



**Hall Associates**  
Commercial REALTORS since 1975

**Braxton Park Property Owners Association**  
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**MINUTES**  
**BOARD OF DIRECTORS MEETING**

May 20, 2021

Pending Review/Approval at Next Board Meeting

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

**DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with six board members in attendance. The meeting was called to order at 6:11 PM at Living Water Ministries located at 1071 Waterlick Road. Demond Bolden joined the meeting after the call to order.

**I. OWNER FORUM**

LaVerne Stark commented that there are carpenter bees on the back side of his building. It is affecting all of the townhomes in his building. He purchased a carpenter bee trap but has not had much success with catching many. He also stated that the water main drain referenced in the minutes previously is actually a shut off for the fire hydrant and the pavement sunk in that area which caused the problem. He volunteered to tighten up the street sign at Braxton Park Circle and Mallard Lane. He has the type of wrench that is needed.

**II. APPROVAL OF THE MINUTES**

A motion was made (T.Hunter) and seconded (Blanks) to approve the minutes from April 6, 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 (T. Hunter) and seconded (B. Hunter) to approve the financials through April 30, 2021. Motion passed unanimously.

### IV. UNFINISHED BUSINESS

**Retention Pond Improvements** – The proposal from one contractor has been updated and was broken down by pond. One contractor has declined to submit a proposal. Management is still waiting for another estimate from another contractor.

**Trees at Pool** – A motion was made (Blanks) and seconded (T. Hunter) to approve the proposal from CLC with one change. The maiden grass will be taken out of the proposal. Motion passed unanimously.

**Streetlight on Mallard** – AEP has let management know that there needs to be an easement from two owners in order to place the streetlights where they are being requested. Additionally, the cost to bore under the creek will be very costly. The Board will look into alternatives.

**Exterior Maintenance on Townhomes** – Management is working on letters to be sent to owners who have items that require maintenance on their homes. The maintenance will be required to take place by a specific date, but won't be required to happen until after pressure washing takes place.

**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** – A motion was made (Barnhouse) and seconded (T. Hunter) to approve Option 2 on the proposal from Young Sealcoating. Motion passed unanimously.

**Mulching** – A motion was made (Barnhouse) and seconded (Bolden) to approve removal of mulch on Logan, Sprouse and the pool area to be replaced with new. Motion passed unanimously. Fresh mulch will be installed on all other roads over the old mulch. The old mulch on other streets will be replaced over the next couple of years.

**Pressure Washing** – The pressure washing estimate was approved between meetings via email. Management is waiting to hear a scheduled date and will let residents know when it will take place.

### V. NEW BUSINESS

**Pool Opening** – The pool opened on May 15<sup>th</sup>. The Board discussed the pool opening and the need for a pool attendant. The temp agency that is being used is having a difficult time finding employees. Per information sent from the Virginia Department of Health, the COVID-19 restrictions in place will no longer be required as of May 28, 2021 (pending no additional changes by the Governor of Virginia). The board determined that IF the restrictions are lifted on the referenced date, the pool hours will return to 9am to 9pm. A pool monitor will be at the pool from Monday through Thursday from 4p to 9p, Friday 12p to 9p and Saturday and Sunday from 9a to 9p. All residents and guests will continue to be required to sign in at each pool visit, even if there is no pool monitor stationed at the pool. The number of guests will return to 4 guests per townhome. Residents are reminded that anyone under 18 must be accompanied by an adult resident of the townhome. Residents also must stay with their guests the entire time they are at the pool.

**Electric Car Charging** – A request from an owner to be permitted to run a charging cord with an anti-trip cover over it over the common area sidewalk was approved, provided that the cord is not used for extended periods of time or placed across the sidewalk on a permanent basis.

**Trees on Mallard** – A request was submitted from an owner to have trees added to the islands on Mallard. The Board determined that due to the expenses coming up for the retention pond repairs, they were not in a position to plant trees on Mallard at this time.

**Sealcoating on Mallard** – A request was submitted from an owner to have the sealcoating on Mallard that is currently scheduled for 2022 to be moved up to take place in 2021. After discussing the request, the Board determined that the sealcoating on Mallard will remain scheduled for 2022 as recommended in the reserve study.

**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 two owners for noncompliance. Motion passed unanimously.

**VII. NEXT MEETING DATE, TIME, LOCATION**

June 29, 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 8:15 PM.