



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

July 10, 2019

Pending Review/Approval at Next Board Meeting

	Name	Term Expires	
Board Members Present:	Debbie Wooten	President	2019
	LaVerne Stark	Vice President	2019
	Rip Wooten	Secretary	2020
	Freddy Black	Treasurer	2019
	Bill Hunter	Director	2021
	Teresa Hunter	Director	2021
	Cassidy Williams	Director	2021
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Board Members Absent	Claire Paulette	Director	2020
	Demond Bolden	Director	2020
Others Present:	Nikki Pritt	Association Manager	
	Cheryl Bennett		
	Brooke McDonald		
	Andrew Hunt		
	Jamie Scott		
	Tai McCray		

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with five board members in attendance. The meeting was called to order at 6:08 PM at the Brookville Timberlake Fire Department located at 3640 Waterlick Road in Forest. Cassidy Williams and Bill Hunter joined the meeting after the call to order.

II. OWNER FORUM

Andrew Hunt addressed the board regarding the current parking and towing policy and enforcement. He thanked the board for what they do and stated he enjoys being a part of Braxton Park. He agrees that a parking policy is needed and understands the purpose of the policy and that there is a challenge with parking. He stated his car has been towed and his mother-in-law's car was almost towed. Mr. Hunt reviewed different occasions where the parking policy has affected him personally. He would like the board to consider a grace period before towing and he asked the Board to review the policy and reconsider the towing portion of the policy. The board will place the policy on the agenda for the next meeting to review.

III. APPROVAL OF THE MINUTES

A motion was made (D. Wooten) and seconded (T. Hunter) to approve the minutes from June 12, 2019 with one change noted to reflect a date change. Motion passed unanimously.

IV. FINANCIAL REPORT

Reports were reviewed through June 30, 2019. A motion was made (D. Wooten) and seconded (Black) to approve the financials and file for record. Motion passed unanimously. Treasurer Black recommended budgeting any additional grounds projects under Landscaping in the 2020 budget and regular reoccurring grounds maintenance will be under Grounds Maintenance.

V. UNFINISHED BUSINESS

Exterior Maintenance Needed – This work will be done the first week of August. Notices were mailed out to all owners affected with the payment due date of October 31, 2019.

Architectural Standards – The Board discussed the need for maintenance on the decks of many homes. Owners are reminded that deck maintenance is an owner responsibility. Decks need to be cleaned regularly. Any stain, paint or finish of any kind must be approved by the Board of Directors. The Board is working on an approved color list for decks. Owners will be required to perform maintenance on decks as needed by spring of 2020. Any necessary maintenance not performed by the owner will be done by the association at the individual owner's expense, as permitted by the governing documents.

Pond Fountain – Electrician has completed his work. Waiting on AEP.

Pool Maintenance Items –

Key System – The locksmith is in the process of converting all of the information over to the new system, however there is a problem with the key fob data not transferring. The locksmith will continue to work on it but new key fobs may be needed next year.

Back Room Repairs – The area where the water fountain was leaking into the back room appears to have mold on a small section of the wall. Director B. Hunter will purchase a chemical to use to kill the mold and spray the area. No additional repairs are needed.

Retention Pond Improvements – The inspection has taken place but no report has been sent to management. Management has followed up with Campbell County to obtain a copy of the inspection report.

Tree Trimming and Tree Removal – Complete.

Dusk to Dawn Lights at Trash Areas – Lights will be installed at three trash areas. Currently waiting on AEP to install.

Bank Erosion Behind Pool House – Complete. One area was missed but will be addressed later in the week or early next week to fix.

Crape Myrtle Bed – Complete.

Trash Area Pressure Washing – This item was approved between meetings. Waiting on contractor's schedule.

VI. NEW BUSINESS

Storm Door Approval - Motion was made (Stark) and seconded (T. Hunter) to approve request to install storm door by the owner of 115 Rowse. Passed unanimously.

Erosion Repair behind 139 Rowse – Motion to approve (D. Wooten) and seconded (Black) proposal submitted by CLC to repair erosion in an area behind 139 Rowse. Motion passed with five in favor and two abstentions (Stark, T. Hunter).

Wildlife Management – Muskrat and Woodchucks are becoming more of a problem. Management will contact VA extension to see if there is anything they can help with to control the issue.

VII. EXECUTIVE SESSION

A motion was made (D. Wooten) and seconded (Stark) to go into executive session to discuss a delinquent account and a legal issue. Motion passed unanimously. After returning to open session there was no action to be taken.

VIII. NEXT MEETING DATE, TIME, LOCATION

Board Meeting – August 7, 2019 at 6pm at the Brookville Timberlake Fire Department located at 3640 Waterlick Road in Forest.

IX. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 8:14 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.
- No bags of trash should be left outside on the front porch or patios at any time.
- NO GRILLS ON DECKS.