



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

August 27, 2026

Pending Review and Approval at Next Board Meeting

	Position	Name	Term Expires
Board Members Present:	President	Misty Hook	2027
	Treasurer	Teresa Hunter	2027
	Secretary	Kelly Long	2026
	Vice President	Chris Kline	2026
	Director	Zach Williams	2028
	Director	Terri Reinhardt	2026
	Director	Rhonda Jones	2027
Board Members Absent:	Director	Manny Rodrigues	2028
	Director	Stefan Reinhardt	2028
Others Present:	Amanda St. Clair	Association Manager	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with 7 board members present. The meeting was called to order at 5:33 PM via zoom.

II. OWNERS FORUM

III. APPROVAL OF THE MINUTES

A motion was made (Hunter) and seconded (Long) to accept July 23, 2026 meeting minutes as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Review financials ending July 31, 2026

Operating Cash 1	\$ 16,641.86
Capital Reserve Account	\$162,225.74
Operating Reserve Account	\$ 23,160.08
TOTAL CASH	\$202,027.68

A motion was made (Reinhardt) and seconded (Williams) to approve the financial reports through July 31, 2026. Motion passed unanimously.

V. BUSINESS

Pool Lights Installation

The Board discussed the pool light installation. The vendor reported that they had contacted Management to confirm whether an electrician was required but did not receive a response. Management had previously requested on July 27 that an electrician be used; however, subsequent communication occurred while Management was on vacation. The vendor proceeded with the installation, stating that the lights were a one-for-one replacement and that they had experience performing the work. The installation was completed without reported issues.

Camera/Security System

The Board discussed the need for updated security cameras. The current system is difficult to search and review, and the Board discussed the need for a system that would provide more efficient access to recorded footage.

Pool Paint Issues and Repairs

The Board discussed peeling paint at the pool and agreed not to proceed with the current contractor for additional pool painting work, as the contractor does not provide a warranty for the paint work. The Board also discussed a water meter installed on the pool hose and questions regarding a possible pool leak. Management will follow up with the pool vendor regarding whether the water usage indicates a possible leak.

Pool Season Closure Planning

The Board decided to close the pool for the season on September 27. Management will contact the pool vendor regarding pool paint manufacturer questions, potential water leaks, salt usage, and LED bulbs. The Board reviewed the current pool service agreement and confirmed that it is a one-year, \$7,500 agreement with no automatic renewal. Management will obtain proposals from other pool service providers for the Board's consideration.

Trash Removal Bid Discussion

Management presented a proposal from Bad Boys Trash Removal for 80 new carts at a monthly cost of \$2,000, which is comparable to the current monthly rate. The Board expressed interest in the local company but requested additional information regarding bulk pickup services and procedures for weather-related service disruptions before making a decision.

Pond Fountain

The Board discussed the fountain control panel, which failed following a storm-related power outage. The estimated repair cost is \$100–\$200. The Board approved Solitude to order the part to fix the fountain.

Detention Pond Maintenance

The Board discussed maintenance of the dry detention pond on Mallard. It was noted that detention ponds are typically maintained in the spring and fall rather than through monthly mowing. President Hook offered to inspect the pond and report back on whether it is in need of maintenance at this time.

Maintenance Issues

The Board reviewed a draft exterior maintenance and repair policy prepared by Management. Director Williams offered to assist with simplifying the policy to make it easier to understand for residents.

Car Wash Entrance

Management reported that she has been in contact with the owner of the car wash property regarding a potential road maintenance agreement. A meeting or discussion has not yet been scheduled.

Streetlights

The meeting with AEP was canceled, and Management is awaiting a new meeting date.

Neighborhood Fence Requirements Discussion

The Board discussed requirements for fences, including the requirement for prior Board approval. Proposed requirements include white vinyl construction, a height of six feet, and six-foot-by-eight-foot panels. The Board discussed whether gates should be required to provide access to and from fenced areas. Vice President Kline recommended confirming applicable Campbell County requirements before the Board establishes a gate requirement.

Property Maintenance Issues Discussion

The Board discussed various community maintenance matters, including pool house siding repairs, landscaping concerns, and invasive plant growth. Kelly reported that quotes for pool siding replacement had been received and that follow-up with the vendors would occur the following week. The Board agreed to conduct a community walkthrough to identify landscaping violations and areas where monkey grass is creating maintenance concerns. The Board also discussed removing dead shrubs and addressing monkey grass on individual properties.

Owner Communication

Vice President Kline recommended that communications regarding property violations be directed to property owners rather than tenants. The Board discussed establishing a policy that tenant complaints concerning potential violations would be communicated to the property owner. The Board also discussed the difficulty of obtaining current contact information for property owners and distinguishing between individual owners and property management companies, particularly for investment properties where owners may reside outside the United States.

VI. EXECUTIVE SESSION

A motion was made and seconded to enter executive session to discuss a violation. Motion carried unanimously.

After executive session was over, a motion was made and seconded to schedule a hearing with owner/property manager. Motion carried unanimously.

VII. NEXT MEETING DATE, TIME, LOCATION

October 28, 2026 at 5:30 PM at Timbrook Library

VIII. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 7:35 PM.