



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

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**MINUTES**  
**BOARD OF DIRECTORS MEETING**

September 15, 2020

Pending Review/Approval at Next Board Meeting

	<b>Name</b>	<b>Term Expires</b>	
Board Members Present:	Devin Snelick	President	2022
	Ed Barnhouse	Vice President	2022
	Teresa Hunter	Treasurer	2021
	Cassidy Williams	Director	2021
	Cheryl Bennett	Director	2022
	Bill Hunter	Director	2021
	Claire Paulette	Director	2020
Board Members Absent	Rip Wooten	Secretary	2020
	Demond Bolden	Director	2020
Others Present:	Nikki Pritt	Association Manager	
	Sarah Brumfield	Owner	
	Meredith Parnell	Owner	
	Lauren Blanks	Owner	
	Steve Bishop	Owner	

**DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with six board members in attendance. The meeting was called to order at 6:04 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](http://www.braxtonpark.com)) in advance of the meeting for owners to attend.

**I. OWNER FORUM**

Sarah Brumfield stated that she had concerns regarding a dark area along Mallard where there is no street light. The Board will review the history of the street light installation that was considered previously and see what can be done to have a street light installed in this area.

## II. APPROVAL OF THE MINUTES

A motion was made (Snelick) and seconded (Barnhouse) to approve the minutes from August 6, 2020 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 (Barnhouse) to approve the financials through August 31, 2020.

## IV. UNFINISHED BUSINESS

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

**Asphalt Resealing** – Complete.

**Pool Update** – The Board reviewed the current pool hours, procedures and attendance. The closing date will remain the same, September 30, 2020. However, the board will be adjusting the pool hours due to low attendance at the pool. A motion was made (Barnhouse) and seconded (Paulette) to change the pool hours to the following: Monday through Friday 4p to 7p and Saturday and Sunday 12p to 7p. Motion passed unanimously.

**Termite Warranty on Mallard** – The treatment on Mallard has been completed.

Deck Staining Letter – No update. Management will draft letter for the Board's review.

**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. The janitorial company that has been hired to clean out the trash areas weekly has determined that they can no longer handle the job because the trash not being put inside the trash cans has gotten too bad. Management has recommended increasing trash pick up to 4 times per week and will obtain pricing.

## V. NEW BUSINESS

**Entrance Sign Lights** – The lights at the entrance sign have been repaired twice but are still not working. Management will get with the electrician again to repair. If it continues, management will contact another electrician.

Dollar General Trees – The trees along the Dollar General property at the entrance of the association are overgrown and out into the street. Management will contact Campbell County and the property owner to get them trimmed back.

Trees at Pool – The crepe myrtles at the pool are causing issues with leaves and blooms getting into the pool and around the pool deck. The Board would like to consider removing the trees and planting larger shrubs in their place. Management will work with the landscaper to obtain an estimate.

Street Light on Mallard – Management reviewed the history of trying to add a street light at the intersection of Mallard and Rowse. After discussion, the Board determined that the location of the light should be further down

Mallard and not directly at the intersection. Management will contact AEP to obtain pricing for installing the street light.

Annual Meeting – The annual meeting of the association is scheduled for November 16, 2020 at 6pm. The location has not been set. Many locations are not allowing outside groups to meet and it is difficult to find a meeting location. Management will be checking with the church where the meeting was held last year. The meeting can be held via Zoom but with restrictions. The Board prefers to meet in person and management will try to find a location.

2021 Budget – Management will draft a budget for 2021 for the board to review prior to the next meeting.

## VI. EXECUTIVE SESSION

A motion was made (Snelick) and seconded (Barnhouse) to go into executive session to discuss possible violations and hold a hearing. 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. A motion was made (T. Hunter) and seconded (Barnhouse) to charge one owner noncompliance fees for a violation. Motion passed unanimously.

## VII. NEXT MEETING DATE, TIME, LOCATION

October 14, 2020 at 6pm via Zoom. Please check the website [www.braxtonpark.com](http://www.braxtonpark.com) frequently for updates.

## VIII. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 8:07 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.