



Braxton Park Property Owners Association
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011

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BOARD MEETING MINUTES

March 27, 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
	Teresa Hunter	Director	2027
	Zach Williams	Director	2025
	Manny Rodrigues	Director	2025
	Terri Reinhardt	Director	2026
	Cheryl Bennett	Director	2025
Board Members Absent:	None		
Others Present:	Amanda St. Clair	Association Manager	
	Chrissy Greene	Association Manager	
	Dave & Rhonda Jones	Owners	
	Susan Hafner	Owner	
	Stefan Reinhardt	Owner	
	Daryl and Beverly Whipkey	Owners	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with all 9 Board members in attendance at The Loft Restaurant. The meeting was called to order at 6:08 PM.

II. OWNERS FORUM

Daryl Whipkey reported that someone came out and looked the awning of their front porch at 138 Mallard. The column has come loose from the underside of the roof. He put a block up to try to stabilize it. He inquired if that would be a homeowner responsibility or an association responsibility. Association Manager St. Clair responded that it is the owner's responsibility, but the association is in the process of getting bids for all of this work, to try to get a better price.

Dave and Rhonda Jones inquired about the relocation of one of their parking spaces, so that they are both in front of their townhome instead of being split by a jut-out with a mailbox kiosk located in it. There is a visitor space at the end of the section that could be relocated up to his second space and all spaces moved down one. This would result in all townhomes still having two spaces in front of their townhomes, with their spaces not being split by the jut-out.

III. APPROVAL OF THE MINUTES

A motion was made (Hunter) and seconded (Kline) to waive the reading of the February 27, 2025 minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORT

The account balances through 02/28/25 were:

Operating Account:	\$ 30,960.62
Operating Reserve Account:	\$ 25,501.43
Capital Reserve Account:	<u>\$176,307.17</u>
Total Combined Assets:	\$232,769.22

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

V. BUSINESS

- Landscaping/CLC – if the chemical weeding is not performed, the alternative is hand-weeding. If the association would like to pursue this, the contract would have to be renegotiated, since hand-weeding is not currently included. An alternative would be to offer “opt-out” to owners who do not want these services, but the owner would assume responsibility for posting signage in the front and rear of the property, in Spanish and English, indicating there is to be no treatment. That owner would then be responsible for their own weed control and failure to maintain the weeds would be considered a violation. It was noted that the chemicals being used now are not the same chemicals that were in the lawsuit, which was not Round-Up. Discussion ensued. It was determined that the association will continue to treat all properties uniformly. A motion was made (Kline) and seconded (Hunter) to continue with the same services that have been provided per the terms of the contract, including, but not limited to chemical weeding and routine lawn treatments, with the required notices being made available. Motion passed unanimously.
- Pre-emergent – CLC mowed the same day that the Guys in Purple were onsite doing the pre-emergent treatment. They also put pellets in the dry detention ponds, but the contractor said they try to avoid treating around the perimeter of the wet pond. This needs to be reiterated with CLC, in writing.
- Pond – Trey with Solitude assessed the pond and made recommendations for pond maintenance and the fountain. There was an issue last Winter. The proposal is an additional \$72/month in addition to the monthly contract rate of \$359/month. After discussion, the consensus of the Board was that it was not beneficial to add this service.
- Pool
 - Remove rock flower beds – this will be revisited in the spring.
 - 2025 Pool Registration and Rules – an owner requested that the Board consider amending the rule that allows 4 guests per household to exclude babies and toddlers from the number of guests. After discussion, the majority of the Board felt that toddlers should be considered a guest. There was some consideration given to allowing babies to not be counted as one of the four guests. However, there was discussion as to how to define baby (1 year, 2 years, etc...). Discussion indicated that infants and toddlers do require strollers and other items that take up the same amount of space in the pool area as four adult guests. After discussion, there was no consensus of the Board to make a change. The pool form will go out as it currently exists. After discussion, the Board opted not to amend the rules based on the request of one individual. If a revision needs to be made, the Board will make that determination at a later date.
- Drainage
 - Request for Proposals are in process for area behind Logan and the Car Wash entrance. Daniel Dixon is working on the proposal. CLC dug out both drains.
- Communication with storage facility adjacent to Logan regarding storm water run off – there is a Zoom call scheduled with the Regional Director of the storage facility to discuss options for redirecting the drainage from their property.
- Pavilion
 - Order New Bus Sign – Campbell County does not provide the signs. The old sign will be reinstalled by the Board.
 - Anchors, skirting, landscaping & picnic tables. Volunteers will be working on the skirting.

- Property name transfer from Thomas Builders to Braxton Park – this is complete.
- Neighborhood Security and Watch Initiative – this is on hold, pending Campbell County.
- Pet Waste – Compliance, Penalties and Station Replacements – management is to send the reminder on pet etiquette with the pool rules. The document needs to reiterate clearly that the properties are individually owned and the grounds located between end townhomes is privately owned. Please do not trespass onto privately owned lots.
- Pressure Washing – Townhomes, Mailboxes and Trash Corrals – the proposal from American Housewash is \$9,140. This includes 10-134 Rowse, 22-114 Sprouse, the front walks, and the mailbox kiosks. The trash corrals are \$215 each, as a separate cost. Management was asked to get an estimate on including the pool house and ask for the estimate to be revised to remove concrete pads.
- Community Nature Trail – a neighborhood clean-up was done recently. Director Rodriguez is in the process of drafting the locations for the community nature trail.
- Sealcoating on Logan and Rowse Drive – three bids were received. Young Sealcoating was the best price, which was \$39,950 for Logan and Rowse, an additional \$450 to repair and remove (3) speedbumps, and \$1,750 to repair the sunken asphalt. The Board asked that management ask about the cost for installing asphalt speedbumps in place of the kind that is currently in place.
- Downspout drainage project – CLC looked at this project and sent a proposal for consideration. The cost would be assessed back to the homeowners in this section. The homeowner who expressed the concern made a repair himself, so this does not appear to be necessary at this time.
- Mailboxes – address lock replacements and missing numbers. The Board has gotten the numbers and plans to put them in the missing places.
- Roof replacement plan for homeowners – one estimate has been obtained. This would be at the owner's expense, but the association is considering coordinating the work to be done at one time for uniformity.
- Staining and sidewalk repair plan for homeowners on Mallard – management is in the process of getting bids on this work, which would also be done at the owner's expense.
- Parking Policy – Campbell County code states that no commercial vehicles may be parked in a community zoned for single-family residential or multi-family residential. Commercial vehicles are defined in this statute as 10,000 pounds or more than 14 feet. Management will incorporate this language into the policy and attempt to clarify that the ownership of the vehicle is not required for it to be subject to the rules.
- Bartlett Tree Proposal – a proposal was sent to all Board members regrading trimming bushes, shrubs, treatment for the insects. A Spring BOOST treatment on approximately 600 Boxwoods is \$1,050. A treatment on 600 Boxwoods for Leafminers is \$1,220. A foliage spray treatment of a growth regulator to approximately 600 Boxwoods is \$1,270. A systemic soil treatment (spring) for spotted lanternfly and gloomy scale for approximately 12 red maples would be done twice at a cost of \$762.50 per treatment. Natural pruning would be done to the Japanese Cryptomeria trees and Euonymus along the street in front of the pool and reduce to ground level at a cost of \$1,260. Pruning of approximately 12 Red Maples would be done at a cost of \$2,240. Approximately 40 Crepe Myrtles would be pruned at a cost of \$7,560. The total cost for all services is \$16,125. CLC will be notified, in writing, that they are not to touch these shrubs at any point, since they will be under the care of Bartlett Tree Experts. A motion was made (Scott) and seconded (Kline) to approve the full estimate at a total cost of \$16,125. Motion passed unanimously.
- Email Listserv for Board communication – Director Rodriguez presented the option of using Google Groups to facilitate emails for the Board. This one listserv would be selected without having to make sure that every Board member and manager receives every email. It also includes an archive of all emails, so if a new Board member joins, there is a history of what occurred. Director Rodriguez will do a demo at the next meeting, since it is being held by Zoom.
- Tree removal – after review of the bid from Bartlett, a motion was made (Long) and seconded (Hunter) to approve the tree removal across the dam and behind 134 Rowse. Motion passed unanimously.
- Gutter cleaning – the gutters at Mallard were cleaned out recently. The contractor submitted a price of \$200 per building to clean out the gutters on the front and back, including the downspouts. A motion was made (Kline) and

seconded (Hunter) to approve having all gutters and downspouts cleaned in the community, at the association's expense. Motion passed unanimously.

VI. EXECUTIVE SESSION

A motion was made (Hunter) and seconded (Kline) to go into Executive Session to discuss violations. Motion passed unanimously.

After Executive Session, no action was taken.

VII. NEXT MEETING DATE, TIME, LOCATION

The next Board Meeting will be held on April 24, 2025 at 6 PM via Zoom.

VIII. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 9:06 PM.