



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

April 6, 2021

Pending Review/Approval at Next Board Meeting

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

DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with six board members in attendance. The meeting was called to order at 6:01 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

There were no owners present.

II. APPROVAL OF THE MINUTES

A motion was made (Blanks) and seconded (B. Hunter) to approve the minutes from March 2, 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 (Snelick) and seconded (B. Hunter) to approve the financials through February 28, 2021. Motion passed unanimously.

IV. UNFINISHED BUSINESS

Retention Pond Improvements – No update.

Entrance Sign Lights – The estimate to replace the lighting system at the entrance was approved between meetings. The work was completed on March 30, 2021.

Trees at Pool – Management is waiting on an estimate from CLC for replacing the crape myrtles with holly bushes like the ones that are near the gazebo.

Streetlight on Mallard – A letter was received from the owner of 220 Rowse regarding adding a street light in the area near his townhome and was read to the board during the meeting. AEP requested plans showing easements and right of ways. Management researched plans and sent what was available to AEP.

Exterior Maintenance on Townhomes – An inspection of the front of all homes took place on April 1, 2021. Several homes were noted that had exterior maintenance needed. Owners of those homes will be notified.

Tree Replacement 163 Rowse – The mulch will be removed and grass will be seeded in the area.

Tree Removal at Creek – The trees were removed on April 1, 2021.

Entrance Sign Repair – This repair is complete.

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 has contacted 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.

Insurance Claims – Both insurance claims have been denied by the association's insurance company.

Sidewalk Issues – Because the insurance claim for the sidewalks at one building on Mallard has been denied, the insurance company notified the contractor that they need to file a claim with their insurance company. However, the contract in place with CLC excludes them from being liable for any damage to concrete because of ice melt chemicals. The Board has asked management contact the association's attorney to determine who is responsible for replacing the sidewalks for that building.

V. NEW BUSINESS

Pool House Door Repair – The door on the back of the pool house has been repaired.

Mulching – Mulching will take place in April. The Board has asked CLC to provide an estimate for removing the mulch currently in place and replacing it with new mulch, rather than putting the new mulch over the old. This will most likely be done in stages due to the size of the community and the cost of the project.

Pressure Washing – The buildings on Logan Lane are due to be pressure washed this spring. Management is obtaining an estimate.

Upcoming Meetings – Because the Governor of Virginia has changed the number of people who can gather in one location to no more than 50. Therefore, the Board has determined that meetings will return to being in person with owners permitted to be in attendance.

Pool Opening Date – The pool will open on May 15, 2021 and will close on September 30, 2021, provided that no changes are required by an Executive Order from the Governor of Virginia. The Board determined that the pool hours will be open from 12p to 7p each day. The same COVID-19 restrictions are in place for using the pool as in 2020. An attendant must be at the pool while it is open to screen guests for COVID-19 symptoms and ensure that sanitizer is used upon entry and that furniture that has been used is wiped down. The board will be permitting 2 guests per townhome this year. The attendance will be monitored and if it is determined that occupancy limits are being reached, the guest policy will be revisited. Forms will be sent to all owners and posted online and must be received by management before access to the pool will be permitted.

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 (B. Hunter) and seconded (Barnhouse) to hold a hearing with an owner for noncompliance. Motion passed unanimously.

VII. NEXT MEETING DATE, TIME, LOCATION

April 13, 2021 at 6pm at Living Water Ministries – 1071 Waterlick Road, Lynchburg, VA 24502 – Meeting will be Executive Session for Hearing (owners are not permitted to observe during Executive Session).

May 20, 2021 at 6pm at Living Water Ministries – 1071 Waterlick Road, Lynchburg, VA 24502

VIII. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 7:28 PM.