



Braxton Park Property Owners Association
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
112 Kirk Ave SW - Roanoke Virginia 24011

Chrissy Greene/VP of Association Management – cgreene@hallassociatesinc.com
Nikki M. Pritt/Association Manager – npritt@hallassociatesinc.com

MINUTES
BOARD OF DIRECTORS MEETING

August 6, 2020

Pending Review/Approval at Next Board Meeting

	Name	Term Expires	
Board Members Present:	Devin Snelick	President	2022
	Ed Barnhouse	Vice President	2022
	Teresa Hunter	Treasurer	2021
	Rip Wooten	Secretary	2020
	Cassidy Williams	Director	2021
	Cheryl Bennett	Director	2022
Board Members Absent	Bill Hunter	Director	2021
	Claire Paulette	Director	2020
	Demond Bolden	Director	2020
Others Present:	Nikki Pritt	Association Manager	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with six board members in attendance. The meeting was called to order at 6:04 PM via video conference. 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), this meeting is being held via electronic means (Zoom Video Conferencing). 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

There were no owners present.

III. APPROVAL OF THE MINUTES

A motion was made (T. Hunter) and seconded (Snelick) to approve the minutes from May 29, 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 (Snelick) and seconded (T. Hunter) to approve the financials through June 30, 2020.

V. UNFINISHED BUSINESS

Architectural Standards – A letter with the approved deck colors will be sent out to all owners letting them know that any new staining that takes place must be one of the approved colors and all decks must be stained in one of the new colors by April 30, 2021. Any new homes that sell will be made aware that the decks will need to be stained one of the approved colors.

Retention Pond Improvements – A request for proposal was sent to two grounds companies to get estimates on making the necessary repairs.

Pressure Washing – This item is complete.

Asphalt Resealing – Asphalt Sealcoating is scheduled for the week of August 10th, weather permitting. Notices have been sent to owners and residents, as well as posted throughout the community.

Rental Survey – The results of the rental survey were presented to the Board. Out of 193 townhomes, 82 surveys were returned. Of the 82, 36 owners were in favor of limiting rentals and 43 were opposed. Out of the 43 opposed, 29 are currently rented. The drawing for the \$25 visa gift card also took place during the meeting. The winner of the drawing was 104 Logan Lane.

Pool Update – The Board reviewed the current pool hours, procedures and attendance. Everything seems to be going well with what is currently in place. There were a few items that management will discuss with the pool monitors regarding checking in residents and closing procedures.

Tree Removal on Logan – This is complete.

VI. NEW BUSINESS

Termite Warranty on Mallard – An estimate from Dodson Brothers was received for termite treatment and warranty on Mallard. All other streets currently have this in place. Mallard was developed last and has not had this in place previously. A motion was made (Wooten) and seconded (Barnhouse) to approve the estimate and to pay half of the invoice from general operating and the other half from operating reserve. Motion passed unanimously.

Trash Areas – There has been a lot of issues with large items being placed in the trash areas for pick up. Owners are reminded that 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. If the price for the trash removal increases because of the larger items being placed in the trash areas, dues may have to be increased, which will affect all owners. Residents are asked to report anyone seen placing prohibited items in the trash area so that it can be addressed directly with the owner. New signs will be added to the trash areas which will specify these issues.

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 8:12 PM.

REMINDERS

- **Trash areas are for bagged trash ONLY.** No large items or construction materials should be placed in trash areas. No trash should be left on the ground. All bags should be placed in a trash can with the lid closed securely. Cardboard boxes must be broken down and placed in a trash can. **If an item does not fit in the trash can, it can not be in the trash area.**
- 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.