



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
	Cheryl Bennett	Director	2022
Board Members Absent	Demond Bolden	Director	2020
Others Present:	Nikki Pritt	Association Manager	
	Debbie Wooten	Via Zoom	

DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with eight board members in attendance. The meeting was called to order at 6:05 PM at Living Water Ministries located at 1071 Waterlick Road. A video conference link was provided to owners to attend via Zoom. 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), no more than ten people may be gathered.

I. OWNER FORUM

Debbie Wooten stated that there are large tree limbs at the entrance of Mallard that need to be removed and there is exterior maintenance needed on many of the front posts on Mallard.

II. APPROVAL OF THE MINUTES

A motion was made (T. Hunter) and seconded (Snelick) to approve the minutes from January 19, 2021 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 January 31, 2021. Motion passed unanimously.

IV. UNFINISHED BUSINESS

Retention Pond Improvements – A proposal was received from one company. Another company is waiting on the original retention pond plans in order to provide an accurate proposal. Management is working with Campbell County to try to obtain a copy for the company.

Deck Staining Letter – Mailed to all owners.

Entrance Sign Lights – A new electrician met with Treasurer Hunter to look at the entrance sign lights. He will submit an estimate to replace the system to keep the lights from going out.

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.

Exterior Maintenance on Townhomes – Owners are reminded that any exterior maintenance, repair or replacement to the townhome is the owner's responsibility. An inspection will take place in the upcoming weeks and any maintenance items needed per home will be noted and owners will be notified of the needed repairs with a required completion date.

Tree Replacement 163 Rowse – After receiving an estimate to replace the tree, the board asked for an estimate on replacing the tree with one of the trees from the pool. The grounds company stated that it would not be cost effective. The board asked for an estimate on removing the mulch and seeding the area instead of replacing the tree.

Tree Removal at Creek – There are a few trees that are dead or dying and many branches continue to fall off. Management will obtain an estimate for removing the trees.

Entrance Sign Repair – A small repair is needed to the entrance sign. Management will contact a handyman for this work.

Pool Work – The board determined that they would like to look further into the cost of resurfacing the pool with Gunite. Management will get a firm estimate and determine if tile is needed if Gunite is done and if the coping around the pool can be done at the same time.

Bag Worm Treatment – Management will check with CLC to determine when they can get this on the schedule.

Water Main on Mallard – Management will contact Campbell County to find out what needs to be done regarding a water main that is higher than the pavement in one of the parking spaces on Mallard.

V. NEW BUSINESS

Insurance Claims – Two insurance claims have been filed by the association. One is for an injury as the result of a fall and the other is for property damage to sidewalks on Mallard.

Sidewalk Issues – The Board is aware that many sidewalks were damaged in some areas as a result of chemicals being put down to melt ice. The Board met with the snow removal contractor and a concrete installer. It is the opinion of the concrete installer that some of the sidewalk panels were not installed properly or may have

been a bad batch of concrete. Some areas of the sidewalks have spalling in certain areas, while some do not, and the same chemical was used in both areas. Unfortunately, there is not much that can be done to keep the spalling from happening. The chemical states that it is concrete safe and has to be used in order to keep the sidewalks safe for walking.

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 a letter to an owner regarding the Board's decision on a violation and delinquent balance.

VII. NEXT MEETING DATE, TIME, LOCATION

April 6, 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 8:13 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 or any other flammable items are to be on decks at any time.