



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

September 4, 2019

Pending Review/Approval at Next Board Meeting

	<b>Name</b>	<b>Term Expires</b>	
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
	Demond Bolden	Director	2020
Board Members Absent	Claire Paulette	Director	2020
Others Present:	Nikki Pritt	Association Manager	
	Devin Snelick	Owner	
	Brooke McDonald	Owner	
	Ed Barnhouse	Owner	

**I. DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with five board members in attendance. The meeting was called to order at 6:09 PM at the Brookville Timberlake Fire Department located at 3640 Waterlick Road in Forest. Demond Bolden joined the meeting after the call to order. Demond Bolden joined the meeting after the call to order.

**II. OWNER FORUM**

Devin Snelick asked when the trim repairs will be completed and stated that he does not think that work was done on his home.

Brooke McDonald discussed drainage issues within the retention ponds and reported on research she had done.

### III. APPROVAL OF THE MINUTES

A motion was made (Stark) and seconded (D. Wooten) to approve the minutes from August 7, 2019 as written. Motion passed unanimously.

### IV. FINANCIAL REPORT

Because the September meeting was held early in the month, August financials were not available prior to the meeting.

### V. UNFINISHED BUSINESS

**Exterior Maintenance Needed** – The work has been completed. Management will contact the company about one home that may have been missed.

**Architectural Standards** – Treasurer Black reported that he went to Sherwin Williams and was able to find the front door color for the houses on Mallard. A motion was made (D. Wooten) and seconded (Black) to use one color, Dovetail SW 7018, for the exterior door colors. Motion passed unanimously. Treasurer Black also reported that the column and shutter color on Mallard was Hawthorne SW 3518SS from Sherwin Williams. These are the approved colors to use when repainting the doors or columns. A motion was made (D. Wooten) and seconded (T. Hunter) to hire a Decorative Products Specialist from Sherwin Williams to come to the property and recommend deck stain colors and types for all homes within the association. Motion passed unanimously.

**Pond Fountain** – The electricity has been installed by AEP. The contract has been signed and a deposit has been mailed to Solitude to order and install the pond fountain.

**Pool Back Room Repairs** – This item has been completed.

**Retention Pond Improvements** – Management and Treasurer Black met with two representatives from Campbell County to determine the repairs needed on the retention ponds (areas between townhomes on Logan and Rowse). A report from Campbell County will be sent to Management in the next few weeks detailing the meeting and inspection. There were several repairs that were discussed that will need to be made.

**Dusk to Dawn Lights at Trash Areas** – This item is complete.

**Erosion Repair behind 139 Rowse** – Despite the repairs that were made to this area twice, it continues to wash out each time there is a heavy rain. This will be something that is included in the report from Campbell County and the Board will obtain estimates on repairing this area along with several other areas.

**Annual Meeting Preparation** – There are three expiring terms this year that will be up for election at the annual meeting. Anyone interested in being placed on the ballot for the 2019 election should contact management.

**Budget** – A preliminary draft of the 2020 budget was reviewed by the Board and discussed. The final 2020 budget will be approved next month.

**No Turn Around Sign on Mallard** – Management is working with Vice President Stark to choose an appropriate sign.

### VI. NEW BUSINESS

**Property Inspection** – A property inspection took place at the end of August. There were many homes with items stored on patios and decks that are not permitted. Only furniture in everyday use is permitted on patios, decks and front porches. The common items that are seen on patios that are not permitted are bikes, scooters, riding toys, small pools and trash or trash cans. These items are not to be stored outside and must be brought into the townhome when they are not in use. No grills are to be on decks at any time.

**Pool Closed** – The pool closed on September 3, 2019. The pool maintenance company has shut down the equipment, adjusted water levels and chemicals and installed the pool cover. Furniture has also been stacked and put away for the season.

**Mailing Meeting** – A motion was made (B. Hunter) and seconded (T. Hunter) to begin mailing the board of directors meeting minutes to all owners again. Motion passed unanimously.

**VII. EXECUTIVE SESSION**

A motion was made (D. Wooten) and seconded (B. Hunter) to go into executive session to discuss a legal issue. Motion passed unanimously.

After executive session there was no action to be taken.

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

Board Meeting – October 9, 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 8:35 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.