



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

Chrissy Greene/VP of Association Management – cgreene@hallassociatesinc.com
Nikki M. Pritt/Association Manager – npritt@hallassociatesinc.com

MINUTES
BOARD OF DIRECTORS MEETING

January 27, 2020

Pending Review/Approval at Next Board Meeting

	Name	Term Expires	
Board Members Present:	Devin Snelick	President	2022
	Ed Barnhouse	Vice President	2022
	Rip Wooten	Secretary	2020
	Bill Hunter	Director	2021
	Teresa Hunter	Treasurer	2021
	Cassidy Williams	Director	2021
	Demond Bolden	Director	2020
	Cheryl Bennett	Director	2022
	Claire Paulette	Director	2020
Board Members Absent	None		
Others Present:	Nikki Pritt	Association Manager	
	Brooke McDonald	Owner	
	Brenda Fairley	Owner	
	Debbie Wooten	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with eight board members in attendance. The meeting was called to order at 6:06 PM at the New London Conference Center at 20436 Lynchburg Hwy, Lynchburg, VA 24502. Director Bolden joined the meeting after the call to order.

II. OWNER FORUM

Owners addressed the board regarding the behavior of some of the residents, parking issues and concerns regarding a van that has been seen driving through the neighborhood at night. The van does not appear to be a resident or anyone picking up/dropping off a resident. Residents are encouraged to report any suspicious activity to the Campbell County Sheriff's Office.

III. APPROVAL OF THE MINUTES

A motion was made (T. Hunter) and seconded (B. Hunter) to approve the minutes from October 9, 2019 as written. Motion passed unanimously.

IV. FINANCIAL REPORT

Board members receive financial reports each month prior to the meeting to review. A motion was made (Snelick) and seconded (B. Hunter) to approve the financials through December 31, 2019.

V. UNFINISHED BUSINESS

Architectural Standards – After some discussion, it was determined that management would contact the Sherwin Williams representative again to discuss the deck stain color options and also obtain black door swatches for front doors on Logan, Sprouse and Rowse.

Retention Pond Improvements – Management is still trying to obtain the inspection report from Campbell County.

VI. NEW BUSINESS

Pool Monitor – The Board determined the hours for the pool monitor during the upcoming season. The association will use the same temporary employment agency as last year, provided the cost will remain the same.

Pool Schedule – A motion was made (T. Hunter) and seconded (Bennett) to change the pool schedule to May 15th through September 30th. Motion passed unanimously.

Bylaws Amendment – The Board discussed the need for an amendment to the bylaws to remove the restriction that all meetings must be held in Campbell County. This restriction has hindered the Board's ability to find locations to meet. Management will get the association's attorney to draft an amendment for the board's review. Owners will be permitted to review the amendment online (www.braxtonpark.com) prior to the board approving.

Dog Excrement in Yards – There has been a major issue with residents not picking up after dogs while outside of the townhome. Owners are reminded that any additional charges from landscapers or having to hire a company to perform this service will result in another increase in dues to cover the charges. Owners are asked to please remind all residents of the townhome to clean up after their dog anytime they are outside of the home.

Pressure Washing – Management will obtain an estimate on pressure washing seven buildings on Rowse and all on Mallard. The pressure washing is tentatively scheduled for May.

Asphalt Resealing – Management will obtain estimates on resealing and restriping the asphalt on Rowse and Sprouse.

New Owner Process – The Board discussed how new owners are made aware of requirements for the POA. Management explained that sellers are required to provide any potential buyer with a disclosure packet, which includes all currently policies, rules and regulations, financial information, reserve study, decal request forms, tenant forms, and all other governing documents of the association. The Board suggested that management make them aware of any new sales and provide all new owners with a FAQ sheet that provides a list of frequently asked questions and what new residents need to do when they move in.

Rentals – A discussion took place regarding the possibility of limiting the number of rentals within the association. At last count, the association was made up of approximately 30% rentals. Management will draft a survey that will be sent to all owners asking their thoughts on a rental cap within the association.

Bus Stop Sign – The bus stop sign on Sprouse/Braxton Park Circle was recently damaged and will be replaced. A street sign is also missing and will be reported to VDOT for replacement.

Trash Areas – Discussion took place regarding construction items being left in the trash areas. Owners are reminded that no bulk items can be placed in the trash areas and boxes must be broken down and placed in trash bins. All owners need to make all residents within the townhome aware of this restriction.

VII. 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.

VIII. NEXT MEETING DATE, TIME, LOCATION

February 24, 2020 at 6pm at New London Conference Center at 20436 Lynchburg Hwy, Lynchburg, VA 24502.

IX. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 8:01 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.
- **VISITOR PARKING SPACES ARE FOR VISITORS ONLY. Residents parked in visitor spaces will be towed without notice.**