



Braxton Park Property Owners Association

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

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BOARD MEETING MINUTES

October 1, 2025

Pending Review and Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Brooke Scott	President	2027
	Kelly Long	Secretary	2026
	Chris Kline	Treasurer	2026
	Terri Reinhardt	Director	2026
	Manny Rodrigues	Director	2025
	Teresa Hunter	Director	2027
Board Members Absent:	Zach Williams	Director	2025
	Cheryl Bennett	Director	2025
	Misty Hook	Vice President	2027
Others Present:	Amanda St. Clair	Association Manager	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with 5 board members in attendance and 1 on zoom. The meeting was called to order at 6:02 PM.

II. OWNERS FORUM

No owners wished to speak.

III. APPROVAL OF THE MINUTES

Management read the minutes from the prior meeting.

A motion was made (Hunter) and seconded (Rodrigues) to accept the August 28 minutes as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Review financials ending August 31, 2025:

Operating	\$ 16,814.17
Operating Reserve	\$ 17,453.23
Capital Reserve	<u>\$143,535.24</u>
Total Combined Assets	\$177,802.64

V. OLD BUSINESS

Drainage on Logan – Management will send a certified letter copying Campbell County and the association's attorney due to lack of follow through from owners.

Community Nature Trail – To begin this fall.

Car Wash Entrance – Management will begin seeking contractors to complete this work. Once the scope of work has been defined, it will be presented to Jade White, the car wash owner, for written approval.

The Pavilion – Staining should be completed this weekend. Policy for pavilion usage still needs to be completed.

Neighborhood Watch Initiative – President Scott touched on the Neighborhood Watch Initiative, with Stuart Herndon offering to speak at the annual meeting.

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.

Concrete Repair – The concrete repair was completed for the sidewalk on Logan and the Pool Deck. Total cost \$4,639.40.

VI. NEW BUSINESS

2026 Budget – Management presented the proposed 2026 budget, which includes a \$5 per month dues increase. The increase is primarily due to higher costs for landscape maintenance and snow removal, as well as the need to fund the capital reserve account at the level recommended in the Reserve Study.

Pool Maintenance - The pool has a significant leak around the bottom joints. During the off season, the pool contractor has proposed to reseal joints and paint pool bottom (2 coats) for \$5,289.71. The board asked to find out how much more it would cost to completely remove the existing paint.

Board Engagement and Succession Planning – President Scott presented the board engagement survey results.

Social Media - The new private Facebook page is open for residents and owners of Braxton Park POA. A social media policy is forthcoming.

<https://www.facebook.com/groups/braxton.park.neighbors>

Contract Renewals – The board is in the process of renewing contracts for landscaping, snow removal, and pond maintenance. Proposals are currently under review, and a final selection will be made soon.

Mallard Shrub Maintenance – A proposal was reviewed by ES Lawncare to do shrub maintenance and cleanup on Mallard.

A motion was made (Long) and seconded (Hunter) to approve \$3,450 for shrub maintenance on Mallard. Motion passed unanimously.

VII. EXECUTIVE SESSION

No executive session was needed.

VIII. NEXT MEETING DATE, TIME, LOCATION

The next Board Meeting will be held on October 30, 2025 via zoom.

The annual meeting will be on December 4 at Living Water Ministries located at 1071 Waterlick Rd, Lynchburg, VA 24501.

IX. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 8:35 PM.