



Braxton Park Property Owners Association
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
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MINUTES
BOARD OF DIRECTORS MEETING

August 7, 2019

Pending Review/Approval at Next Board Meeting

	Name	Term Expires	
Board Members Present:	Debbie Wooten	President	2019
	LaVerne Stark	Vice President	2019
	Rip Wooten	Secretary	2020
	Freddy Black	Treasurer	2019
	Bill Hunter	Director	2021
	Teresa Hunter	Director	2021
Board Members Absent	Claire Paulette	Director	2020
	Demond Bolden	Director	2020
	Cassidy Williams	Director	2021
Others Present:	Nikki Pritt	Association Manager	
	Cheryl Bennett	Owner	
	Brooke McDonald	Owner	
	Devin Snelick	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with five board members in attendance. The meeting was called to order at 6:15 PM at the Brookville Timberlake Fire Department located at 3640 Waterlick Road in Forest. Demond Bolden joined the meeting after the call to order.

II. OWNER FORUM

Cheryl Bennett asked when the pool was closing. The Board responded that the pool will close on Labor Day, September 2, 2019. She asked if the Board would consider keeping the pool open for longer in September because the weather is still warm. The Board stated that the pool attendance is lower towards the end of the season and there would be more cost associated with keeping the pool open.

Brooke McDonald stated that the retention pond between Logan and Rowse on the lower end towards Rowse was extremely full during the last heavy rain. She expressed concern regarding the water level being close to the townhomes in that area.

III. APPROVAL OF THE MINUTES

A motion was made (T. Hunter) and seconded (Stark) to approve the minutes from July 10, 2019 as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Reports were reviewed through July 31, 2019. There were no unusual expenses for the month of July. The repairs and maintenance line item in the budget is showing a over budget year to date because of the maintenance that is being doing on the exterior of the buildings. It was noted that two trash removal bills were paid in July. Also, the insurance premiums for two policies was paid in July. Pool expenses were up last month because the pump motor was replaced. A motion was made (Black) and seconded (D. Wooten) to approve the financials and file for record. Motion passed unanimously.

V. UNFINISHED BUSINESS

Exterior Maintenance Needed – The work is in process. There are some issues with more deterioration between the time the estimate was approved and the time the work started. Any owner affected will be notified of the increase in price.

Architectural Standards – Each board member will pick two colors from the pamphlets provided at the last meeting and come to the next meeting prepared to make color selections for deck stain. At this time, this will affect the decks that have not been stained. Decks that are stained currently will be permitted to remain the current color until the deck needs to be treated again or the unit sells.

Pond Fountain – The electrician has completed his work and we are currently waiting on AEP. A motion was made (D. Wooten) and seconded (Stark) to approve the estimate submitted for the pond fountain and installation. Motion passed unanimously.

Pool Key System – The locksmith has been able to transfer most of the data from the old key fob system to the new one. The old system will continue to be used through the end of the pool season this year. The new system will be put into place at the start of the pool season next year. Some new pool keys may have to be issued.

Pool Back Room Repairs – Director B. Hunter has purchased the spray to moldy area in the back room and the work will be done in the next few weeks.

Retention Pond Improvements – Management will contact Campbell County to set up a meeting on site to look at the issues.

Dusk to Dawn Lights at Trash Areas – Currently waiting on AEP to begin the installation.

Trash Area Pressure Washing – This item is complete.

Erosion Repair behind 139 Rowse – This item is complete. There may be additional issues with washout in the future and the board will look at more permanent solutions. There are additional erosion issues in a few different places in the common areas that will also need to be addressed. Management will have an engineer review the issues and make suggestions on how to proceed.

VI. NEW BUSINESS

Bag Worm Treatment – Treatment has been completed on several trees throughout the property.

Parking Policy – Because of some concerns from owners regarding the parking policy, the board reviewed the current policy in place. The Board feels that the current policy is adequate for the association and no changes are needed.

No Turn Around Sign on Mallard – Vice President Stark requested that the Board consider a larger “No Turn Around Sign” at the entrance of Mallard because of issues with vehicles trying to turn around at the end of Mallard. There has been damage to vehicles because of vehicles trying to turn around at the end of the street. Management will order a new, larger sign to have installed.

Annual Meeting Preparation – There are three expiring terms this year that will be up for election at the annual meeting. Anyone interested in being placed on the ballot for the 2019 election should contact management. Management will look for a location to hold the meeting.

Budget – The board will review the current budget and reserve study and will work on a draft of the 2020 budget.

VII. EXECUTIVE SESSION

A motion was made (D. Wooten) and seconded (R. Wooten) to go into executive session to discuss a delinquent account and a legal issue. Motion passed unanimously.

After executive session, a motion was (Black) and seconded (B. Hunter) made to suspend pool privileges for one townhome for two weeks. Motion passed unanimously.

VIII. NEXT MEETING DATE, TIME, LOCATION

Board Meeting – September 4, 2019 at 6pm at the Brookville Timberlake Fire Department located at 3640 Waterlick Road in Forest.

IX. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 8:14 PM.

REMINDERS

- **Residents need to clean up after their pets any time they are outside.**
- Please instruct anyone taking trash to the trash areas that the bags need to be **placed in a trash bin** and the lid closed securely. Cardboard boxes need to be broken down and stacked neatly in the corner. **If an item does not fit in the trash bin, it cannot be left in the trash area.**
- Only furnishings in everyday use are permitted on the patios and only decorative items, plants and patio furniture are permitted on the front porches/stoops.
- No bags of trash should be left outside on the front porch or patios at any time.
- NO GRILLS ON DECKS.