



Braxton Park Property Owners Association

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

September 25, 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
	Chris Kline	Treasurer	2025
	Terri Reinhardt	Director	2025
	Teresa Hunter	Director	2025
	Cheryl Bennett	Director	2025
	Vacant	Director	2025
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Board Members Absent:			
Others Present:	Amanda St. Clair	Association Manager	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with seven board members in attendance. The meeting was called to order at 6:07 PM at Carmela's at the Loft Restaurant.

II. OWNERS FORUM

There were no owners that wished to address the Board in the owners' forum.

III. APPROVAL OF THE MINUTES

A motion was made (Reinhardt) and seconded (Long) to waive the reading of the August 15, 2024 minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORT

The account balances through 08/31/24 were:

Operating Account:	\$ 24,515.51
Operating Reserve Account:	\$ 31,792.57
Capital Reserve Account:	<u>\$154,796.75</u>
Total Combined Assets:	\$216,062.63

Financials were reviewed. After discussion, a motion was made (Kline) and seconded (Scott) to approve the financials through August. Motion passed unanimously. The 2025 budget was discussed in detail. Management is working to finalize. Management will present budget scenarios for board approval at the October meeting. Management is proposing a switch from Truist to Pinnacle and will present to board benefits/changes for approval. (issues were reviewed)

V. BUSINESS

Pool – Scheduled to close October 21. Seeking prices for furniture covers.

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 – A motion was made (Scott) seconded (Hunter) to approve the purchase of the Pavilion from Valley Structures. Management will take care of ordering. This pavilion will sit in the grassy area of Sprouse and serve as a bus stop area for children. It will also double as a place for community events.

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

Walk-Throughs and Exterior Maintenance – The board is still doing walk throughs and identifying exterior maintenance issues.

Sealcoating and Speedbumps – Seeking proposals for work to be completed in 2025.

Landscaping - Management to speak with CLC regarding mowing schedule and frequency (avoid Saturday) and communicate schedule changes. Would like monthly check-ins with Site Manager. Approval of invoice for replacement of dead plants removed from earlier this year. Bartlett to look at trimming pine trees at the 4-way stop to avoid traffic issues. Dodson Exterminating reviewing the lantern fly invasion.

Homes with plants replaced:

- **40 Rowse** 1 Boxwood
- **130 Rowse** 1 Boxwood
- **149 Rowse** 1 Nandina
- **174 Rowse** 3 Liriope
- **188 Rowse** 1 Nandina, 2 Liriope
- **210 Rowse** 1 Boxwood, 1 Compacta Holly
- **76 Sprouse** 1 Boxwood, 1 Sky Pencil Holly, CLC will remove the dead Boxwood
- **51 Logan** 1 Boxwood
- **13 Logan** 1 Sky Pencil Holly

Trash and Recycling Proposals – Management is still working on getting new proposals for trash and recycling.

Homeowners who are leasing/renting townhome – Management reported that only 30 emergency contact forms were returned from homeowners. Another notice will be going out to those who have not responded stating they are not in compliance with the Leasing Rules and Regulations because they have not provided management with the appropriate documentation for their rentals. Airbnb's were also discussed, and management is currently working with those Airbnb's that have been identified to take down their listings.

VI. Executive Session - A motion was made (Scott) seconded (Kline) to go into executive session to discuss delinquencies and violations. Motion passed unanimously. After discussion, no action was taken.

VII. NEXT MEETING DATE, TIME, LOCATION

The next online meeting will be held October 24 at 6:00 pm via zoom.

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 8:10 PM.