



**Braxton Park Property Owners Association**  
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011  
112 Kirk Ave SW - Roanoke Virginia 24011  
Chrissy Greene/VP of Association Management – [cgreene@hallassociatesinc.com](mailto:cgreene@hallassociatesinc.com)

## **BOARD MEETING MINUTES**

April 25, 2024

Pending Review/Approval at Next Board Meeting

	<b>Name</b>	<b>Position</b>	<b>Term Expires</b>
Board Members Present:	Brooke Scott	President	2024
	Misty Hook	Vice President	2024
	Chris Kline	Treasurer	2025
	Kelly Long	Secretary	2025
	Cheryl Bennett	Director	2025
	Teresa Hunter	Director	2025
	Vacant	Director	2025
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Board Members Absent:	Terri Reinhardt	Director	2025
Others Present:	Chrissy Greene	Association Manager	
	Christi Gram	Owner	
	Debbie Wooten	Owner	

### **I. DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with six of seven board members in attendance. The meeting was called to order at 6:06 PM via Zoom.

### **II. OWNERS FORUM**

An owner reported that there are frequent issues on Mallard and asked that the Board address these issues.

### **III. APPROVAL OF THE MINUTES**

A motion was made (Kline) and seconded (Long) to waive the reading of the March 20, 2024 minutes and accept them as written. Motion passed unanimously.

### **IV. FINANCIAL REPORT**

The account balances through 03/31/24 were:

Operating Account:	\$ 85,581.45
Operating Reserve Account:	\$ 29,291.30
Capital Reserve Account:	<u>\$106,440.54</u>
Total Combined Assets:	\$221,313.29

Board members receive financial reports each month prior to the meeting to review. Financials were reviewed. The CD's have been purchased at Pinnacle. After discussion, a motion was made (Scott) and seconded (Long) to approve the financials with a correction to the coding of a snow removal invoice, which will be reflected in May. Motion passed unanimously.

### **V. BUSINESS**

**2024 Pool Rules** – the pool rules were sent out to all owners.

**Q & A Form** – the form was sent out to all owners and residents with another copy of the pool form.

**Reserve Study Update Bid** – the Reserve Study specialist will do the onsite property inspection on May 2<sup>nd</sup>.

**Pool:**

The new contractor has pressure washed the pool deck and is preparing the pool for opening. They are also working on the light repairs.

Pool furniture – the new pool furniture has been delivered. Volunteers from the Board will finish spray painting the tables on Sunday and identify what else needs to be purchased, such as umbrellas.

Interior repairs needed in the restrooms – need trim repairs, painting and minor toilet repairs. Management has reached out to a contractor to look at these areas and give a bid on repairs.

Pool sign is being replaced – management needs to update the final language.

Netting will be installed around pool fence to deter ducks walking into the pool deck.

Volunteers are installing temporary edging to prevent mud from coming onto the pool deck

Enclosure for pool furniture – pending bids.

Rock flower beds need to be redone – volunteers are going to do the planting in this area.

**Front Entrance Sign and Speed Limit Signs:** management will get a price on painting.

**Drainage Issues:**

**Drainage Behind Logan Lane and Neighboring Storage Unit Property** – Hurt and Proffit is going to update the report already report to reflect adding box drains behind the townhomes on the even numbered side of the street, beginning at the third building.

**Retention Pond Drainage/Improvements, Including the Entrance to the Carwash** – the proposal for a new report from Hurt and Proffit specific to these areas has been approved and is pending the contractor's availability to prepare.

**Gazebo** – management is seeking bids on the revised structure that is similar a pavilion (a photo was provided). Clark Concrete is in the process of preparing a bid.

**Property Name Transfer from Thomas Builders to Braxton Park** – this is still pending a response from the land owner.

**Exterior Maintenance** – the Board is going to identify scope of work for management to seek bids.

**Bartlett Treatments** – this was approved and is pending the contractor's availability.

**CLC Planting Recommendations/Bid** – President Scott did a walk-through and noted some corrections needed in the bid. Management is to send this information to CLC, so the bid can be updated.

**Towing Contract** – the actual contract has been updated. Discussion ensued regarding towing for parking violations and that the policy has to be uniformly applied to all owners/residents.

**Parking** – please refer to the parking restrictions on the website. If you do not have a parking decal for your vehicle, please contact Chrissy Greene with [cgreene@hallassociatesinc.com](mailto:cgreene@hallassociatesinc.com). A parking decal is REQUIRED for all residents living in the townhome. Failure to properly display a decal, parking in a visitor's space or

**parking in another owner's designated space may result in towing without notice, at the vehicle owner's expense. If your townhome is a rental property, the vehicles should correlate to the individuals on the current lease. Owner occupied townhomes should also provide current and up to date information on vehicles associated with their townhome.**

**Board Code of Ethics** – a draft was provided, which was based on a document provided by Community Associations Institute. A motion was made (Scott) and seconded (Kline) to adopt the Board Code of Ethics. Discussion ensued regarding the definition of gifts. Motion passed unanimously.

## **VI. EXECUTIVE SESSION**

A motion was made (Scott) and seconded (Hook) to go into Executive Session to discuss violations, delinquencies and conduct a hearing. Motion passed unanimously.

After Executive Session, a motion was made (Hunter) and seconded (Kline) to find the owner to not be in compliance in regards to all issues and the owner will be subject to non-compliance fees going forward and is found to not be in good standing and therefore, pool privileges are revoked. Motion passed unanimously.

A motion was made (Hunter) and seconded (Long) to send an invitation to an owner for a hearing for multiple non-compliance issues previously addressed with the opportunity to correct. Motion passed unanimously.

## **VII. NEXT MEETING DATE, TIME, LOCATION**

The next meeting will be held by Zoom on May 29<sup>th</sup> at 6:00 PM.

<https://us06web.zoom.us/j/81236034177?pwd=a3O34z7lkxiN7uXp02bICltolaDyTW.1>

Meeting ID: 812 3603 4177

Passcode: 210668

To call into the meeting, please dial (929) 436-2866 and when prompted, enter Meeting ID: 812 3603 4177 and when prompted, enter passcode: 210668

## **VIII. ADJOURNMENT**

With no other business to discuss, the meeting was adjourned at 8:05 PM.