



Braxton Park Property Owners Association

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

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BOARD MEETING MINUTES

October 24, 2024

Pending Review and Approval at Next Board Meeting

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

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with four board members in attendance. The meeting was called to order at 6:03 PM via Zoom. A fifth board member joined shortly after the meeting started.

II. OWNERS FORUM

Zack Williams addressed the board to discuss an incident that happened on October 10. He was attacked and bitten twice by a large dog on the sidewalk of Mallard Lane. A person was walking their dog on an extension leash. As he passed the dog, it growled at him, barked and then lunged and bit him twice. He would like the board to review the pet policies and consider ways of having more protection for everyone at Braxton regarding dogs and their owners and to consider the use of extension leashes, muzzles etc. to keep everyone safe from aggressive/protective dogs. Chrissy asked Zack if animal control had done a behavioral assessment of the dog that bit him, and he did not know. The dog that bit him is being quarantined to make sure it does not have rabies.

III. APPROVAL OF THE MINUTES

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

IV. FINANCIAL REPORT

The account balances through 09/30/24 were:

Operating Account:	\$ 20,366.11
Operating Reserve Account:	\$ 32,292.83
Capital Reserve Account:	<u>\$158,047.15</u>
Total Combined Assets:	\$210,706.09

A motion was made (Scott) and seconded (Long) to approve the financials through September. Motion passed unanimously.

Management presented three budget scenarios for the 2025 budget. No dues increase, \$5 dues increase, and \$10 dues increase. After much discussion it was decided that a \$5 dues increase is warranted given the increase in ground maintenance, insurance, electricity and legal fees. Also, it is needed to properly fund the Capital Reserve account based on the most recent Reserve Study. A motion was made (Long) and seconded (Reinhardt) to approve dues increase from \$115 per month to \$120 per month for the 2025 Fiscal Year. Management will send out notices to owners in November.

Management presented the pros and cons of switching from Truist Bank to Pinnacle Bank. There is not an account manager that can be reached out to when there is a problem with a transaction. The owner is left to take care of it on their own. Truist charges for the coupon booklets and management has been covering this cost. Pinnacle charges \$15 per month for ACH and management would waive that fee to the association. There is also an option to pay online through Hall Associates, Inc. website at this link <https://www.hall-realtor.com/homeowner-association-payments.php> that currently exists already. The board decided to think about this and discuss more in the executive session.

V. BUSINESS

Pool – The pool was closed on October 21. The board will begin to winterize the pool area, stacking the pool furniture and covering it. Two board members were praised for their diligent efforts to volunteer to monitor the pool deck daily to keep it clean from duck excrement. Another board member was praised for volunteering to clean the bathrooms and mop the floors daily throughout the pool season. This created a savings to the budget for not having an outside vendor doing this work. Management provided a review of the pool expenses over the past two years to see how much it costs to extend the pool season. The extra costs incurred are approximately \$600 coming from the electricity for an extra month. The pool was well utilized after September 1 with the gate entry system allowing access to over 500 attendees between the period of September 1 and October 10.

Drainage Issues Behind Logan/Neighboring Storage Units and Car Wash Ditches, Rock Area by Pool from Sprouse- Management is seeking proposals from General Contractors to perform the work that the engineer recommended.

Pavilion – The pavilion was ordered on 10/7/2024. It will be delivered in approximately 6 weeks and set up in the grassy area of Sprouse. Management will be contacting Campbell County Transportation Department to get a new bus stop sign for this area.

Property Name Transfer from Thomas Builders to Braxton Park – Still waiting for the title search.

Trash and Recycling Proposals – Management spoke with First Piedmont. They only provide dumpsters, and the current trash corrals would have to be altered for dumpsters. Waste-Co was also contacted. Their proposal was \$2,123 per month. The current vendor, GFL, charges \$1,764.89 per month. There will be no change at this time in trash vendors. Will continue communicating with the current vendor any service concerns.

Homeowner Compliance for Leasing/Renting Townhome – Management reported that they have completed approximately 70% of the database for owners and tenants at Braxton Park. Airbnb's and short-term rentals are also being addressed. There is still a need for owners to provide tenant leasing information to management as required in the governing documents. The Leasing Packet that needs to be completed and sent to management

is located on the website at this link

https://www.braxtonparkpoa.com/files/ugd/5c17cf_c218ddd676e4461c8bd3019f21af135b.pdf .

Neighborhood Watch – Recently there was an incident that happened where a group of teenagers trespassed onto Braxton Park's property with the intention of injuring a current tenant of Braxton Park. The police were called, and arrests were made. The board is working with the Campbell County Sheriff's Office to press trespassing charges against the aggressors. No trespassing signs have been installed. The board would like to recruit volunteers for a neighborhood watch committee. Please contact astclair@hallassociatesinc.com if you would be interested in serving on this committee. The board also wants to urge homeowners to invest in Wi-Fi cameras for the front and back of their homes. Footage from these cameras is what led to the arrest of these individuals. Also, "If you See Something, Say Something." Please call the Campbell County Non-Emergency Line (434) 592-9580 anytime you think you may have seen or heard something that does not seem right.

Lantern Flies – Management will contact Dodson pest control to see if there is anything that can be done about the Lantern Flies.

Removal of Dead and Fallen Trees – Discussion was had about the fallen tree behind 220 Rowse and the dead tree behind 134 Rowse. Management will seek to get bids on their removal.

Dog Bag Stations – The dog bag stations are showing wear and tear and need replacement. Will get pricing of the stations and installation.

Landscaping - Management has a meeting set up for Monday, October 28, with the District Manager and Account Manager of CLC. Topics of discussion include communication, organic weed control, no work on weekends, smaller crews.

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

After discussion, the following actions were taken:

A motion was made (Long) and seconded (Reinhardt) to switch from Truist Bank to Pinnacle Bank beginning January 1, 2025. The motion passed unanimously.

A motion was made (Scott) and seconded (Bennett) to reschedule the hearing from 10/24 to 11/11 and to have the attorney send a Cease-and-Desist letter.

A motion was made (Scott) and seconded (Long) to require removal of the aggressive dog within 20 days. During this 20-day time frame the dog may only be walked by an adult, on a standard leash not to exceed 6 feet and be muzzled anytime it is outside the home.

VII. NEXT MEETING DATE, TIME, LOCATION

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 8:35 PM.