



**Hall Associates**

**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

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**ANNUAL MEETING MINUTES**

November 16, 2020

**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 – 13 members were represented in person and 29 members were represented by proxy. The meeting was called to order at 6:13 PM at the Church.

**II. INTRODUCTION & PROOF OF NOTICE**

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

**III. MINUTES FROM PREVIOUS ANNUAL MEETING**

The minutes from the November 7, 2019 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 Snelick reported on items completed in the past year. The trash areas had become so unsightly that the janitorial company terminated their contract based on trash not being disposed of properly.

The association anticipates making repairs to the pool in 2021 and replacement of Crepe Myrtles at the pool because of the debris. President Snelick also reported that the following items continue to be an issue in the community: proper display of parking decals, children playing in parking areas and the streets, stray cats, food being left out that attracts the cats and other animals, such as raccoons. The association is scheduling bulk pick-up for the week after Christmas to alleviate some of the trash issues that have occurred in the past.

Complaints continue regarding people not cleaning up after pets. If you see someone violating this policy, please notify management of the person you observed in violation and the date, so that this issue can be addressed directly with the violating party.

Association Manager Pritt provided the financial summary as of October 31, 2020:

|                                 |                      |
|---------------------------------|----------------------|
| Operating Account:              | \$ 61,659.40         |
| Reserve Account:                | \$ 28,766.66         |
| <u>Capital Reserve Account:</u> | <u>\$ 54,693.17</u>  |
| <b>Total Combined Assets:</b>   | <b>\$ 145,119.23</b> |

**2021 Budget** – A copy of the 2021 budget was distributed to members. There is no dues increase planned for 2021. The exterminating year-to-date is over budget due to a renewal of the termite contract and the pool system was over budget year-to-date due to the new entry system that was required. Pond maintenance was over budget because of a service call to remove fishing line that had become tangled in the fountain and pulled it away. Adjustments were made in anticipation of increases for termite warranty renewal, the pool monitoring budget came in right at budget because of the limited hours combined with the additional restrictions required. Landscaping Miscellaneous was reduced based on prior year's actuals. Electricity was increased and water/sewer was decreased, based on prior year's actuals. Bank charges were increased based on the BB&T Lockbox service to be able to pay online, take a coupon and pay in any bank or pay through the automated deduction in dues. Legal fees were reduced. The Annual Report fees are determined by the SCC/DPOR. The contribution to the Capital Reserves was increased, but it is still less than what the Reserve Study actually indicates is recommended.

## V. ELECTION OF OFFICERS

There are three (3) seats open on the Board. All seats are for three-year terms. Prior to the meeting, three owners indicated that they would like to be placed on the ballot. Demond Bolden, Lauren Blanks and Zak Hayes were placed on the ballot. The floor was opened for nominations. There were no nominations from the floor. A motion was made and seconded to close the floor to nominations. Motion passed unanimously. The floor was closed for nominations.

A motion was made and seconded to elect the Demond Bolden, Lauren Blanks and Zak Hayes by acclamation. Motion passed unanimously.

## VI. NEW BUSINESS

### General Discussion

Mr. Bishop asked who provides the trash containers. Management had notified County Waste to swap out a few that were not in good condition, so she will contact the account rep to make sure those containers are replaced.

Mr. Bishop asked about the hole in his backyard by the pond. It was repaired, but then the company dug the area back up. It now controls the flow of water to the pond. It was identified as Pond #2 on the diagram (smaller pond). Management will check into this issue.

Discussion ensued regarding ongoing parking issues and proper display of parking decals.

Less than half of the rental surveys were returned, but of those returned, it was closely matched with those in favor (36) and those opposed (46) to restricting rentals. The purpose of the survey was to gauge the interest before investing association funds into the legal work required to prepare the amendment for association review/vote. Discussion ensued regarding the possibility of sending out another survey, monitoring rentals and resales, etc...

## **VII. ADJOURNMENT**

A motion was made from the floor to adjourn. The motion was seconded. Motion passed unanimously. Meeting adjourned at 6:48 PM.

### **Organizational Meeting**

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

The meeting was called to order at 6:52 PM.

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

|                  |                |
|------------------|----------------|
| Devin Snelick    | President      |
| Ed Barnhouse     | Vice President |
| Lauren Blanks    | Secretary      |
| Cassidy Williams | Treasurer      |
| Cheryl Bennett   | Director       |
| Demond Bolden    | Director       |
| Bill Hunter      | Director       |
| Teresa Hunter    | Director       |
| Zach Hayes       | Director       |

Motion passed unanimously.

**Please note, there will be no December meeting. The next meeting will be January 19, 2021 at 6 PM, location TBD.**

The meeting was adjourned at 7:07 PM.