



Braxton Park Property Owners Association

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

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BOARD MEETING MINUTES

July 24, 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
	Cheryl Bennett	Director	2025
	Terri Reinhardt	Director	2026
Board Members Absent:	Manny Rodrigues	Director	2025
Others Present:	Amanda St. Clair	Association Manager	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with 7 Board members in attendance and one on zoom. The meeting was called to order at 6:06 PM.

II. OWNERS FORUM

No owners wished to speak.

III. APPROVAL OF THE MINUTES

A motion was made (Long) and seconded (Kline) to waive the reading of June 26, 2025 minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Review financials ending June 30, 2025:

Operating	\$ 17,826.61
Operating Reserve	\$ 16,450.96
Capital Reserve	<u>\$138,031.38</u>
Total Combined Assets	\$172,308.95

Association Manager St. Clair reported on the financials through June 30, 2025. The board discussed discrepancies in Pinnacle bank statements regarding ACH transfers and deposits, which management explained were likely due to various payment methods including credit card payments (with a 4% fee) and bill pay services.

A motion was made (Kline) and seconded (Williams) to accept the financial reports through June 30, 2025. Motion passed unanimously.

V. OLD BUSINESS

Management reported on insurance renewals, termite treatment, and upcoming concrete repairs scheduled for September 30.

Drainage on Logan – Management reported that recent correspondence with the management company of the storage facility said that the work is expected to begin any day now to correct the storm water run off behind Logan.

Car Wash Entrance – The group discussed the ownership and access rights related to a car wash property. Terri reported that no written permission or easement was found for the car wash owner to access the property, leading management to suggest further investigation into deed restrictions and potential communication with the property owner. The discussion also touched on the community's concerns about future development and its impact on traffic and property values, with management noting the need to continue researching the property's history and access rights. A letter has been mailed to the owner of the car wash to requesting easement permission to repair the entrance to the car wash.

Community Nature Trail – The community nature trail project was put on hold until the fall due to current workload constraints.

Neighborhood Watch Initiative - Captain Herndon is handing over the initiative to Officer Gary Reynolds who has interests in coming to speak about neighborhood safety at the annual meeting or earlier if requested. We are remaining in contact with Campbell County Sheriff's Department through Trello.

Welcome Initiative - The board also addressed the welcome initiative for new neighbors, deciding to create welcome packets that would include a welcome letter from the board, contact information, and local business information. They agreed to divide the distribution of these packets among board members.

Exterior Repairs – Exterior Maintenance letters went out to Mallard Owners. Rowse, Sprouse and Logan to follow. Also, during the gutter cleaning, the contractor noticed a few homes with missing ridge caps. Management will reach out to those owners and let them know.

Pool Maintenance - The board discussed ongoing pool maintenance issues, with President Scott expressing concerns about inadequate service from the pool maintenance company. She highlighted that the company's technicians were not following their contract, which specified vacuuming three times a week, and were only spending a short amount of time on each visit. The board decided to set up a meeting with the pool maintenance company to address these issues and document their concerns. They also considered resetting expectations for service quality.

Tree Removal Requests - The board discussed tree removal and trimming requests. They noted that one of the tree removals was approved in November 2024 but overlooked, and management agreed to get a new quote from a recommended arborist. They decided to explore more affordable options for the tree removal and agreed to avoid grinding the stumps due to concerns about the dam's integrity.

VI. NEW BUSINESS

Property Maintenance and Enforcement Consistency - The board discussed property maintenance issues, particularly focusing on how to handle pet waste damage and tree maintenance in common areas. Treasurer Kline raised concerns about addressing violations about renters versus homeowners, noting that enforcement should be consistent regardless of property ownership.

VII. EXECUTIVE SESSION

A motion was made (Scott) and seconded (Long) to go into an Executive Session to discuss board participation and succession plans. Motion passed unanimously.

After Executive Session, no motions were made.

VIII. NEXT MEETING DATE, TIME, LOCATION

The next Board Meeting will be held on August 28, 2025 via zoom.

IX. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 8:32 PM.