



**Hall Associates**  
Commercial REALTORS since 1975

## **Braxton Park Homeowners Association**

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HALL ASSOCIATES MANAGING AGENT-- 540-982-0011

112 Kirk Ave SW-- Roanoke, Va., 24011

Chrissy Greene—VP Assoc. Management—e-mail—cgreene@hallassociatesinc.com

Nikki Morgan Pritt – Association Manager – e-mail – npritt@hallassociatesinc.com

### **ANNUAL MEETING MINUTES**

November 7, 2019

**Pending Review/Approval at next Annual Meeting**

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

A quorum of 20% of the members holding votes is required for a quorum at the annual meeting of the membership. A quorum was met with 33% of members represented – 22 members were represented in person and 41 members were represented by proxy. The meeting was called to order at 7:04 PM at the Timberlake United Methodist Church.

#### **II. INTRODUCTION & PROOF OF NOTICE**

Board members and Management Team were introduced. Proof of notice was established.

#### **III. MINUTES FROM PREVIOUS ANNUAL MEETING**

A quorum was not met in 2018, so the minutes from the previous annual meeting, November 27, 2017 were distributed to owners with the Annual Meeting packets. A motion was made and seconded to waive the reading of the annual meeting minutes from the previous meeting and approve as written. Motion passed unanimously.

#### **IV. REPORTS FROM OFFICERS/DIRECTORS**

President Debbie Wooten reported that the following items were addressed since the last Annual Meeting - pressure washing had been completed on five buildings (Rowse and Sprouse) and the pool house and deck, a new landscape company was hired, Logan Lane was sealcoated, the Capital Reserve Study was updated, lights were installed at the trash areas, the pond fountain was installed, trees were trimmed behind homes on Rowse and a few were removed elsewhere on the property, speed bumps were added on Mallard, the pool motor was replaced, several landscaping projects were completed, the trash areas were pressure washed and are now being cleaned out by

a cleaning company on a bi-weekly basis, trim/rake repairs were completed on Logan and Rowse and the Board continues to work with Campbell County on the retention pond. She reminded those present that all issues are voted on by the entire Board.

Treasurer Black reported that the Board scrutinizes the financials every month and they review the documents line item by line item. The Board then makes adjustments, as needed, based on the status of current financial funds.

Association Manager Pritt provided financial summary as of October 31, 2019.

Operating Account:	\$ 40,799.56
Reserve Account:	\$ 34,631.06
<u>Capital Reserve Account:</u>	<u>\$ 56,153.09</u>
<b>Total Combined Assets:</b>	<b>\$ 131,583.71</b>

**2020 Budget** – A copy of the 2020 budget was distributed to members. A dues increase to \$100.00 will take effect January 1, 2020. The reserve study was discussed. Members can view a copy of the reserve study online. The increase is to meet the Capital Reserve funding requirements in the Reserve Study that was updated in 2019.

Association Manager Pritt reported that the Reserve Study projects \$43,733 of expenses anticipated in 2020. The majority of the projected expenses are estimated to be going towards the pool area, pool house and sealcoating on Rowse. The sealcoating on Sprouse is estimated to be done in 2021 and Mallard in 2022.

Question from Owner – what is Landscape, Misc.? Association Manager Pritt responded that in the previous years, everything has been lumped under Grounds Maintenance. In 2020, the Grounds Maintenance line item will be solely for the contracted services, whereas Landscape, Misc. will be used for landscaping things outside of the contract.

## V. ELECTION OF OFFICERS

There are three (3) seats open on the Board. All seats are for three-year terms. Prior to the meeting, all owners were asked if they would be interested in serving on the Board of Directors. Five owners indicated that they would be interested and were placed on the ballot. The floor was opened for nominations.

A motion was made and seconded to close the floor to nominations and proceed with the election.

The floor was closed for nominations. Those present were asked to vote for three of the five nominees listed on the ballot. Ballots were collected by Management.

Each of the nominees were given the opportunity to stand up and introduce themselves.

Ballots were collected. Brooke McDonald and Lauren Banks were appointed inspectors.

Association Manager Greene announced the results and welcomed Ed Barnhouse, Cheryl Bennett and Devin Snelick to the Board of Directors. Association Manager Pritt thanked Ms. Wooten and Mr. Black for their time and service on the Board.

## **VI. NEW BUSINESS**

### **General Discussion –ADJOURNMENT**

A motion was made from the floor to adjourn. The motion was seconded. Motion passed unanimously. Meeting adjourned at 7:42 PM.

### **Organizational Meeting**

A brief organizational meeting was held for the purpose of appointing officers.

The meeting was called to order at 7:44 PM.

A motion was made (Bolden) and seconded (T. Hunter) to approve the slate of officers as follows:

Devin Snelick	President
Ed Barnhouse	Vice President
Rip Wooten	Secretary
Teresa Hunter	Treasurer
Cheryl Bennett	Director
Demond Bolden	Director
Bill Hunter	Director
Cassidy Williams	Director
Claire Paulette	Director

Motion passed unanimously.

**Please note, there will be no December meeting.**

The meeting was adjourned at 8:05 PM.