



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

April 14, 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
	Teresa Hunter	Treasurer	2021
	Cassidy Williams	Director	2021
	Bill Hunter	Director	2021
	Demond Bolden	Director	2020
Board Members Absent	Cheryl Bennett	Director	2022
	Claire Paulette	Director	2020
Others Present:	Nikki Pritt	Association Manager	
	Debbie Wooten	Owner	
	Brooke McDonald	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with seven board members in attendance. The meeting was called to order at 6:07 PM via video conference. Due to the Governor of Virginia's orders, the Board was not able to meet in person or meet with at least two members in the same location. The video conference link was posted on the Braxton Park website (www.braxtonpark.com) in advance of the meeting for owners to attend.

II. OWNER FORUM

No owners asked to address the board.

III. APPROVAL OF THE MINUTES

A motion was made (T. Hunter) and seconded (Snelick) to approve the minutes from February 24, 2020 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 (T. Hunter) and seconded (Barnhouse) to approve the financials through February 29, 2020.

V. UNFINISHED BUSINESS

Architectural Standards – Due to circumstances regarding COVID-19, Treasurer T. Hunter had not been able to obtain samples of the stain from Lowe's. She will obtain a sample when the Governor's stay at home order has been lifted.

Retention Pond Improvements – Management is received copies of the inspection reports and they were sent to the Board to review. Some clarification is needed and Management will contact Campbell County again to get the information. Management will work to create a Request for Proposal once the clarification is received.

Bylaws Amendment – A motion was made (Wooten) and seconded (T. Hunter) to approve the amendment to the Bylaws as presented. Motion passed unanimously. The amendment will be added to the documents section on the Braxton Park POA website.

Pressure Washing – A motion was made (Barnhouse) and seconded (T. Hunter) to approve the pressure washing estimate submitted for pressure washing 7 buildings on Rowse Drive and all buildings on Mallard Lane. Motion passed unanimously. The affected residents will be notified in advance of the pressure washing.

Asphalt Resealing – Estimates were obtained for sealcoating the asphalt on Rowse Drive and Sprouse Lane. The Board reviewed the estimate but was not prepared to vote at the meeting. This item will be deferred until the next meeting.

New Owner Process – The Board reviewed a drafted FAQ sheet that provides a list of questions that are frequently asked by new owners/residents. A few additions were made to the draft. Management will update the draft and provide the board with the final version between meetings to be voted on at the next board meeting.

Rental Survey – The Board reviewed the rental survey drafted and a motion was made (Williams) and seconded (Snelick) to approve the rental survey and mail to owners.

Termite Warranty on Mallard – Management will obtain pricing for a termite warranty for the buildings on Mallard Lane. All other buildings have this warranty in place at the association's expense.

Sidewalk Repair/Replacement – This item is deferred at this time.

VI. NEW BUSINESS

Pool Opening – Due to the Governor's stay at home order through June 10, 2020, the pool opening will be delayed this season. A letter will be sent notifying all owners of the delay. Registration Forms for 2020 will also be included in the mailing for owners to return so that the keys can be activated once the order has been lifted.

Landscaping – Mowings will take place on Thursday or Friday each week, weather permitting. A few issues have taken place that the board is working to address, however, overall the board is pleased with the work.

Outside Activity – With warmer weather, people are outside in the neighborhood much more. All owners are asked to remind their residents that throwing balls towards cars or houses is not permitted. Throwing rocks that have been placed for drainage purposes is also not permitted. There have been issues with residents climbing trees and breaking limbs which is damaging the trees. These activities will be considered destruction of property and the proper authorities will be notified. Additionally, residents are asked to remember that being in other yards without the owners' permission is not permitted. Residents should remember to watch for children who may be playing outside while driving through the neighborhood. Please drive slowly and carefully.

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

To be determined. Please check the website www.braxtonpark.com frequently for updates.

IX. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 7:55 PM.

REMINDERS

- Please remember that each lot is individually owned and no one should be in another owner's yard without their permission. The owner's yards are the grassy area in front of and behind the townhome. Any individuals caught damaging the grassy area or other items in yards will be held responsible for repairs. Please make sure all residents of the home are aware that the lots are privately owned and **there should be no congregating on other owner's yards for any reason without the owner's permission.**
- 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.
- No grills on decks at any time.