



Hall Associates
Commercial REALTORS since 1975

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

January 19, 2021

Pending Review/Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Devin Snelick	President	2022
	Ed Barnhouse	Vice President	2022
	Teresa Hunter	Treasurer	2021
	Cassidy Williams	Director	2021
	Bill Hunter	Director	2021
	Lauren Blanks	Secretary	2023
	Zak Hayes	Director	2023
Board Members Absent	Cheryl Bennett	Director	2022
	Demond Bolden	Director	2020
Others Present:	Nikki Pritt	Association Manager	

DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with seven board members in attendance. The meeting was called to order at 6:04 PM via video conference. Per the requirement of Virginia House Bill 29 signed by the Governor on April 24, 2020, due to the current Corona Virus Pandemic (COVID 19), this meeting is being held via electronic means (Zoom Video Conferencing). The video conference link was posted on the Braxton Park website (www.braxtonpark.com) in advance of the meeting for owners to attend.

I. OWNER FORUM

There were no owners present.

II. APPROVAL OF THE MINUTES

A motion was made (T. Hunter) and seconded (Snelick) to approve the minutes from October 14, 2020 as written. Motion passed unanimously.

III. FINANCIAL REPORT

Board members receive financial reports each month prior to the meeting to review. A motion was made (Barnhouse) and seconded (Hayes) to approve the financials through November 30, 2020. Motion passed unanimously.

IV. UNFINISHED BUSINESS

Retention Pond Improvements – A request for proposal was sent to three grounds companies to get estimates on making the necessary repairs. Management is waiting for the estimates.

Deck Staining Letter – A letter will be sent to owners regarding staining decks and approved stain colors. The letter will state that the next time maintenance or staining is needed on a deck, the owner must use the approved colors, which are:

Cabot Semi-Solid Deck & Siding Stain in:

- Chestnut Brown
- Bark Mulch
- Red Cedar

Trash Areas – New signs have been installed on the exterior of all trash areas. Owners and residents are reminded that all cardboard boxes need to be broken down and placed in a trash can with the lid closed securely. All trash should be bagged and placed in a trash can. No trash should be placed on the ground of the trash area at any time. If an item does not fit in a trash can, it cannot be left in the trash area. Because these issues continue to occur, despite signs and notices, a contract is in place with the grounds company to have the trash areas cleaned out weekly in addition to having the trash removed three times per week. A large roll off dumpster was placed on the property the week of Christmas for residents to dispose of large items (Christmas trees, old items being replaced, boxes, etc.) that may not fit in the trash cans. The Board felt this was a successful effort and will be ordering another dumpster to be placed on the property in the spring for residents who wish to do spring cleaning or residents moving out who wish to dispose of larger items. Notice will be provided on the week the dumpster will be there once it has been determined.

Trees at Family Dollar – The trees have been trimmed back. This item is complete.

Entrance Sign Lights – The lights at the entrance sign continue to go out. Management has contacted another electrician to take a look at the issue.

Trees at Pool – An estimate was received from the landscape company for replacing the crepe myrtles in front of the pool fence on Rowse Drive. However, the Board did not feel that the suggested plants would work in the area asked that Management get back with the contractor and request a revised estimate with a different plant.

Streetlight on Mallard – Management is continuing to work with AEP to have a street light installed at the entrance of Mallard near the car wash.

V. NEW BUSINESS

Exterior Maintenance on Townhomes – Owners are reminded that all exterior maintenance on townhomes are the individual owner's responsibility. Management and the Board will begin inspecting the exterior of the homes and noting any maintenance or repairs needed and the owner will be notified. Owners will be provided a deadline to have the work complete or the HOA will handle the maintenance and bill the owner for the work. Owners are encouraged to take a look at the exterior of their home and perform any necessary work as weather permits.

Tree Replacement – A tree was removed by the association a few years ago in front of 163 Rowse and was never replaced. Management asked the grounds company for an estimate on planting a tree there. After reviewing the estimate, the Board asked if one of the crepe myrtles from the pool could be relocated to the space in front of 163 Rowse. Management will obtain an estimate from the grounds company to do this.

Tree Removal along Creek – Vice President Barnhouse noted that there were some trees along the creek that were dead or dying and need to be removed. Management asked the grounds company to take a look at this area. CLC said that it was hard to determine which trees needed to be removed in the winter and it would be better to take a look again in the Spring when the trees have leaves again.

Trash Clean Up at Entrance – Vice President Barnhouse stated that he has cleaned the entrance roads along Braxton Park Circle several times and gets trash bags full of trash each time. Management will speak with the grounds company about cleaning these areas once a week while they are on site for the trash areas.

Entrance Sign Repair – Part of the entrance sign is coming away from the stones. Management has asked a handyman to take a look at the issue and repair it.

Pool Work & Schedule – The Board reviewed several repair projects that are needed at the pool this year. Management has asked the pool contractor for estimates or recommendations. The projects include skim line tile replacement, replacing the pool coping, caulking the pool joints, and painting the pool. The Board will also obtain an estimate on Gunnite for the pool surface. The Board plans to open the pool mid May, provided that the COVID-19 restrictions in place for pools remain the same as last summer. The hours the pool is open will be adjusted as necessary.

Bagworm Treatment – Management will remind the grounds company that the association would like bagworm treatment performed on trees at the appropriate time(s) this year.

Water Main Valve on Mallard – There is a water main valve in a parking space on Mallard that is raised away from the asphalt. The asphalt is dipped near the valve, causing the water to pool in the area. Management will contact Campbell County to look at the valve and determine what steps to take.

VI. EXECUTIVE SESSION

A motion was made (Snelick) and seconded (Barnhouse) to go into executive session to discuss possible violations. Motion passed unanimously.

After executive session a motion was made (T. Hunter) and seconded (Barnhouse) to send letters to several owners notifying them of violations. Motion passed unanimously.

VII. NEXT MEETING DATE, TIME, LOCATION

March 2, 2021 at 6pm – Living Water Ministries, 1071 Waterlick Rd, Lynchburg, VA 24501. **The location will be the Board members only.** Owners will be permitted to join via zoom to address the board during the first 15 minutes and observe the remainder/business portion of the meeting. Please check the website www.braxtonpark.com frequently for updates.

VIII. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 7:25 PM.

REMINDERS

- The trash areas are used for **household bagged trash only**. There should be no items larger than the trash can placed in the trash area. The lid of the trash can must be able to close securely. No construction items or debris should be placed in the trash cans or in the trash area. Cardboard boxes must be broken down. Anyone who is found to be placing prohibited items in the trash area will be charged for the removal of the item, as well as a fee of \$50 per item.
- Residents need to clean up after their pets any time they are outside.
- 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. **Bikes, strollers, wagons, etc. are not permitted to be stored on the front porches at any time.**
- VISITOR PARKING SPACES ARE FOR VISITORS ONLY. Residents parked in visitor spaces will be towed without notice.
- All resident vehicles must have a parking decal displayed in the rear windshield at all times.
- No grills on decks at any time.