



**Braxton Park Property Owners Association**  
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011  
112 Kirk Ave SW - Roanoke Virginia 24011  
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## BOARD MEETING MINUTES

June 25, 2024

Pending Review/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
	Cheryl Bennett	Director	2025
	Teresa Hunter	Director	2025
	Vacant	Director	2025
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Board Members Absent:	None		
Others Present:	Chrissy Greene	Association Manager	
	Amanda St. Clair	Association Manager	

### I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with five of seven board members in attendance. Another board member joined shortly after the call-to-order (Hunter) and another joined at 7:05 (Kline). The meeting was called to order at 6:08 PM in the Forest Public Library.

### II. OWNERS FORUM

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

### III. APPROVAL OF THE MINUTES

A motion was made (Long) and seconded (Scott) to waive the reading of the May 30, 2024 minutes and accept them as written. Motion passed unanimously.

### IV. FINANCIAL REPORT

The account balances through 05/31/24 were:

Operating Account:	\$ 27,035.28
Operating Reserve Account:	\$ 30,291.79
Capital Reserve Account:	<u>\$156,095.50</u>
Total Combined Assets:	\$213,422.57

Financials were reviewed. After discussion, a motion was made (Long) and seconded (Bennett) to approve the financials through May. Motion passed unanimously.

## V. BUSINESS

**Reserve Study Update Bid** – the Reserve Study draft was reviewed by the Board. Questions were posed. Management noted that there appears to be a conflict in the governing documents, which will be referred to the attorney for review before the online review session is scheduled. This will be revisited at the next meeting when more information is available. Lengthy discussion ensued regarding various components of the study, previous studies, how to make changes to components assigned to certain years, etc...

### **Pool:**

The meeting with R & R Pool to get their assessment of future needs is pending the contractor's availability.

Interior repairs needed in the restrooms – Secretary Long has gotten two estimates and is in the process of getting a third.

The netting is still in the process of being installed around pool fence to deter ducks walking into the pool deck. This is approximately halfway done.

Volunteers are still installing temporary edging to prevent mud from coming onto the pool deck. The engineer recommended extending this to the end of the fencing.

Enclosure for pool furniture – pending bids.

Rock flower beds need to be redone – volunteers are going to do the planting in this area, but it has been too hot and dry to plant or work in the beds.

**Front Entrance Sign and Speed Limit Signs:** this is part of the bid process for the pool repairs, also.

### **Drainage Issues:**

**Drainage Behind Logan Lane and Neighboring Storage Unit Property** – this is still pending the updated report from Hurt and Proffit 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** – Tim Reynolds met with the representative from Campbell County onsite today to review the pond requirements before preparing the report. An additional \$1,200 topographical survey was approved.

**Gazebo/Pavilion** – the updated bids are as follows: Clark Concrete for the grading and concrete work - \$15,068, Sutton Landscapes for the hardscaping - \$14,940.23, Costco for the pavilion - \$3,299.99 plus tax and shipping. This does not include bringing electricity to the pavilion or the security cameras. The ballpark price on bringing electricity was just over \$3,500, so the electrician recommended investigating solar panels on top of the pavilion. This issue has been tabled, pending the review of the Reserve Study and attorney's clarification on a conflict in the governing documents.

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

**Walk-Throughs and Exterior Maintenance** – the Board is going to identify the scope of work for management to seek bids. The Board is going to split the community into sections. Teams of two board members each will then review their assigned section for compliance and maintenance needs. That list will be used to solicit bids.

**CLC Planting Recommendations/Bid** – this is approved, but is tabled for planting until Fall.

**Pressure Washing** – management solicited three bids for all of Logan, all of 129-151 Rowse and 155-175 Rowse and the fronts only of 138-168 Rowse, 174-196 Rowse and 198-220 Rowse. Two bids have been obtained so far. The Board requested clarification on the bid from American House Wash, as it pertains to the window cleaning portion of the bid.

**Parking Resolution** – a motion was made (Long) and seconded (Hunter) to amend Parking Policy Resolution No. 3, Parking Regulations, Effective 01/01/18, to amend Article II. General Parking Rules, Section 1, to add the following sentence – “It is prohibited to park any motor vehicle in a manner in which any part of the vehicle or its contents cross the vertical or horizontal boundary of the sidewalk, including, but not limited to, trailer hitches, front or rear bumpers, ladders, cargo, etc...” Motion passed unanimously.

**VI. NEXT MEETING DATE, TIME, LOCATION**

The next meeting will be held on Thursday August 1<sup>st</sup> at 6:00 PM at the Forest Public Library. Please note, this location may change. The website will be updated if the location changes.

**VII. ADJOURNMENT**

With no other business to discuss, the meeting was adjourned at 8:27 PM.