimously. After Executive Session, no action was taken.

VIII. NEW BUSINESS

2026 Budget Approval – the budget was reviewed. A motion was made (Long) and seconded (Hunter) to approve the budget as presented with an increase of \$5/month. Motion passed unanimously.

Contract Renewals – two bids were obtained. The estimates were very close. After discussion and review of the scope of work, a motion was made (Scott) and seconded (Reinhardt) to approve the estimate from E S Lawncare. Discussion ensued regarding the plowing for snow removal being sub-contracted out. An employee of E S Lawncare would be onsite when the plowing occurs and they do all of the other work in-house (shoveling, ice melt application). E S Lawncare installed the shrubs on Mallard and did a great job. Motion passed with (8) in favor and (1) abstention (Klein).

Roofs – there are owners within a section of townhomes that would like to replace their roof. However, there are other owners within that continuous section of roofs that do not want to replace their roofs at this time. The requesting owner has asked that the board consider allowing him to have a flashing wall installed that would separate his roof from the neighboring roofs. A motion was made (Reinhardt) and seconded (Rodriguez) to approve the roof replacement with a new flashing wall, contingent on the owner being made aware that this may need to be changed if the association takes on roof replacement, so that it is continuous. Motion passed with 5 in favor (Klein, Rodriguez, Reinhardt, Williams, Long) and 4 opposed (Scott, Bennett, Hook, Hunter). The Board will investigate this further to determine the approved shingles.

IX. 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.

X. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 8:08 PM.